



# St Catherine's Catholic Primary School

Highdown Drive, Littlehampton, West Sussex BN17 6HL

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Website: [www.st-catherines.w-sussex.sch.uk](http://www.st-catherines.w-sussex.sch.uk)

Email: [office@st-catherines.w-sussex.sch.uk](mailto:office@st-catherines.w-sussex.sch.uk)

Dear Applicant,

Thank you for the interest in the post of Headteacher at St Catherine's Catholic Primary School.

We realise that applying for a Headteacher post takes considerable time, effort and cogent thought on top of an already considerable workload within school, however, we believe the rigour of the application process reflects the considerable challenges inherent in the role, so we ask you fully complete the application as requested and put as much of yourself as you can into the application. We, the Governors, are very pleased to send you the attached information pack about our school and the key post of Headteacher. We believe that this is a very exciting opportunity, for the right candidate, to make a significant difference to the life chances of our pupils through the leadership of this our Catholic community.

The successful applicant will be joining and leading a caring, committed, vibrant and welcoming learning community, nurtured by a strong Catholic ethos, underpinned by proactive leadership, effective teaching and learning strategies and with the well-being of pupils, families and staff at the centre of all that we do.

Our last Section 48 Inspection was carried out in the Autumn of 2015 and the school was judged to be "OUTSTANDING" in 8 out of 9 areas with Assessment of RE being judged as "GOOD". In December 2018, St Catherine's Catholic Primary School was inspected by Ofsted. The Inspectors judged our school as "REQUIRES IMPROVEMENT". However, in close partnership with the LA and Diocese and with the hard work and dedication of the school team we believe there has been continued improvement and feel the school is now set to achieve "GOOD".

St Catherine's thrives on its strong links with the community: it is an active participant with other schools in the Worthing and Littlehampton Locality as well as the Worthing Deanery and Arundel and Brighton Diocesan family of schools. We are looking to appoint a highly committed school leader able to cherish and further develop our strengths, to provide high quality Catholic education, and to work with a committed governing body in pursuing the personal and spiritual growth of every member of the school and of the wider community.

We warmly encourage you to visit the school, prior to application, but understand if, because of current Covid 19 restrictions, a discussion over Zoom may be more preferable. Please contact either of our Co -Chair of Governors. Mrs Julie Baitup [jbaitup@wsussex.org.uk](mailto:jbaitup@wsussex.org.uk) or Mr Michael Madden [mmadden9@wsussex.org.uk](mailto:mmadden9@wsussex.org.uk) to arrange a confidential discussion or a school visit.

Interested candidates should visit the school's website <https://www.st-catherines.w-sussex.sch.uk> for further information about the school including the school's mission statement and values and copies of OFSTED and Section 48 reports and much more.

When making your application, please bear in mind the person specification, job description and the other important information we have provided to shape your application and provide us with a clear picture of your vision, leadership, spirituality and experience to date which will make you a strong candidate to lead our catholic community.

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At short-listing, we will be looking for evidence in each application of the positive impact that an applicant has had in his/her/their/they current post in the key areas of school life and against the national Headteacher Standards and Headteacher Job Description.

At interview, we will also wish to explore with applicants:

- his/her/their/they understanding of the distinctive nature of the ethos of a Catholic school and Catholic education within their local and wider catholic communities.
- his/her/their/they understanding of the role of Headteacher in developing a learning community and ensuring the highest quality of teaching and learning,
- his/her/their/they understanding of the role of Headteacher in the professional development of all staff including performance management and other appraisal processes.
- his/her/their/they understanding of the role of Headteacher in working with a committed governing body.
- his/her/their/they views and experience of the management of school-related finance.
- his/her/their/they knowledge, experience and strengths that each would bring to the post of Headteacher.

You should enclose a letter to accompany your application form of no more than two pages of A4 when typed (size 11 font) which outlines your vision for St Catherine's and how you will continue its improvement as a Catholic learning community.

Please send your completed application form and letter to the school at the above address marked for the attention of Mrs S Ward, School Business Manager. The closing date for applications is 5pm Tuesday 20<sup>th</sup> April 2021 and interviews will be held on Wednesday 5<sup>th</sup> May and Thursday 6<sup>th</sup> May 2021. Emailed applications will be accepted. Please send them to [sward1@wsussex.org.uk](mailto:sward1@wsussex.org.uk).

The successful applicant will be required to undertake a criminal record check via the DBS, and this post is subject to the Childcare Disqualification Regulations 2018.

References, one of which should be from your parish priest (or the priest of the parish where you worship regularly), a second from your current Headteacher or chair of Governors if already a Headteacher and a third from your local authority. All applications will, of course, be treated in the strictest confidence.

Please visit our school website for information on the school's mission statement and values, our structure, our links with the community, copies of OFSTED and Section 48 reports, and much else.

We look forward to receiving your application and to learning what you would be able to offer our school community.

With best wishes,

Julie Baitup and Mike Madden  
Co-chairs of Governors of St Catherine's Catholic Primary School

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