

St Anselms Catholic Primary School

“We are called to serve, to walk humbly with God”



Headteacher Application Pack

Closing Date: Sunday 26th January 2025

Shortlisting Date: 30th January 2025

Interview date: 7th February 2025

Welcome to St Anselm's Catholic Primary School

Dear Applicant,

Thank you for your interest in applying for the position of headteacher at our school. This information pack includes a job description and personal specification. Please read these carefully.

No doubt you will have already seen from your own research that we are an outstanding school: both Ofsted and the Archdiocese of Southwark have made that judgement in their most recent inspections. We consistently score highly in national tests. We are rightly proud of this. However, it only tells part of our story.

We are a school where we believe every child has the right to be heard and to be supported to reach their potential. We support the development of the whole child both spiritually and emotionally. We believe that it is our duty to identify and nurture the talents of all our children. We have created a safe environment where children are not afraid to make mistakes, where they support each other and are happy to come to school and learn. We do not believe in just filling their heads with facts but instead giving them the tools to become independent and lifelong learners. And of course, for us as a Catholic school, the spiritual development of our children is not only one part of our curriculum, it is at the heart of everything we do.

Some may think becoming headteacher of a successful school offers few challenges. We think the opposite. The educational landscape is forever evolving and maintaining our high standards with diminishing funds and a changing local demographic is not easy. Our school is a very special place and requires a special person to lead us forward.

I therefore would encourage you to come and see our wonderful school for yourself. Please contact the school office on 020 8672 9227 or email admin@stanselms.wandsworth.sch.uk

I look forward to hearing from you

Clare Bradbury
Chair of Governors



Welcome to St Anselm's Catholic Primary School

We are called to serve, to walk humbly with God

A profile of the school

St Anselm's School is set within an oasis of calm amidst the busy streets of Tooting. We are a small, single form primary school where we focus on the academic, personal and spiritual development of the children. Our pupils are immensely proud of their school, and they leave us ready for the challenges that lie ahead. St Anselm's was founded by the Sisters of La Retraite, in 1965, after the then Parish priest, Father Donovan asked them to come and found a school next to the parish church for the children of the parish. The bonds formed between our families, the parish community and the school together with our commitment to Catholic education remain just as strong today.

Our Mission Statement

As a Catholic school and community, we share a common vision where Christ is at the centre of all our work. Our school policies embody principles of love, service, respect and reconciliation. We strive to recognise the dignity of each member of our school community and to nurture and challenge our pupils to be lifelong learners.

† St Anselm's School Prayer

Dear Lord

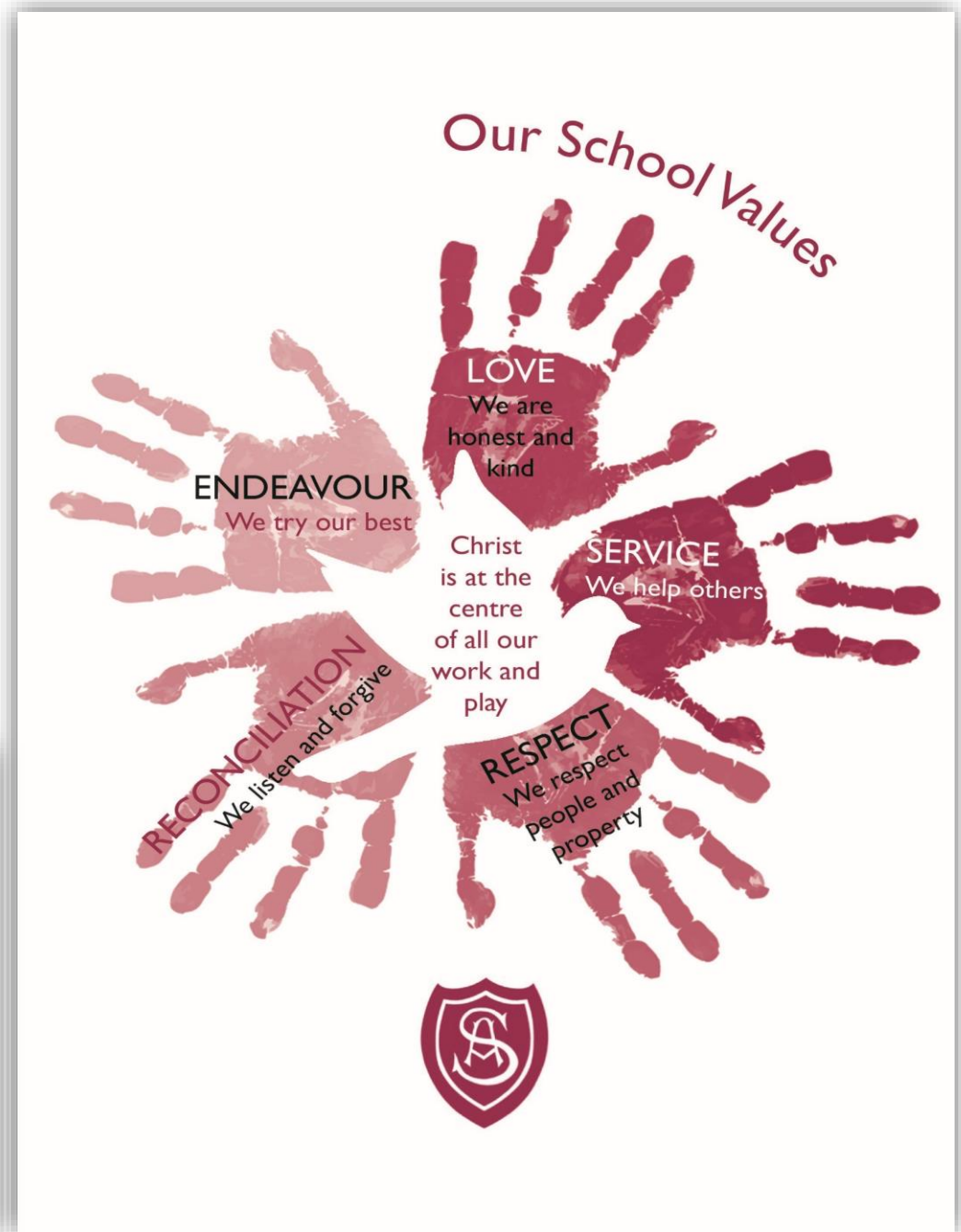
When we work and when we play,
we know that you are there beside us.

We know that you love us always; may we
follow your example by serving everyone in our
community.

Help us to be your true disciples by showing
respect, kindness and forgiveness.

We ask that you guide us every day as we
endeavour to challenge ourselves to do our
best.

Amen





Our school Mission Statement is lived out in all that we do, and our school prayer grew out of our Mission Statement

- We have a strong link with St Anselm's Church. We attend Mass regularly, and the priests visit the children in school. The faith life of the school is not separate from the life of the school, the two aspects are indistinguishable.
- Included within our mission, are the nine aspects of Catholic Social teaching.
- **Examples of how we live out our mission are:**
- The school chaplains linked up with the local Polish Club, and led a project to collect backpacks for children in Ukraine at Christmas
- Year 6 children spent the day at a local foodbank (The Dons) to learn about food poverty and to help make up food parcels
- Year 5 raised money for CAFOD through a sponsored times-tables test. They used the money to support CAFOD's World Gifts programme and chose what to buy
- The school takes part in the annual CAFOD Big Lent Walk
- The school chaplains help out at the parish Christmas Soup and Sandwich Club, which supports the parish senior citizens
- The PTA, and Year 6, organise an annual Christmas party for the Parish Senior Citizens in the school hall
- Our Rights Respecting Advocates led on collecting food and provisions at harvest time

The faith life of our school is woven into all areas of our school day

Our RE teaching encourages our children to discover, to analyse and to investigate scripture allowing them to understand the messages and to make links with other scripture as well as their own lives.

Catholic Social Teaching is an integral part of our religious education teaching.

Pupils are taught to value themselves, and others, and to understand that they all are made in the image and likeness of God. Children are reflective and aware of their actions on others because they are able to understand and apply the teachings of the gospel.

The school community is involved in regular collective worship.

- *The headteacher and senior staff lead weekly collective worship based on the Gospel readings. The worship focuses on The Word (scripture) and allows time for reflection, prayer and 'going forward' with how we can live out the scripture*
- *Classes lead collective worship, also based around The Word*
- *Pupil Chaplains lead a rosary club in October, and senior staff say the rosary with parents, staff and children, before school during May*
- *All classes lead class assemblies, performed for parents, during the year*
- *Reception lead the crowning of Mary during May, for parents and children*
- *The whole school attends Mass at the beginning and end of each term and on Holy Days of Obligation. Masses are also attended for special occasions such as an Advent Mass, and a Mass to celebrate First Holy Communion*
- *Classes attend Mass regularly, and the older children attend confession during Advent and Lent*
- *Pupil chaplains lead some collective worships, including a whole school reflection on The Stations of the Cross*
- *Each class has a prayer book which gives children the opportunity to share prayers from home*
- *Year 4 attend an overnight trip at Aylesford Priory*
- *Singing is central to worship at our school*



Our vision and Our Curriculum

We want our children to grow in their faith and to be enthusiastic, life-long learners who are able to discuss, share and use their knowledge and skills.



The teaching of reading and writing are closely linked and we want our children to become enthusiastic writers who express their ideas and opinions confidently.

We aim to have a curriculum that leads children to think and reason, to verbalise and debate, to fail and thus achieve, and to challenge themselves. The curriculum and pedagogy allows for children to self-evaluate and develop autonomy. Learning is accelerated through depth rather than breadth with the expectation that learning persists, is maintained and is built on

We believe that our pupils have a natural curiosity about their world and an enthusiasm to want to make sense of it. We aim to fill our science lessons with challenging questions from both teachers and pupils, and plenty of hands-on practical activities to engage and inspire the children.

We focus on both knowledge and skills. We teach discrete lessons, based on National Curriculum objectives, and the acquisition of knowledge is achieved through a varied and rich approach to learning. Purposeful learning builds on prior learning, from lesson to lesson and year to year, as a result of a carefully constructed curriculum. Teachers use misconceptions to feed into the next steps.



Computing is taught discretely, as well as being integrated into subjects across the curriculum.

At St Anselm's we use the Maths Mastery approach to teach maths and through this we aim to include, engages, challenge and inspire all learners.

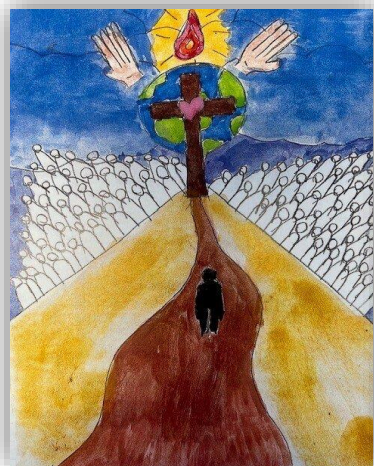
The school works with a computer specialist who supports the computing teaching, and the vision to continually develop the use and impact of technology.

We aim to nurture a love of literature and a passion for reading by immersing the children in good quality texts.



We have a dedicated MFL teacher who teaches French each week to all children from Year 1 to Year 6. Our curriculum is progressive, building on learning from year to year.

We consider the teaching of all the foundation subjects to be of equal importance as our core subjects



Because we believe in developing the whole child, Sport and the Arts have high importance for our school. We believe all children should experience the excitement and exhilaration of performance whether that be through drama, music or sport. We have dedicated sports coaches and music teachers. In sport the children acquire and develop skills in a wide range of sports. We take part in matches with other schools and competitive events organised by the local authority. Each term we have an inter-house tournament, focussing on different sports that all children partake in.

We have a dedicated music teacher who teaches each class and leads a singing assembly. Children in KS2 all learn an instrument currently recorders, flute and ukelele. Children participate in the singing project provided by Wandsworth music service and have performed at venues such as The Fairfield halls and even the Albert Hall!

Children throughout the school are also given opportunities to perform to an audience through class assemblies, nativity plays, pantomimes and theme week and thus develop their articulation, expression and presentation as well as acting, dancing and singing skills.

Art and DT are taught in different forms to encourage creative development and develop skills using a range of different media. Our curriculum is creative and allows for the development of art and DT skills, in an integrated approach.

In addition to teaching staff, Place to Be counsellors work in school to support children, their families and our staff as the wellbeing of our community is of high importance to us.



Theme Week

Theme Week is a long-standing tradition at St Anselm's, and it is an opportunity for the whole school to focus on one theme across the week, to enrich their learning. The children come together into family groups (one child from each year group) and work together, as well as working in their class groups.

We also have many visitors, including parents, who come in to enhance learning. The children learn a whole school dance and they are engaged in creative, fun, engaging projects across the week, including a whole school quiz.

Theme week is a collaborative opportunity that embodies our school mission statement and our vision, helping children to become life-long learners.

Previous Theme Weeks:

2018: Around the World **2019:** Happiness is.....

2021: Planet Hope **2022:** Shakespeare Rocks

2023 Planet Tooting **2024** The Olympics and Paralympics

Of course, none of this can happen without a dedicated, talented and caring teaching team who use their skills and expertise to enhance the learning opportunities and experiences for every member of our school community

We hope you have enjoyed reading about our school. Please visit our website for further information www.stanselms.wandsworth.sch.uk and please come and visit us.



Job Description- Headteacher St Anselm's Catholic Primary School

Job Title: Head Teacher in a full-time position.

As a leader of a Catholic school community, a Headteacher:

- The Head Teacher will promote and support the vision and direction of the school, providing day-to-day leadership that be responsible for leading Catholic education based on Gospel Values, will enable the school to build success and provide the highest quality education for the best interests of the school's pupils. The Head Teacher leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school.
- Working with Governors to create the strategic vision for the school in the partnership and promote the vision of Catholic education, values and ethos to pupils, staff, Governors, parents, parish and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals in the school.
- Develop a shared expectation of outstanding teaching and learning, with opportunities for shared learning and Continued Professional Development. (CPD)
- Monitor progress against targets for pupil achievement and make suggestions to improve teaching and learning practices accordingly.
- Set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim. Uphold their duty to give account and accept responsibility.
- Monitor school leaders' performance and conduct reviews of performance – offer support and training as appropriate. Set high expectations and challenging targets for the school.
- Create an inspiring, professional work environment consistent with the school's values and aspirations.
- Be responsive to the needs of pupils, listen to pupil voice surveys and suggest adjustments to improve teaching strategies accordingly. Create a curriculum that is child centred and inspiring so that high standards in attainment and achievement are reached and maintained.
- Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities. Articulate the school's vision as a provider of Catholic education to key stakeholders within the partnership and ensure the vision is regularly reviewed

Section 1: Ethics and Professional Conduct.

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, a Catholic headteacher upholds and demonstrated the Seven Principles of Public Life, at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

A Catholic Headteacher:

- Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.
- Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
- Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic Social Teaching.

Section 2: Headteacher Standards.

School Culture

- To establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust (If appropriate), governors, the school community and Archdiocese.
- To create a Christ inspired culture where pupils experience a positive and enriching school life, enabling them to flourish.
- To uphold aspirational educational standards, which reflect the distinctive nature of Catholic education and which prepares pupils from all backgrounds for their future.
- To ensure a culture of professionalism based on mutual respect and the pursuit of excellence.

Teaching

- To establish and sustain high quality teaching, across all subjects and phases, built on evidence and research-based understanding
- To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of the subject or specialism and demonstrates how each subject and discipline, contributing to the Christian vision of human flourishing.

Curriculum and Assessment

- To ensure a broad, structured and coherent curriculum entitlement, grounded in the distinctive characteristics of Catholic education which clearly sets out the knowledge, skills and values that will be taught.
- To establish and develop effective curricular leadership, developing the expertise of subject leaders, providing access to range of networks and communities.
- To ensure valid, reliable and accurate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour:

- To develop and establish high expectations of behaviour, based on love, justice and reconciliation, built upon relationships and rules that are understood by all.
- To ensure high standards of behaviour through the promotion of the school's values, ethos and mission, in accordance with the school's behaviour policy.
- To adopt a consistent approach to the application of behaviour management.

SEND:

- To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social Teaching.
- To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
- To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

Professional Development:

- To ensure that staff are provided with high quality CPD, in all areas of practice and that is aligned to the school development areas.
- To make sure that all CPD is strategically planned, sequenced and evaluated. That is consistent with the approaches laid out in the standards for teachers' professional development
- To draw on experts to provide high quality CPD, including diocesan and nationally recognised career and professional frameworks and programmes.
- To ensure the building of capacity and to support succession planning.

Organisation and Management:

- To have an effective approach to safeguarding, to ensure the protection and safety of both staff and pupils.
- To allocate and prioritise financial resources, ensuring efficiency, probity and effectiveness. The use of public funds should reflect the school's Catholic mission.
- To ensure a good work/life balance for staff, through effective management and deployment.
- To develop and oversee systems, processes and policies that enable the school to operate effectively, where there is a clear understanding of the Church's mission in education.
- To have a robust approach in identifying, managing and mitigating any risks

Continuous School Improvement:

- To identify, evaluate and analyse any persistent problems and barriers which limit the effectiveness of the school, identifying key areas for improvement.
- To develop evidenced based and well-targeted plans that are both timely and realistic and which are suited to the school's Catholic context.
- To ensure careful and effective implementation of improvement strategies, which lead to improvement over time.

Working in Partnership:

- To develop strong relationships with the wider community, working in partnership with parents, carers, the parish, diocese and the local community.
- To develop the network of Catholic schools, other schools and organisations, in a spirit of challenge and support.
- To develop relationships with other professionals in a range of public services, to improve the educational outcome for all pupils.

Governance and Accountability:

- To embrace the contribution of effective governance, rooted in strategic stewardship of Catholic mission in education, upholding the obligation to give account and accept responsibility.
- To develop and nurture a professional and appropriate relationship with governors which is inspired by a Christ centred vision for human formation.
- To ensure that staff are clear on their professional responsibilities and that they are held to account.
- To ensure that the school operates within the required regulatory frameworks and meets all of its statutory duties.

Based on the 2020 DfE Headteachers' Standards. These have been amended to reflect the distinctive nature of Catholic leadership and the role of a Catholic leader in upholding the mission of the Church

St Anselm's Catholic Primary school

Person Specification- Headteacher

Introduction

- The core purpose of the Headteacher in a Catholic school is to provide leadership in the context of a community rooted in the Christian faith. Thus, it is an essential requirement the person appointed to the post at St Anselms Catholic School has a strong, personal faith and recognises the opportunities and challenges facing our school as a vibrant part of the mission of the Church in education.
- The Governing Board is seeking to appoint a highly effective, dynamic and inspirational Catholic leader with a passion for inclusive community building to lead St Anselms Catholic School on its improvement journey. The successful applicant will be a practising Catholic who can demonstrate how this can be achieved by making the school's Values, Aims and Purpose a reality for all the pupils, staff and the wider community.
- The successful candidate will have strong leadership skills, a deep understanding of educational best practices and a commitment to fostering a positive and inclusive learning environment for all pupils and staff. If you are ready to take on this rewarding and influential role, we encourage you to apply and be part of our family.
- You will witness the dedication and commitment of our staff in providing the highest quality education to our pupils. Together, we have achieved numerous successes, and we are proud of the positive impact we have made on the lives of our children and families. The position of Headteacher at St Anselms offers a unique opportunity to lead an exceptional team of educators, support staff, and pupils in achieving academic excellence and fostering a nurturing learning environment. We are confident that with the right leadership, St Anselms will continue to thrive and maintain its reputation for excellence in education.
- We encourage qualified candidates with a passion for education, strong leadership skills, and a commitment to fostering a culture of inclusivity and academic excellence to apply for the position. The successful candidate will have the opportunity to build upon the foundation has been laid and lead St Anselms into its next chapter of continued success.

A practising Catholic is someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

Person Specification

Qualities and Knowledge	Essential or Desirable	Evidence
A practising Catholic, evidenced by a priest reference	E	I/R
Qualified Teacher Status	E	A
Degree	E	A
NPQH or similar	D	A
CCRS	D	A
Teaching and leadership experience in one or more Catholic primary/secondary schools	D	A/I/R
Lead by example and be a positive role model with excellent communication skills	E	I/R
Ability to articulate a clear vision and purpose for Catholic education and to share their Catholic faith with a range of colleagues who may or may not be Catholic	E	A/I/R
Personal impact and presence	E	I/R
Participation in a parish community	E	A/I/R
Ability to lead the spiritual development Of staff and pupils	E	I/R
Understand the current educational provision and the wider school systems	E	A/I
Political and financial astuteness	E	A/I/R
Demonstrate and experience of working alongside clergy and faith leaders.	E	A/I/R

Pupils and Staff	Essential or Desirable	Evidence
Have ambitious standards and high expectations for all pupils	E	A/I/R
Excellent understanding of high quality teaching and learning	E	A/I/R
Promote the development of the whole child	E	A/I/R
Use data analysis to effectively drive whole school improvement	E	A/I/R
Encourage staff and pupils to develop their unique potential, character	E	A/I/R
Identify emerging talent, develop excellence and clear succession planning	E	A/I/R
Systems and Process	Essential or Desirable	Evidence
Effective strategic leadership and astute and understanding of school finance	E	A/I/R
Ensure the safety of all staff and pupils, at all times	E	A/I/R
Promote excellent behaviour and positive attitudes to school life	E	A/I/R
Systems for appraisals to hold all staff to account	E	A/I/R
Skills to challenge underperformance	E	A/I/R
Understanding the importance of strong governance to hold the school to account	E	A/I/R
Ensure value for money in deploying resources and budgets, for the best outcomes for all	E	A/I/R
Promote distributive leadership throughout the school	E	A/I/R

School Improvement	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisation	E	A/I/R
Develop effective partnerships with other professionals	E	A/I/R
Use evidence based research to achieve excellence	D	A/I/R
Provide opportunities for high quality staff development	E	A/I/R
A confident and innovative approach to school improvement	E	A/I/R
Provide inspiration and encouragement for all members of the community	E	A/I/R
Child Protection	Essential or Desirable	Evidence
Ensure all CP policies and procedures adopted by governors are fully implemented and adhered to by staff	E	A/I/R
Ensure that sufficient resources and time are allocated to enable staff to perform their CP related responsibilities effectively	E	A/I/R
Securing Accountability	Essential or Desirable	Evidence
Fulfil all commitments arising from contractual accountability to the governing body	E	A/I/R
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	E	A/I/R
Work with the governing body to enable it to meet its statutory responsibilities	E	A/I/R
Develop an accurate and understandable account of the school's performance for a range of stakeholders	E	A/I/R
Personally contribute to school achievement, taking account of feedback from others	E	A/I/R

Strengthening the Community	Essential or Desirable	Evidence
Build a culture and curriculum which takes account of the richness and diversity of the community's Catholic faith	E	A/I/R
Create and promote strategies for challenging racial and other prejudices	E	A/I/R
Ensure that learning experiences are enriching and are linked into and integrated with the wider community	E	A/I/R
Collaborate with agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of all	E	A/I/R
Develop and maintain an effective partnership with parents and carers	E	A/I/R
Share effective practice, working in partnership with other schools	E	A/I/R
Application Form and Letter	Essential or Desirable	Evidence
The appropriate form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the post being applied for and appointment criteria (No more than 2 sides of A4 in font size 11)	E	L
Confidential References and Reports	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships	E	R
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R

Working in the Archdiocese of Southwark



Dear Applicant,

Thank you for applying for the post of headteacher in our wonderful Archdiocese.

There are currently 2 all-through schools, 31 secondary schools, 2 tertiary establishments and 127 primary schools serving 68,033 children and young people.

The Archbishop's vision is that our Archdiocese will be home to five Catholic Academy Trusts. At present, we have three established, they are Kent Catholic Schools' Partnership, South East London Catholic Academy Trust and St Benedict Catholic Academy Trust. Our other emerging CATS are Sancta Familia and Christ the Redeemer.

There are a variety of ways in which we encourage our staff to network with one another. All new head teachers are allocated a mentor, join in with a five-part induction process, as well as a variety of spiritual opportunities to meet with and form relationships with other leaders across our wide and diverse Archdiocese.

Should you be making the decision on whether working in one of our Catholic schools would be right for you, we would urge you to visit the school, talk to the current leadership and the parish priest to ensure that you are making the right decision in your career's journey. It is a rewarding commitment, one that will fulfil you professionally and spiritually. If you have any queries about the commitment required, please contact one of our Education Service staff who will be happy to support and advise.

Sincerely in Christ

Canon Victor Darlington
Episcopal Vicar for Education Archdiocese of Southwark



Education
Service
ARCHDIOCESE of SOUTHWARK