 **St John Henry Newman Catholic School**

**Headteacher:** Mr John McAuley BA (Hons) MEd

**Headteacher Candidate Brochure**

A building with a parking lot and grass

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A cross with a statue of a person on it

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 **St John Henry Newman Catholic School**

**Contents**

|  |  |
| --- | --- |
| Page 3 | Welcome from the Chair of Governors |
| Page 4-5 | Mission Statement |
| Page 6 | Why Choose this Location |
| Page 7 | About our School |
| Page 8 | Advert |
| Page 10 - 18 | Job Description & Person Specification |

Also included with this application pack:

* Attachments - Notes to Applicant
* Application Form Headteacher
* Advice for Candidates Regarding Faith Reference
* Guidance on Practising Catholic
* SLT Practising Declaration
* Rehabilitation of Offenders Form – issued at shortlisting stage
* Self-Disclosure Form – issued at shortlisting stage
* Recruitment Monitoring Form
* Consent to Obtain Reference Form
* Overarching Safeguarding Statement
* Absence and Wellbeing Procedure

A group of students walking in front of a building

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 **St John Henry Newman Catholic School**

**Welcome from the Chair of Governors**

Dear Applicant

Thank you for your interest in the position of Headteacher at St John Henry Newman Catholic School. We are seeking a practising Roman Catholic Headteacher who is really inspired by our journey so far and is excited to embrace the huge potential that this school has to offer.

We are a genuinely comprehensive school and believe that our mission is to nurture each child by placing Christ and the teaching of the Catholic Church at the centre of their lives.

We integrate Gospel values and the teachings of the Catholic Church into every aspect of learning, teaching and the totality of school life.

In the words of our patron St John Henry Newman, “To live is to change and to be perfect is to have changed often”; and so, we have high expectations of our pupils; we expect them to work hard, to play hard and to take a full part in the life of the school. In return, we strive to provide the best teaching and guidance in a caring and supportive environment, where pupils are challenged and give of their best.

Strong pastoral care is vital to our success and creates a happy and caring atmosphere. As a smaller school, we get to know our pupils well; their well-being is our foundation. This strong pastoral care enables us to support our pupils, not only with their academic work, but also in the varied extra-curricular activities, which are hugely important as they develop into young adults.

It is an exciting time to join St John Henry Newman Catholic School. Following the flooding of our site in Carlisle we moved to a purpose-built modern school in a developing area of Carlisle in September 2020. After a turbulent time following the flood, the school is rapidly improving and was recently commended by Ofsted for the improvements being made in the quality of teaching, the progress of pupils, and for the highly effective pastoral support. Inspectors’ findings confirmed that a journey of school improvement is underway.

You will find here a wonderful and vibrant community of teachers and support staff committed to improve the life chances of all pupils and to develop a school that embraces the teachings of the Catholic Church.

We want our pupils to enjoy their education – to be happy, safe and secure and to grow in God’s love so that when they leave the school, they are equipped to change the world and make it a better place.

This would be the ideal opportunity for an experienced existing Headteacher who would welcome a new experience/challenge or an experienced Deputy Head or Assistant Head who has worked at a senior leadership level seeking their next exciting leadership challenge in a growing school.

Yours

Christina Battle

**Chair of Governors**

 **St John Henry Newman Catholic School**

**Mission Statement**

***Our mission is to educate our pupils in the wholeness of mind, body and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church by placing Him at the centre of pupils' lives.***

***Our school commits itself to the principles of Catholic education and academic excellence, leading our pupils from shadows and images to the fullness of the Truth, as envisioned by the St John Henry Newman. The school community recognises that excellence in education can best be achieved, and future leaders nurtured, within a living tradition rooted in the Love and Truth of Christ.***

***We encourage pupils to cultivate Christian virtue and an appropriate sense of social responsibility.***

***We inspire an enthusiasm for life-long learning and are committed to success for all.***

**Governors’ Strategic Vision 2023-2028**

This text sets out our aspirations for St John Henry Newman Catholic School and provides a description of the school the governors would like to see evolve over the next five years.

**In everything we do, we aim to affirm Cardinal Newman's Inspirational maxim:  
  
Cor ad Cor Loquitur (Heart Speaks to Heart)**

**We will strive to be a school which is marked by:**

* Christian values, where Catholic teaching is at the heart of school life
* equal respect for each member of a school community which is safe, inclusive and nurturing of all
* a staff team dedicated to our pupils and committed to professional self-improvement no matter what our role
* a curriculum which fosters curiosity, challenges all pupils and enables them to explore wider horizons to make sense of the changing world around them
* promotion of positive career routes for all pupils, including through membership of our own distinctive sixth form
* active participation in the bishop’s vision for Catholic education in the diocese as a member of the Mater Christi multi-academy trust

**As a result of our collective efforts, we anticipate our pupils will:**

* become well rounded young people, open minded and receptive, honest and truthful
* grow into generous, grateful, hopeful adults able to fulfil their spiritual and personal potential
* be shaped by Christian values, discerning, compassionate and actively serving society
* know that they are valued and cared for, confident in their personal gifts and equipped to develop their unique strengths
* have respect for their own dignity and the dignity of others, able to act as both leaders and good team players
* develop into self-disciplined and courteous young people, conscious that they can be a positive example to others

**Each year’s School Improvement Plan will take us closer to achieving these ambitions and will represent the practical, short-term steps required to realise this vision.**

A group of kids in lab coats

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A group of girls in uniform

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 **St John Henry Newman Catholic School**



**Why choose this location**

St John Henry Newman Catholic School is located in Carlisle - the Border City - which is the main shopping, commercial and industrial centre in the north Cumbria. The city sits on the doorstep of both the Lake District and Hadrian’s Wall and blends 2000 years of history with a vibrant 21st century city.

The school has moved to a brand-new build, located in the south of the city in a developing area known as the garden village.

The district of Carlisle, with a population of over 100,000, lies 10 miles south of the Scottish borders at the confluence of three rivers.

Originally established as a Roman settlement to serve the forts on nearby Hadrian’s Wall, it is the main commercial centre for north Cumbria. It has a long and interesting history, with Cumbria’s only cathedral and Carlisle Castle, a medieval fortress.

Easily accessed from the M6 motorway and A69 east-west route, Carlisle is also a major railway junction, with routes to London, Scotland, Newcastle, west Cumbria and the famous Settle-Carlisle railway.

Cumbria is predominantly a rural county, considered one of the most beautiful regions of the UK, and includes the whole of the Lake District National Park, the Eden Valley, the North Pennines, the Furness Peninsula, and part of the Yorkshire Dales. The area has provided inspiration for generations of artists, writers and musicians. The county has some beautiful coastlines, vibrant towns and idyllic rural villages.

The quality of life is hard to beat, and it is easy to see why so many people are drawn to Cumbria to live and work.



 **St John Henry Newman Catholic School**

**About our School**



It is an exciting time for St John Henry Newman Catholic School. We moved to a new site in 2020, in a rural location on the edge of the city in the “St Cuthbert’s Garden Village” area of Carlisle. The garden village project will include the development of around 10,000 new quality homes, new employment opportunities, community facilities, green infrastructure, and a new Southern Link Road. Our school is a £15million new build school which has been designed to provide the highest standards of education for our pupils. We are also currently in the process of joining the Mater Christi Multi-Academy Trust in line with the Bishop of Lancaster’s vision for education across the diocese which will bring excellent opportunities for closer collaboration between the primary and secondary schools of the local Catholic education community.

**St John Henry Newman Catholic School offers:**

* *An exciting, engaging curriculum underpinned by excellent teaching*
* *Committed and caring staff*
* *Continual Professional Development*
* *Governor support*

At St John Henry Newman Catholic School, we are committed to the high achievement of all our pupils. We cultivate success and foster the highest aspirations through excellent teaching. We are a learning community which has high expectations and actively seeks to celebrate the good in every individual. St John Henry Newman Catholic School is built on the Christian values of trust, respect and compassion.

We inspire an enthusiasm for life-long learning and are committed to success for all.

St John Henry Newman Catholic School opened in 1967, and we are very proud of the long history of achievements gained by our pupils. Our expectations are high, and we continue to ‘raise the bar’.

Our sixth form is small. This ensures that all of our pupils’ individual needs are catered for which in turn ensures we are well placed to help each individual to make their expected progress to higher education or other appropriate destination. It is currently one of our priorities to develop this area by increasing numbers and enhancing curricular provision.

Supported by a strong careers programme, our pupils continue to be successful in their transition from school to employment, apprenticeships and further education and training. Pupils receive individual guidance on their next steps, and we are proud to say that our school leaver statistics are above the national average with close to 100% of our pupils selecting appropriate future steps.

St John Henry Newman Catholic School seeks to provide a distinctly Catholic education in partnership with parents, families, the local Church and wider community. Everyone is encouraged to be the best person that they can be and is both nurtured and challenged in a safe and secure environment. Mutual respect is at the heart of our school community and Gospel values of peace, justice and reconciliation are of paramount importance.

 **St John Henry Newman Catholic School**

**Headteacher**

Full time

Leadership Scale L25 – L31

**Required September 2025**

**What we are looking for**

The Governors of Saint John Henry Newman Catholic School and the Diocese of Lancaster wish to appoint an exceptional, passionate, dynamic and inspirational practising Catholic to take their school forward.

**Could this be you?**

**If it were you, you would:**

* Be a practising Catholic, with a strong faith and commitment to the Catholic ethos of the school and its community
* Be aspirational in your approach to the quality of teaching and learning and of the achievement and wellbeing of every pupil
* Be a role model who inspires and encourages others through their commitment, enthusiasm and dedication to raising standards
* Be an experienced leader with the interpersonal skills to develop strong working relationships with staff, pupils, parents, parishes and governors
* Have a proven track record in raising standards in teaching and learning, with demonstrable whole school improvements

**What the school will offer you**

* A school which cultivates and celebrates its distinctive Catholic nature through the promotion of dignity and excellence
* A dedicated family of professionals united in a mission to provide quality education, whist celebrating its Catholic faith
* A motivated community which holds high expectations and the determination to enable all of pupils to fulfil their potential
* A supportive and effective governing board, committed to your induction, long term professional development and continuing wellbeing.

**Commitment to Safeguarding**

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and governors to share this commitment.

Our recruitment process follows the Keeping Children Safe in Education guidance.

This post will be subject to an Enhanced DBS, online and social media and health checks.

You must tell us about any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974.

**How to Apply**

Full details and an application pack are available to download at **[insert link]**.

We warmly encourage visits to the school, where you can meet the current Headteacher and Chair of Governors. To arrange a visit, please contact:

**Julie Hannen, PA to the Headteacher/ Clerk to the Governors** – [jhannen@newman.cumbria.sch.uk](mailto:jhannen@newman.cumbria.sch.uk)

We look forward to welcoming our next leader who will shape the future of St John Henry Newman Catholic School.

Application packs can be requested by emailing [vacancies@newman.cumbria.sch.uk](mailto:vacancies@newman.cumbria.sch.uk) or downloaded from our website at <http://newman.cumbria.sch.uk/Vacancies/>

Your application form should be supported by a letter of no more than **1300** words.

The closing date for applications is **12 noon Friday 14 March 2025.** Completed application forms should be emailed to [vacancies@newman.cumbria.sch.uk](mailto:vacancies@newman.cumbria.sch.uk)

Short listed candidates will be contacted by telephone or email by **21 March 2025**.

Two full-day interviews will be held on **Wednesday 2 & Thursday 3 April 2025 from 8.45am.**

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 **St John Henry Newman Catholic School**

**Job Description and Person Specification**

**Headteacher Job Description**

**Catholic Voluntary Aided Schools**

**St John Henry Newman Catholic School, Carlisle**

**Introduction**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing board of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for deputy Headteacher contained in the current School Teachers’ Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The governing body and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation, and realistic challenge to the successful candidate.

**The Governing Board is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.**

**A. The Core Purpose of the Headteacher**

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success, a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The ‘preferred future,’ expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school’s mission statement and school improvement plan.

The Headteacher, working with the governing board and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders’ values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school’s performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school’s aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher plays a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

**B. The Headteacher Standards 2020**

|  |
| --- |
| **1. Culture and Ethos**  The strategic direction and development of the school stem from the educationalmission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school’s distinctive Catholic identity through the search for excellence in all areas of this work.  Critical to the role of headship is working with the governing board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders’ values and beliefs. |

*The Headteacher will:*

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school’s Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

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| --- |
| **2. Curriculum and Teaching**  In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils’ individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ’s vision for humanity.  The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils’ achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. |

*In accordance with the school’s Catholic ethos, the Headteacher will:*

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils’ spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school’s Catholic foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

1. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
2. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

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| **3. Organisational effectiveness**  In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school’s Mission Statement.  The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.  The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.  The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school’s community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.  The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well­being of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent. |

*In accordance with the school’s Catholic ethos, the Headteacher will:*

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context.
2. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
3. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
4. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
5. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
6. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
7. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

*Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:*

1. Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school’s communities.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school’s Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to Headteacher.*

A group of people working on computers

Description automatically generatedA child in a lab coat holding a silver ball

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**Person Specification/Selection Criteria for**

**Headteacher at St John Henry Newman Catholic High School, Carlisle**

***The school’s Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all its aspects.***

***St John Henry Newman is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

***The applicant will be required to safeguard and promote the welfare of children and young people.***

*Source Key: A = Application Form I = Interview R = References CC = Checking Certificates*

*Note:* ***Candidates failing to meet any of the essential criteria will automatically be excluded***

**[A] Faith Commitment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Practising Catholic | **E** |  | A/I/R |
| Involvement in parish community |  | **D** | A/I/R |

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Leading school worship |  | **D** | A/I |
| Ways of developing religious education and worship |  | **D** | A/I |
| A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school | **E** |  | A/I |
| How relationships should be fostered and developed between the school, parishes and its community |  | **D** | A/I |
| How relationships should be fostered and developed between the Diocese of Lancaster and within Mater Christi Multi Academy Trust when the school joins the trust |  | **D** | A/I |
| Has completed a Catholic Leadership Programme or equivalent or has a commitment to do so | **E** |  | A/I/CC |

**[B] Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Qualified teacher status | **E** |  | A/CC |
| Degree | **E** |  | A/CC |
| CCRS/CTC or commitment to obtaining the certificate | **E** |  | A/CC |

**[C] Professional Development**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Evidence of appropriate professional development for the role of headteacher in a Catholic school | **E** |  | A |
| Evidence of recent leadership and management professional development | **E** |  | A |
| Up to date safeguarding training and knowledge of legislation for the protection of young people | **E** |  | A/I/CC |
| Has successfully undertaken Designated Safeguarding Lead training or has a commitment to do so. | **E** |  | A/I/CC |

**[D] School leadership and management experience**

|  | **Essential** | **Desirable** | **Source** |
| --- | --- | --- | --- |
| Recent successful senior leadership e.g., a deputy headteacher, assistant headteacher or acting headteacher | **E** |  | A/I/R |
| Evidence of successfully leading school improvement | **E** |  | A/I/ |
| Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching | **E** |  | A/I/R |
| Experience of curriculum leadership and development | **E** |  | A/I/R |
| Experience of working constructively with parents | **E** |  | A/I/R |
| Experience of monitoring staff performance | **E** |  | A/I/R |
| Experience of effective budget management and financial analysis |  | **D** | A/I/R |
| The ability to provide advice and support to the Governing Board to enable it to meet its responsibilities |  | **D** | A/I/R |
| Understanding of accountability to the CEO and CFO within the Mater Christi Multi Academy Trust in the Diocese of Lancaster (when the school joins the Trust) |  | **D** | A/I/R |
| An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement | **E** |  | A/I/R |
| To have experience of and ability to contribute to staff development across the Secondary and Sixth Form range. (E.g. coaching, guiding, mentoring or training individuals or teams, leading INSET) |  | **D** | A/I/R |
| Ability to demonstrate a good awareness of current national education policy and strategy | **E** |  | A/I/R |

**[E] Experience and knowledge of teaching**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Successful teaching of pupils in the secondary phase | **E** |  | A/I/R |
| Experience of teaching in more than one school |  | **D** | A/I/R |
| To have a current knowledge and understanding of all three Key Stages in the secondary phase and sixth form | **E** |  | A/I/R |
| Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate | **E** |  | A/I/R |
| Experience of providing professional challenge and support to others through the appraisal process | **E** |  | A/I/R |
| To be able to effectively use data and assessment to raise standards/address weaknesses | **E** |  | A/I/R |
| To be able to exemplify how the needs of all pupils have been met through high quality teaching | **E** |  | A/I/R |

**[F] Professional Attributes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met | **E** |  | A/I/R |
| Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies | **E** |  | A/I/R |
| To have excellent written and oral communication skills (which will be assessed at all stages of the process) | **E** |  | A/I |
| To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice | **E** |  | A/I/R |
| Show a good commitment to sustained attendance at work | **E** |  | A/I/R |

**[G] Professional Skills**

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

* Culture and Ethos
* Curriculum and Teaching
* Organisational effectiveness including Governance and Accountability

***Candidates are therefore asked to structure their supporting statement under the above headings***

**[H] Personal Qualities**

**All of the following are considered essential for the post and will be assessed through interview and reference:**

|  |
| --- |
|  |

* Continue to promote the school's strong educational philosophy and values
* Inspire, challenge, motivate and empower teams and individuals to achieve high goals
* Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
* Build and maintain quality relationships through interpersonal skills and effective communication
* Demonstrate personal and professional integrity, including modelling values and vision
* Manage and resolve conflict
* Prioritise, plan and organise themselves and others
* Think analytically and creatively and demonstrate initiative in solving problems
* Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
* Demonstrate a capacity for sustained hard work with energy and vigour
* Uphold the 7 Nolan principles of public life

**[I] Confidential References and Reports**

|  |  |
| --- | --- |
| A positive and supportive faith reference from a priest where the applicant regularly worships. | **E** |
| Positive recommendation from all referees, including current employer. | **E** |
| A further supportive professional reference. | **E** |

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

**[J] Application Form and Supporting Statement**

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

***The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.***

A pair of boys wearing headphones and sitting at a desk with a keyboard

Description automatically generatedA child in a lab coat holding a beaker

Description automatically generatedA group of people running

Description automatically generated



A person wearing a apron and goggles

Description automatically generated