

# **ST JOHN'S CATHOLIC PRIMARY SCHOOL**

**POST - HEADTEACHER**

**REQUIRED FROM – JANUARY 2025**

**Information for Applicants**

**Post: HEADTEACHER**

**School: ST JOHN'S CATHOLIC PRIMARY SCHOOL**

**Address: INNAGE GARDENS  
BRIDGNORTH  
WV16 4HW**

**Telephone: (01746) 762 061**

**[www.sjrc.co.uk](http://www.sjrc.co.uk)**

Visits to the school are actively encouraged, and can be arranged by contacting the Chair of Governors:  
[edward.beards2@sjrc.co.uk](mailto:edward.beards2@sjrc.co.uk)

## **APPLICATIONS**

### **CES Application Form and Supporting Statement**

The **CES Application Form** must be fully completed in accordance with any instructions and legible. It is essential that candidates complete a CES application form. Candidates should not complete the Shropshire Council Schools online application form. The supporting statement should be clear, concise and related to the specific post of two sheets of A4 paper using Ariel 12. **An electronic version of the Leadership Application form is included with the applicant details but can also be found at [Model Application Forms \(catholiceducation.org.uk\)](http://ModelApplicationForms.catholiceducation.org.uk)**

For further information and an online application pack please visit [Home | St John's Catholic Primary School \(sjrc.co.uk\)](http://Home|StJohnsCatholicPrimarySchool(sjrc.co.uk)) under current vacancies or [Latest Vacancies - Diocese \(educationshrewsbury.org\)](http://LatestVacancies-Diocese(educationshrewsbury.org))

### **Confidential References and Reports**

Three referees should be nominated **including a 'faith' reference**

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest <b>where the applicant regularly worships.</b>	<b>E</b>
A positive recommendation from current employer (for deputy headship, Chair of Governors or headteacher. For headship Chair of Governors.)	<b>E</b>
A supportive reference from LA <b>(or a second professional reference only where it is not the LA's practice to provide detailed references)</b>	<b>E</b>

- Closing date is **Monday 3<sup>rd</sup> June 2024**
- Shortlisting for this post will take place on **Friday 7<sup>th</sup> June 2024**
- Interviews will be held on **Thursday 27<sup>th</sup> June 2024**
- If you decide to apply, please note the schedule of dates above;

Completed application forms should be returned to:

Email: [Julie.English@dioceseofshrewsbury.org](mailto:Julie.English@dioceseofshrewsbury.org)

## **SALARY AND PENSION**

**Salary Range:** L8 - L14 - £56, 082 to £65, 010.

The salary of the successful candidate will be determined in accordance with the Schools Leadership Pay Policy, and will be discussed at interview and confirmed once an offer is made.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions, Darlington, or by contacting the Schools Human Resources Advice Team.

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

## **FURTHER INFORMATION FOR APPLICANTS**

- any canvassing in respect of this selection process will disqualify the applicant;
- the appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause;
- the Diocese and Local Authority require all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered;
- the Diocese and Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time within the County. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post;
- candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver's licence or passport;
- expenses on the Diocese and Local Authority scale will be allowed to candidates attending for interview. Candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses;
- post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.

## **The Diocese of Shrewsbury**

Within the Diocese of Shrewsbury the Bishop is assisted in his responsibilities for the planning, organisation and management of Catholic schools and colleges by the Education Department through the work of the Diocesan Education Service whose overall role is to promote the wellbeing of all Catholic schools and colleges in the Diocese. They do so for the sake of all Catholic parents and children, for the common good of the Catholic Community as a whole. Based in the Curial Office in Birkenhead, our Education Service works in close partnership with the eleven local authorities in the diocese so as to provide a credible network of Catholic schools for our Catholic children and their parents. Team members provide a liaison with the Catholic Education Service, other dioceses, central government and local authority.

Our educational mission entails the ongoing development of the entire potential of every person. It seeks to promote the well-being and freedom of every person made in the image and likeness of God and finding fulfilment in God alone.

The Diocese have prepared a programme of training that utilises virtual sessions, as well as a series of face-to-face sessions to allow for greater interaction and networking. Although much of what we are offering is designed for specific target groups, e.g. ECTs it is also extremely valuable to new Headteachers in managing their team development.

## **EDUCATION IN SHROPSHIRE**

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

The Council's headquarters is located in the Shirehall on the outskirts of Shrewsbury. The Council's Children's Services offers a full range of services to primary schools and their parents, pupils, governors and staff.

### **The Governor's policy is that the school curriculum should help all pupils to:**

- enjoy learning and perceive education as a life-long process;
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society;
- to fully involve pupils in each of the following areas of learning and experience in all years:

aesthetic and creative;  
human and social;

mathematical;  
moral;

scientific;  
spiritual;

linguistic and literacy;

physical;

technical.

- develop lively, enquiring minds and the ability to:
  - find and use information
  - question and debate rationally
  - apply understanding and skills in order to address issues, solve problems and carry out practical tasks;
- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- understand the world in which they live and the interdependence of individuals, groups and nations;
- develop appreciation and concern for the environment;
- work co-operatively with others, including developing confidence and respect in relating to adults;
- develop self-reliance and the ability to learn independently.

Schools are supported by a strong Advisory Service which includes both subject specialists and primary generalist area advisers who have themselves been heads of primary schools. Each school has an allocation of area adviser time, related to school size, for work on the school's agenda. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies which can be purchased to support particular development needs.

Children's Services gives support to schools in financial, human resources and management matters.

Newly appointed heads, whether in their first or a further headship, can expect particular support from their Attached Adviser and to be invited to take part in an induction programme.

Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress. This is assisted by the primary advisers' monitoring and support roles.

Emphasis is also placed upon the support that is available through schools working together in groups and clusters. There are numerous school development groups and several informal clusters and an association for small schools has been formed.

Standards in Shropshire schools are high and there is a tradition of continuous development and improvement.