



At St Gregory's We Love, Learn and Grow with Jesus.

# HEADTEACHER

## Recruitment Pack



Our Lady of the Magnificat Multi-Academy Company

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# Welcome

Welcome to Our Lady of the Magnificat Multi-Academy Company. We are a rapidly growing family of schools based across Warwickshire and Worcestershire.

We offer an exciting future for all involved, enabling further development of education excellence firmly rooted with our Catholic ethos, through committed staff, for the benefit of children, young people and the community. We are looking forward to a shared future with great enthusiasm and with determination to secure the future of Catholic education for the benefit of all pupils. We will be rapidly growing our family of schools, working collaboratively and in partnership. Our focus is to drive forward our agenda of continuous improvement by a new style of system leadership and by supporting our developing team of Headteachers and other leaders.

The central support team address aspects of the operational running of the MACs. The central teams are there to support our Headteachers and provide a wide range of emerging strategic and operational services. This includes finance, HR, school improvement, facilities, estates and caretaking.

School Improvement is driven by the following documents:

1. The Multi-Academy school improvement plans.
2. The vision, values and strategic priorities of our Multi-Academy.

The Trustees of the Archbishop, Board of Directors, Local Governing Bodies and Catholic Senior Executive Leader (CSEL) warmly welcome applications for our Headteacher vacancy to lead within our wonderful academies, where excellence in Catholic education can and will be achieved.

## Introduction

# CATHOLIC SENIOR EXECUTIVE LEADER

I am very proud to be the Catholic Executive Leader of Our Lady of the Magnificat Multi-Academy Company, a family of schools within the Archdiocese of Birmingham with ambitious growth and development plans.

Everything we do aims to improve the lives and futures of our children. As a group of Catholic schools, we nurture every aspect of a child's development. Our pupils' mental and physical health are as important to us as academic excellence. We ensure that all our pupils have access to first class teaching as well as opportunities to develop spiritually within a faith community.

We see this as an exciting opportunity to lead one of our secondary schools in the next phase of their journey. Part of this journey will be to forge strong links with partner primary schools who have been invited to join our merged Multi-Academy in the near future. This is in line with the wider Archdiocesan plan which will see our multi-academy grow to potentially 24 schools and become the largest in the Archdiocese of Birmingham.

Our Catholic faith drives all that we do for our pupils as we aspire for them to enjoy life to the full. We are seeking a dynamic, committed leader who understands the potential of working within a large Multi-Academy. It is important that the successful candidate can articulate a clear vision for the growth and development of the school and understand the importance of building capacity to support partner schools at both Primary and Secondary level.

If successful, you will be joining the Multi-Academy at an existing period of growth and development. It is essential that you are resilient in the face of challenge and are able to work at pace to effect lasting improvements for the children in our care. We believe, that for the right candidate, this is a unique opportunity for leadership progression affording several opportunities for individual development within a forward-looking Multi-Academy.

Mr. T Leverage MA (Cantab)  
Catholic Senior Executive Leader  
Our Lady of the Magnificat Multi-Academy Company



*"Have Life and Have it to the full"*

John 10:10

## THE BOARD OF DIRECTORS

The role of the Board of Directors has a strong focus on key strategic functions:

- Ensuring the clarity of vision, ethos, and strategic direction of the MAC.
- Holding the CSEL to account for the educational performance of the academies, its pupils, and the performance of Headteachers and staff.
- Overseeing the financial performance of the Multi-Academy and making sure its money is well spent and its assets are used effectively.
- Ensuring compliance with all regulatory requirements, such as Safeguarding and Health and Safety.
- Appointing all teaching staff on leadership scale in conjunction with the Local Governing Bodies and reviewing performance and pay of leaders, such as Headteachers, CSEL etc

### Who are the Directors?

The Directors are a group of individuals with a broad mix of skills, knowledge, and experience, and with a strong commitment to the MAC and the pupils. Directors are drawn from the business, education sectors and local community. The Directors have a duty in the fulfilment of the Company's objectives.

## THE LOCAL GOVERNING BODIES

The local governing bodies have a number of delegated powers from the Board of Directors, such as:

- Accountability for Catholic life in individual schools.
- Preparing and monitoring best possible academic progress for each pupil.
- Health and safety.
- Monitoring and reviewing the curriculum/quality of teaching and learning for pupil.
- Taking the leading role in the appointment of a new Headteacher and other staff in line with the scheme of delegation

The Governors, like Directors, have a broad range of skills, knowledge and experience and are formed from parents, staff and the local Catholic community.



St Gregory's is a one-form entry primary school with seven classes from Reception to Year 6 providing education for the Catholic children of Stratford-upon-Avon and the surrounding area. The school is situated in Avenue Road on the northern side of the town and close to the Catholic Church dedicated to St Gregory the Great – a Benedictine parish of Douai Abbey. The buildings are set within delightful enclosed grounds, which are ideal for sporting activities and provide a rich yet tranquil environment for the children. There are seven classrooms, an assembly/dining hall, a technology room, a music room, changing rooms, a heated indoor swimming pool and full disabled access and toilets. A separate library is at the heart of the school building and each classroom has its own reading resources. Our lovely outdoor spaces including a new MUGA and an outside learning area, enrich the opportunities for learning. This promotes and reinforces our belief that learning not only takes place in the classroom, it can be anywhere. We value all the gifts children bring to our school.

The school is maintaining a high level of improvement and is capable of achieving much more. Everyone realises that St. Gregory's is always looking for ways to better improve the teaching methods implemented and utilised, constantly ensuring that the staff does its best for the children because they are, after all, the school's main focus, its imminent priority. The aim of the school remains not only educating the children to a high standard within the teaching foundation of the Catholic faith, but helping each and every child to develop their abilities, willing to try new challenges, able to learn from their mistakes and secure their knowledge that there will always be the support needed to go forward in life to achieve and accomplish dreams and goals. We are proud of what we have accomplished as an educational establishment but most of all, we are extremely proud of our pupils, their hard work, their talents and individuality and feel constantly thrilled and privileged to be part of their learning journey. St. Gregory's is a wonderfully nurturing and caring school that has within the bounds of education and teaching also created a truly compassionate, empathetic environment.

St. Gregory's Catholic Primary School is where you will find the heart and soul of every child that passes through its door is of the utmost importance. We consider it our privilege to educate and nurture each and every child that crosses our path, on their lifelong learning journey. You will find here, not just a school but, a community that is fostering a kinship amongst staff and pupils rooted in the teachings of our Lord Jesus Christ, who is at the very centre of everything we do.



# ARCHDIOCESE OF BIRMINGHAM

“It is our mission to announce the joy of the Gospel by making Christ known today through securing, protecting and improving the provision of Catholic Education in the Archdiocese of Birmingham”.

The Catholic Archdiocese of Birmingham extends from Stoke on Trent in the North to the Thames in the South. It includes seven cities, five counties and over five million people. It serves a Catholic population of c.450,000 through a network of 217 parishes and 234 schools. Acting on behalf of the Archdiocese, the DES has the responsibility of directing Catholic schools concerning the development of curriculum provision for Religious Education and strengthening Catholic life. The DES provides an extensive suite of services to support its schools and leaders.

The academy programme offers a unique opportunity for the community to take real strategic ownership of our schools and how they deliver Catholic education. It is about delivering a Catholic strategy, a Catholic ethos and a collective approach to enable the children and our faith to strive. The Archdiocese of Birmingham is pursuing a transformation project following which every single one of its 234 Catholic schools will be part of a family of academies within a MAC and that they will be collaborative and work in partnership. They are creating organisational cultures of systems and Christ-centred servant leadership at all levels. Further details can be found on the DES website: <https://www.bdes.org.uk>



## WHAT TYPE OF LEADER ARE WE LOOKING FOR?

The preservation and development of the quality and distinctive nature of Catholic academies depends on the faith, practice and commitment of the leadership team, teachers, and support teams in the academies, working with their Local Governing Bodies, Board of Directors, CSEL, Headteachers and their leadership teams. Leaders in all of our academies must possess, lead and fulfil their responsibilities with Christ-centered server leadership qualities.

In addition to upholding The Nolan principles, the seven principles of public life, professional standards, a Christ centred server leader will lead, and serve using the authority given with grace. We are creating organisational cultures of systems and Christ-centred servant leadership at all levels, so it is an exciting time to be joining as one of highly valued Headteachers. The key elements of system leadership are a set of skills and capacities to enable and support the process of change. Key elements are the coalition and building of communities, collaborative leadership skills (the individual), system insights and promoting collective action.

Qualities of a Christ Centred Server Leader:

- Integrity
- Humility
- Flexibility
- Resilience
- Stewardship
- Empathy



# HOW TO APPLY

The Headteacher and Leadership information application pack can be downloaded from our website at <https://www.magnificat.org.uk>

To be considered for this post, please refer to the relevant job description and person specification, which you can download, and complete the CES application form with a supporting statement as follows:

- Setting out the reasons for your interest in this role
- How you meet the required criteria outlined in the person specification
- Evidence of positive impact from your career and professional track record
- Your thoughts on the benefits and challenges of working in a MAC
- You should refer to the definition of a 'Practising Catholic', which is a genuine occupational requirement for holding certain posts in a Catholic school, including leadership posts. This document should be read in conjunction with 'Christ at the Centre'.
- Your supporting statement should be no longer than two sides of A4 (1200 words)

Please submit your completed application form to [hr@magnificat.org.uk](mailto:hr@magnificat.org.uk)

Please note we cannot accept CVs and only CES application forms will be considered.

## **Important note to applicants**

Before completing and submitting your application form please ensure you read the Notes to Applicants and additional documents detailed below which can be downloaded from our website

- CES model documentation and guidance - Definition of a practicing Catholic and Christ at the Centre
- CES Application form
- Privacy notice

This is a reserved post which means that the applicants must be practising Catholics. For further information please consult the above accompanying documents produced by the Diocese of Birmingham.

## **School Visits**

Informal visits are warmly welcomed and positively encouraged. If you would like the opportunity of an informal visit, or for more information, please email [hr@magnificat.org.uk](mailto:hr@magnificat.org.uk) to arrange a visit.

**References**

Please ensure you include the names and addresses of three referees (one of which must be your current employer) and one must be your Parish Priest or the Priest of the Parish where you regularly worship). See the 'Notes for Applicants' document for further information. As a genuine occupational requirement for a leadership post, a reference from your parish priest will be required.

Please complete and return the consent to obtain references with your application form.

Referees will not be approached until you are invited to and have confirmed your attendance at interview.

**The Recruitment Process**

Candidates selected for interview will be contacted by telephone as soon as possible after shortlisting followed by a confirmation email.

**The Selection Process**

Applicants should note that in addition to a formal panel interview, the selection process will also include a number of tasks that reflect the requirements and seniority of the role.

**Offers of appointment and Safeguarding.**

Our Multi-Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to satisfactory completion of all safer recruitment checks in line with the MAC/Academy Safer Recruitment Policy, adherence to the Department for Education 'Keeping Children Safe in Education' and, CES model documentation and guidance. This includes but is not limited to disqualification policy/guidance, guidance for Governors, rehabilitation of offender's disclosure form. Applicants must be willing to undergo robust safeguarding screening appropriate to the post.

**Key Dates**

Closing date: Thursday 19th May

Shortlisting: Friday 20th May

Interview dates : Thursday 26th May



# Leadership

## HEADTEACHER

### PERSON SPECIFICATION

FOR CATHOLIC HIGH SCHOOLS IN THE ARCHDIOCESE OF BIRMINGHAM



# Person Specification

## Essential

## Desirable

### Faith Commitment



- A practising and committed Catholic
- Secure understanding of the distinctive nature of the Catholic primary/secondary school and Catholic education
- Understanding of the leadership role in the spiritual development of pupils and staff
- Understanding of the school's role in the parish and wider community and in promoting community cohesion

### Qualifications



- Qualified teacher status

- Postgraduate level qualification
- Catholic Certificate of Religious Studies or equivalent
- NPQH award

### Experience



- Experience as an effective deputy or assistant head teacher
- Successful experience of leading one or more subject areas
- Substantial, successful teaching experience

- Recent experience in a Catholic school
- Teaching experience
- Curriculum leadership in one or more core subjects
- Experience of teaching in more than one primary school

### Professional Development



- Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning
- Ability to identify own learning needs and to support others in identifying their learning needs

- Evidence of continuing professional development relating to Catholic ethos, mission and religious education
- Experience of working with other schools/organisations
- Experience of leading/coordinating professional development opportunities
- Understand current government strategies in education and the implications and management of for pupils and staff

## Accountability



## Skills, Qualities & Abilities



## References



### Essential

- Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, 'governors', parishioners and clergy
- Experience of effective whole-school self-evaluation and improvement strategies
- Ability to provide clear information and advice to staff and 'governors'
- Secure understanding of strategies for performance management

### Desirable

- Experience of presenting reports to 'governors'
- Understanding the criteria for the evaluation of a Catholic school
- Leading sessions to inform parents
- Experience of offering challenge and support to improve performance

- High quality teaching skills
- Strong commitment to the mission of a Catholic school
- Commitment to their own spiritual formation and that of pupils
- High expectations of pupils' learning and attainment
- Strong commitment to school improvement and raising achievement for all
- Ability to build and maintain good relationships
- Ability to remain positive and enthusiastic when working under pressure
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- Empathy with children
- Good communication skills
- Good interpersonal skills
- Stamina and resilience
- Confidence

- Positive and supportive faith reference from priest where applicant regularly worships
- Positive recommendation in professional references
- Satisfactory health and attendance record

- Faith reference without reservation
- Professional reference without reservation

### NOTE:

- The Panel will be advised to focus on determining whether the candidates meet the requirements in relation to the ten broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- The panel may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.