



St John's Catholic  
Primary School  
Headteacher  
Application Pack

At St John's we grow and learn in the  
footsteps of Jesus.



# Letter from the Chair of Governors

Employer: St John's Catholic Primary School  
Location: Trowbridge, Wiltshire  
Salary: Group 2 L14-L21 (negotiable for suitably  
experienced candidate)  
Contract Type: Full Time  
Contract Term: Permanent  
Start Date: September 2024

Dear Prospective Applicant,

Thank you for expressing an interest in the position of Headteacher at St John's Catholic Primary School, Trowbridge. I hope you will find this information pack a useful introduction to our school and that it will encourage you to apply for this exciting opportunity to nurture and build upon our school's success and have the ambition to move the school forward.

At St John's we grow and learn in the footsteps of Jesus and this shapes and informs our school development plan. We are a large Catholic primary school in Wiltshire the staff, pupils and parents take great pride in our rich cultural & diverse school community. The school wants to inspire and support every child to fulfil their talents, whatever they are, both in the classroom and in the wider, rich life of the school. Our children are exceptionally well behaved and are engaged and reflective learners who embrace the Catholic identity of the school. Our greatest strengths are the highly motivated, inspirational staff that have high expectations of themselves and the children attending St John's.

Our Headteacher will be retiring in August 2024 after seven highly successful years at the helm. We are seeking to recruit a person of vision, faith commitment, courage, experience, and professional excellence to lead St John's into the next exciting period. Such leadership will require ambition, drive, and creativity to turn to advantage the educational challenges all schools face, as well as collaborate creatively and productively with other Catholic schools in our partnership. A strong leadership team would support you, as well as a dedicated and highly gifted team of staff, a friendly and efficient administrative and support team and a parent body which is actively involved with the school. The governing body would be thoroughly committed to your continuing professional development, as well as working with you to implement the strategy for the school, while re-examining ways in which our core mission and principles can be best applied to changing needs and opportunities.

We strongly encourage you to visit the school, so that you can meet pupils and staff and experience the happy, friendly and vibrant atmosphere we seek to nurture. A member of staff will be very happy to take you round and to answer any questions you may have. Visits can be arranged through the office by contacting Mrs. Pam Poulter on 01225 752006

We look forward to receiving your application and offer any help we can along the way.

Yours faithfully

Mr Mike Simmons  
Chair of Governors





# Mission Statement

We live our Mission by:

- ensuring that our attitudes and values are transmitted through a curriculum that is consistent with the Catholic faith & embraces the principles of Catholic Social Teaching
- delivering a curriculum that is relevant, varied, interesting, stimulating, balanced and appropriate
- developing schemes of work and policies on teaching and learning, assessment and additional needs which recognise that R.E. is an integral part of the curriculum
- developing sound teaching and effective classroom management strategies
- generating a positive attitude to learning where realistic expectations of pupils and high standards of work are expected
- using a variety of teaching approaches that reflect the needs of individual pupils
- participating in projects which focus on the needs of others including local and international charities.

# About St Johns Catholic Primary School

The Sisters of St. John of God founded St John's school in 1927. Since then the school has grown & flourished into the thriving school it is today.

Although the sisters of St John's left the parish in the summer of 2014, continuity with the 1927 Foundation continues to live on in the school.

Canon Tom from St John The Baptist Parish Church is our school chaplain. He regularly visits pupils in classes and assemblies. All classes hold a class liturgy, which is well attended by parents. The school has strong links with the Parish Community and St John's pupils and staff contribute to Sunday Mass on a termly basis, leading the music, choir and readings and are always seeking ways to maintain and strengthen these links.

Many of the pupils naturally continue to St Augustine's Catholic College, Trowbridge, for their education. The Headteacher, Mrs. Tracey Sessions, has been in post since 2017 and will be retiring in August 2024. The Deputy Head & RE lead is Mrs. Kim O'Rourke. There are eleven classes and the school employs 51 staff.

- **Further Information** The latest OFSTED and Section 48 reports, along with information on the Governing body and much else, can be found on the school website [www.st-johns-trowbridge.wilts.sch.uk](http://www.st-johns-trowbridge.wilts.sch.uk)

**Catholic life, Religious Education, and the Wider Curriculum** We are a Catholic school, providing a broad, creative, supportive family environment centred on the Gospels and on the example and teachings of Jesus Christ. We highlight the unique nature of the individual, everyone's right to be shown respect and everyone's responsibility to give their best for the community. We are inclusive and aim to find areas of excellence in all our members (Governors, pupils, staff, parents / carers and volunteers) to help them grow as individuals and achieve their potential. All are fully supportive of our mission and give copiously of their time and expertise.

**Parents** We have very supportive parents/carers who actively engage in supporting pupils the school and parish community. St John's has an active School Association called the Friends of St John's who regularly run social and fund-raising events & have contributed to numerous projects within the school. These are not only enjoyable but also a very valuable aspect of our parish and local community life

**Collaboration with other schools** We are committed to working in collaboration with other schools including a range of support provided by both Senior Management and Governors. We are a member of the Emmaus Catholic Partnership and Trowbridge Collaborative Schools.



# Job Description

## **Job Title: Headteacher**

### **Responsible To: The Board of Governors**

The contract of employment between the governing body and the Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service.

The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors, the diocese and local authority to continue to lead the school's self-evaluation and to review and implement the school development plan.

**Main purpose of the job:** The Headteacher is an employee of the governing body and is required:

- to carry out his/her professional duties in accordance with the school's trust deed, the instrument of government/articles of association of the school, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current "School Teachers' Pay and Conditions Document";
- to be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing;
- to promote and safeguard the welfare of children and young persons for whom the school and governing body is responsible and those with whom they come into contact.
- Headteachers are required to carry out the duties set out in sections 2 and 9 of the "School Teachers' Pay and Conditions Document" & in line with the National Standards for Head Teachers.

#### **1. Strategic Leadership**

- - 1.1 Have the ability to think strategically and to build and communicate an effective vision, inspiring, challenging, and empowering others to carry out the vision.
  - 1.2 Maintain and extend the Catholic ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils with sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities, responsibilities and experiences of adult life.
  - 1.3 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents/carers, Governors, the local authority, the Diocese, the parish, the local community, OFSTED and others, to enable them to play their part effectively.
  - 1.4 Lead by example; provide inspiration and motivation for the pupils, staff, Governors and parents with respect to the vision, purposes and leadership of the school.
  - 1.5 Encourage all those involved in the school to be committed to its aims and to be accountable in meeting long, medium, and short-term objectives to secure school improvement and targets, which secure the educational success of the school.
  - 1.6 Ensure that the management, finance, organisation and administration of the school supports its vision and aims.
  - 1.7 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving value for money.

# Job Description

## **2. The Curriculum**

- 2.1 Identify, determine and keep under review, in consultation with the governing body and teaching staff, overall aims and objectives for the school, underpinned by the school's mission statement and the School Development Plan.
- 2.2 Determine, organise and implement a broad and balanced curriculum within the context of the National Curriculum and reflecting the Catholic ethos and identity of the school and the Church's teaching mission.
- 2.3 Deliver a curriculum relevant to the academic abilities and needs of all pupils, subject to the direction of the governing body.
- 2.4 Ensure effective delivery of the curriculum and high standards of expectation to maximise the achievement of pupils.
- 2.5 Maintain an efficient and effective system of record keeping and assessment to monitor communication with parents / carers and pupils to ensure that the aims relating to each pupil's progress are achieved and that the school's belief in the dignity and value of each individual is upheld.
- 2.6 Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy.
- 2.7 Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.

## **3. Pupils**

- 3.1 Maintain a school environment and pastoral programme in which the needs and values of Individual pupils are recognised and which also contribute positively towards their spiritual, social and emotional development.
- 3.2 Determine the norms of behaviour and discipline for pupils and staff in accordance with the teachings of the Catholic Church and with any general principles and guidance provided by the governing body.
- 3.3 Ensure the maintenance of good order and discipline at all times during the school day (including the mid-day break) when pupils are present on the school premises and also during authorised activities elsewhere.

## **4. Staff: teaching and non-teaching**

- 4.1 Support the governing body in the selection and appointment of the teaching and non-teaching staff of the school.
- 4.2 Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them (including such duties as the Headteacher may properly delegate to a Deputy Headteacher, Assistant Headteacher or other members of staff) in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
- 4.3 Maintain job descriptions for all staff, which are consistent with their conditions of employment.
- 4.4 Ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school taking account of their teaching and other duties.
- 4.5 Report to the chair of governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers.
- 4.6 Regularly review your own practice, set personal targets and take responsibility for your own personal development by participating positively in arrangements made for appraisal of Headteacher performance.
- 4.7 Provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.
- 4.8 Manage your own workload and that of others to allow an appropriate work/life balance.

# Job Description

## **5. Communication and consultation**

- 5.1 Provide clear leadership by the development and implementation of policies, which promote the aims of the school and underpin its Catholic ethos.
- 5.2 Establish and maintain good relations and channels of communication with external agencies in order to support the needs of individual pupils and their families.
- 5.3 Promote effective communications with the Governing body of the school, the Clifton Diocese Department for Schools and Colleges, other Diocesan bodies, the local authority (Wiltshire) and the Department for Education.
- 5.4 Collaborate with schools in the Emmaus Catholic school partnership and contribute towards the process of closer co-operation between these schools.
- 5.5 Work in partnership with parents / carers, recognising that they are the prime educators of their children.
- 5.6 Support and promote close links between home, parish, school and the wider community.
- 5.7 Co-ordinate the school's work with those to which pupils progress in order to ensure continuity of learning.
- 5.8 Promote and support the diocesan policy of Catholic education.

## **6. Finance**

- 6.1 Be accountable for the management and quality control of budgets in partnership with the Governing body.

## **7. Resources**

- 7.1 Maintain proper procedures for the security, supervision and upkeep (current and future) of the school buildings and grounds and all matters relating to health and safety.

## **8. Other duties**

- 8.1 Undertake professional development activity commensurate with the position of Headteacher.
- 8.2 Undertake responsibilities relating to the school's work, which are delegated to the Headteacher by the governing body.
- 8.3 Arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of your functions as Headteacher at any time when you are absent from school. Work in partnership with the Senior Leadership team to ensure that the school is properly managed at all times.
- 8.4 Participate to such an extent as may be appropriate, having regard to your other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.
- 8.5 Report in appropriate ways to the Governing body on all relevant aspects of the school's work, especially its mission statement, curriculum, current policies, intended developments and the management of school finances.
- 8.6 Undertake such other duties as may reasonably be expected by the Governing body.



# Person Specification

**Evidence column key:** A = application / R = references / I = interview / O = other e.g. unseen task

	QUALIFICATIONS	Essential	Desirable	Evidence
a	i. Qualified teacher status	✓		A
	ii. Degree level of qualification & evidence of ongoing professional development	✓		A
	iii. Catholic Teachers' Certificate or other Catholic teachers' qualification, such as CCRS		✓	A/I
b	Practising committed Catholic, supported by reference from a Priest	✓		R / I

	EXPERIENCE	Essential	Desirable	Evidence
a	i. Recent successful experience as a Senior Leader in a Primary School	✓		A / R / I
	ii. Experience of involvement in managing school finances and budgets		✓	A/I
	iii. Experience of working in partnership with a Governing Body		✓	A/I
	iv. Experience of working in partnership with the Diocese, the Local Authority, other partner schools and outside agencies		✓	A/R/I

	Experience	Essential	Desirable	Evidence
b	i. Primary teaching experience & ability to demonstrate an understanding & delivery of outstanding Primary practice including effective assessment methods	✓		<b>A/R/I</b>
	ii. experience of leading teaching and learning of RE in a Catholic school		✓	<b>A / I</b>
	iii. record of outstanding classroom teaching within the primary age-range		✓	<b>A / R / I</b>
c	Experience of meeting the individual needs of the whole child through child-centred learning ensuring each child reaches their full potential	✓		<b>A / I</b>
d	An inclusive practitioner who understands and has knowledge and experience of working with children with SEN and EAL needs, and is able to cater for the needs of all pupils	✓		<b>A / I</b>
e	i. Experience of monitoring and evaluating the quality of teaching and learning throughout the school and using performance data and current assessment methods to identify learning needs and raise standards and achievement	✓		<b>A / I</b>
	ii. Experience of delivering INSET		✓	<b>A/I</b>
	iii. Experience of planning, implementing, evaluating and prioritising staff development		✓	<b>A/I</b>

	SKILLS, KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Evidence
a	i. Ability to lead by example and communicate a strong Catholic vision and values & identify clear strategies for implementation	✓		A / R / I
	ii. Conversant with the governors' statutory role in a Catholic school/academy and knowledge of current legislation and developments in Catholic education		✓	A/I
b	i. Ability to support and lead the Catholic identity of the school and nurture the children's spiritual development, including the ability to lead collective worship which contributes and enriches the prayer and spiritual life of the school	✓		A / R / I
	ii. Involvement in the life of a parish		✓	A/I
c	The ability to use whole school self-evaluation to raise standards and bring about school improvement	✓		A / R / I
d	i. An ability to understand the financial management of a Catholic school / academy; a willingness to undertake necessary training in this area	✓		A / I
	ii. Awareness and understanding of the current OFSTED and Section 48 processes and framework		✓	A/I
e	To be an effective communicator and good listener to a wide variety of audiences and in a variety of settings	✓		I
f	i. An ability to help children and their families overcome barriers to learning	✓		A/I
	ii. Recognise and celebrate the richness and diversity of the school's communities		✓	A/I

	SKILLS, KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Evidence
g	i. Confident decision-maker, able to think strategically whilst managing priorities and time; ability to delegate as appropriate	✓		A / R / I
	ii. Appreciate the importance of a healthy work life balance and model it for others		✓	A/I
h	The ability to set and embed the highest standards of behaviour throughout the school	✓		A / I
i	Ability to manage and develop a broad and balanced curriculum, including the use of technology, with the confidence to be innovative and creative	✓		A / I
j	Ability to maintain existing outstanding practice and manage and embrace change	✓		A / I
k	Knowledge and ability to ensure safeguarding and promote the welfare of all children	✓		A / I
	Qualities	Essential	Desirable	Evidence
a	Ability to maintain, lead and promote the Catholic life of the school and its place within linked parishes and the wider community	✓		A / R / I
b	Open, approachable and supportive to staff and parents/carers, as well as being committed to being seen as an active participant in all aspects of school life	✓		A / R / I
c	Highly motivated with high expectations that can be communicated to all community members	✓		A / R / I
d	The ability to identify opportunities to develop the school strategically	✓		A / R / I
e	Resilient, optimistic, energetic, and positive, especially in difficult times, and the ability to demonstrate calmness and clear-headedness in a crisis	✓		A/R/I/O



### **Completing your application**

Our method of Application is via the Wiltshire Council Careers website where you will find our application form. We will not accept applications that are not submitted through this method, this includes CVs and letters of application. Please be thorough and accurate when completing your application as we review these forms carefully during the shortlisting and selection process. We advise against generic supporting statements and will be looking for your suitability for this position.

### **Shortlisting**

Formal shortlisting will take place through a panel on the stated date. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

### **Online Checks**

All candidates are subject to an online check for all shortlisted candidates with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

Visits to the school are encouraged. To arrange a visit please contact Pam Poulter. Our Business Manager via [admin@st-johns-trowbridge.wilts.sch.uk](mailto:admin@st-johns-trowbridge.wilts.sch.uk) or on 01225 752006

For exceptional candidates, Governors will consider supporting with a contribution to relocation costs.

Applications must be in by midnight 14<sup>th</sup> April 2024

Interviews will take place Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> April 2024

Shortlisting will take place on 15<sup>th</sup> April 2024