

# ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

Whitehawk Hill Rd • Brighton • BN2 0AH • Tel: 01273 607924



## Headteacher Recruitment Pack

February 2024



*Learning and Growing Together, Unique in Gods Eyes*

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# WELCOME TO ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

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On behalf of the whole governing board, thank you for your interest in the Headteacher position at St John the Baptist Catholic Primary School.

We are proud of our lovely school, built in 1988 to continue to provide a Catholic education for the children of St John the Baptist parish and surrounding areas. In 2017, the parish of St John the Baptist was amalgamated with St Joseph's parish, making our catchment area even wider. Our message for all is the same, to live and love each other as we have been taught through the teachings of Jesus.

St John the Baptist is currently judged 'good' by OFSTED 2019. We are looking to appoint an inspirational leader who can build on the strengths of the school, and will ensure we are ready for the next inspection and beyond.

Our current Headteacher has built a strong Senior Leadership Team and staff, and has fostered an open and constructive relationship with the Governing Body. The successful candidate will find themselves with a highly motivated, supportive and enthusiastic team to lead in moving the school forward and achieving the best outcomes for every child.

We are proud of the inclusive and nurturing Catholic ethos that the school has created. The inclusion team work effectively with children and their families, and all staff are committed to providing the children with the education they need.

Our children come from diverse backgrounds. They are happy, enthusiastic and enjoy coming to school, where they make the most of the exciting opportunities provided.

Visits to the school are welcome and appointments can be made by contacting the Business Manager at the school. Visits will be informal and will not be part of the selection process.

Yours sincerely,

Allistare Smedley and Richard Ray

Joint Chairs of Governors



# A MESSAGE FROM THE HEADTEACHER \_\_\_\_\_

I'm delighted that you are considering applying to be the Headteacher of SJB School. It is a wonderful school with an amazing view over Brighton and the local coast. SJB has lovely pupils, a dedicated & experienced staff team, a strong governing body and a positive reputation locally.

It is with very mixed emotions that I am retiring at the end of this academic year. However, I feel that the time is right for me personally, but also the time is right for the school. Whilst there are always things to work on, I believe that the school is in a strong position to move forward in a positive and successful way.

SJB has many strengths to celebrate: it's warm & inclusive Catholic ethos, the committed and skilled staff team, which leads to a determined drive to raise standards and school improvement, a range of inclusion strategies to support the most vulnerable pupils and families, the promotion of a holistic approach, offering a broad, balanced and creative curriculum.

Going forwards, the new headteacher will need to continue to develop strategies to further improve outcomes (progress and attainment) in reading, writing and maths across the school and to reduce the gap for disadvantaged pupils, those with Special Educational Needs and Disabilities and addressing the ongoing impact of COVID on children's attendance and learning.

Working at SJB is very much a team approach. Being part of the team has been a privilege over the past 13 years, firstly as Deputy Headteacher and then as Headteacher, and one which I will always look back on with great fondness and pride.

I highly recommend the school and community to you and wish the successful candidate every good wish for the future.

Tina Davidson

Headteacher



# ABOUT ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

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St John the Baptist Catholic Primary School is a popular one form entry, Catholic primary school serving pupils aged 4-11 years. There are currently 202 pupils on roll (49% boys, 51% girls) with a capacity of 210.

The school's core values and mission statement underpins all that happens and SJB and reflects the distinctive Catholic ethos of the school. The overwhelming majority of parents are happy with the school with 100% of parents saying they would recommend SJB to other parents. (Survey June 2023)

We are a rich and diverse school with a range of ethnic backgrounds represented in our school community, 42.5% of pupils have English as an additional language. SJB is proud of the sixteen distinct languages other than English recorded since 2016, the three most common are Polish, Tagalog/Filipino and Malayalam.

The school is in an area of high social deprivation. The IDACI census in January 2023 showed that the school has 44% of our children living in the most deprived 10% of areas nationally; the proportion of pupils eligible for free school meals is 44%.

Staff are proud of their school and motivated by our vision and ambition which has led to SJB having a very stable team. Pupils who leave SJB know that they will always remain part of our school family and continue to be active in our school community through helping at sports days, carol services and supporting in lessons when their own school has training days.



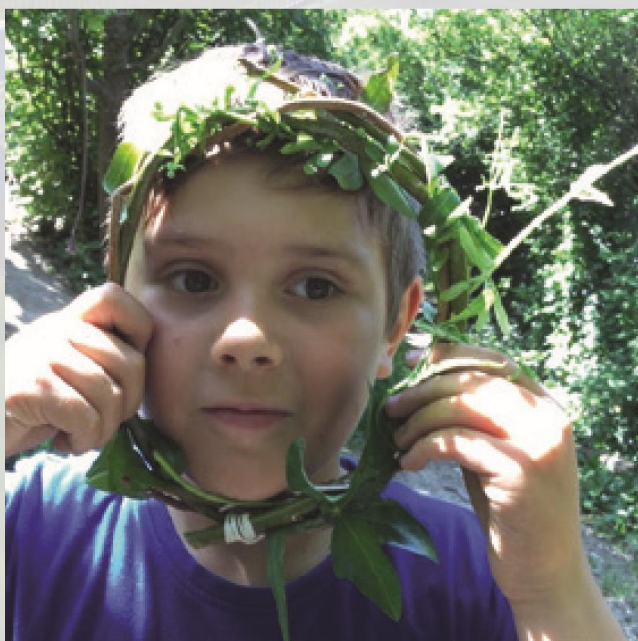


We are driven and ambitious for everyone: The school's SEND Support register sits just above the national average at 17%. Pupils supported with an education, health and care plan is above the national average (5.1% (10)). We have responded successfully to this through introducing a SEND Provision within the school. This has been extremely successful. CPD for all staff on inclusive practise, quality first teaching and the development of support staff interventions has ensured that inclusion and wellbeing is at the centre of our curriculum.

The school belongs to the Brighton and Hove Deanery of Catholic Schools and the APPL partnership of LA schools. SJB has been at the forefront of LA and deanery initiatives including Anti-racist/racial literacy working party and Our City Our World Eco curriculum. We have a Gold Modeshift Award for sustainable travel, and ECO Green flag Award.

We offer families a breakfast club, run by the school and an after school club which is privately run. There are also a range of clubs that regularly change such as drama, karate, football, netball, cycling, choir, drama and art.

SJB has an amazing field offering children opportunities to participate in a huge variety of activities, both competitive and non-competitive. From cricket, to dance, golf to football. We have a running track so children have a daily 10 dash to encourage fitness and a connection with nature. Our outside provision also includes our own forest school, with each class enjoying half a term of forest school per year.



# CHILDREN'S VOICE\_\_\_\_\_

**We would like a headteacher who is:**

Is respectful, slightly strict and funny. A clear and good public speaker.

Knows my name! Has a kind voice, is welcoming and understanding.

Sympathetic, patient and passionate about learning.



Is good at finance.

Is good at taking assemblies.



Is able to understand us and able to listen. Is always fair.

Happy, honest, fair, challenges us, has a good sense of humour. Someone who will help us grow.



# STAFF VOICE \_\_\_\_\_

**Qualities that our staff would like to see in their new headteacher:**

A visionary leader who inspires the whole community

A headteacher who is committed to being inclusive and supporting all members of the community

A person who has a very good sense of humour

Will lead the team through all the good times and bad times

A person who is driven to help all children achieve their personal best

Someone who values the staff and develops their strengths

Someone who has high expectations of staff and isn't afraid to be honest and make tough decisions

A person who is passionate, inspiring, listens, has high standards and cares about everyone



# The Role

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## HEADTEACHER

Required for September 2024

Salary Range: L12 -L18

PAN: 210 Age Range: 4-11

Following the retirement of the current Headteacher, the Governors of this welcoming and popular Catholic school, are seeking to appoint a new Headteacher. The successful candidate will be a practising Catholic, fully committed to developing and enriching the mission of our school:

*'Learning and Growing Together, Unique in God's Eyes'.*

They will have vision, enthusiasm and the ability to motivate others, and a commitment to developing a learning community where everyone is empowered to achieve their personal best.

### **We are looking for someone special who:**

- Is a practising Catholic who has a clear understanding of the distinctive nature of a Catholic School and is willing to take an active role in the life & mission of the School
- Is highly motivated with proven leadership skills and experience of successfully leading aspects of whole school improvement
- Is committed to working in partnership with staff, governors, parents and the wider community including deanery, parish and local school partnerships.
- Is able to provide progressive, relationship-based leadership and management, that reflects the ethos of the school
- Is able to celebrate, value and support the rich diversity across our pupils and staff
- Has initiative, drive, integrity, a sense of humour and excellent interpersonal and communication skills
- Is able to lead and manage the school finances sustainably in the best interests of the children and the school
- Is a strategic thinker, with the vision to shape the future of the school.

### **We can offer you:**

- A welcoming, Christ centred community with a strong Catholic ethos
- A lovely bright, well-maintained and well-resourced school with spectacular sea views
- Happy, enthusiastic children who are full of great ideas
- A friendly and supportive school team – staff, parents and governors
- A school that has consistently been graded 'Good' by Ofsted (last Ofsted April 2019).

Visits to the school are encouraged, please telephone Mouyor McKenna on 01273 607924 or email: [admin@stjohn.brighton-hove.sch.uk](mailto:admin@stjohn.brighton-hove.sch.uk) to arrange a visit or to request an application pack.

St John the Baptist Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS check.

**Closing Date: Thursday 28<sup>th</sup> March at 1pm**

**Interviews: Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> April 2024**

## DIOCESE OF ARUNDEL AND BRIGHTON



### Job Description - Head Teacher

#### ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

*Learning and Growing Together, Unique in God's Eyes*

The Head Teacher is expected to provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and staff and improves standards of learning and achievement.

#### **Main purpose of the job:**

The Head Teacher is an employee of the Governing Body and is required:

- To provide professional Catholic leadership, inspiring and motivating pupils and staff and improving standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.
- To carry out his/her professional duties in accordance with the Instrument of Government 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.

## **Key Accountabilities**

Qualities and knowledge:

- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example -with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## **Pupils and staff**

- Demand ambitious standards 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.
- 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.
- 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.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.



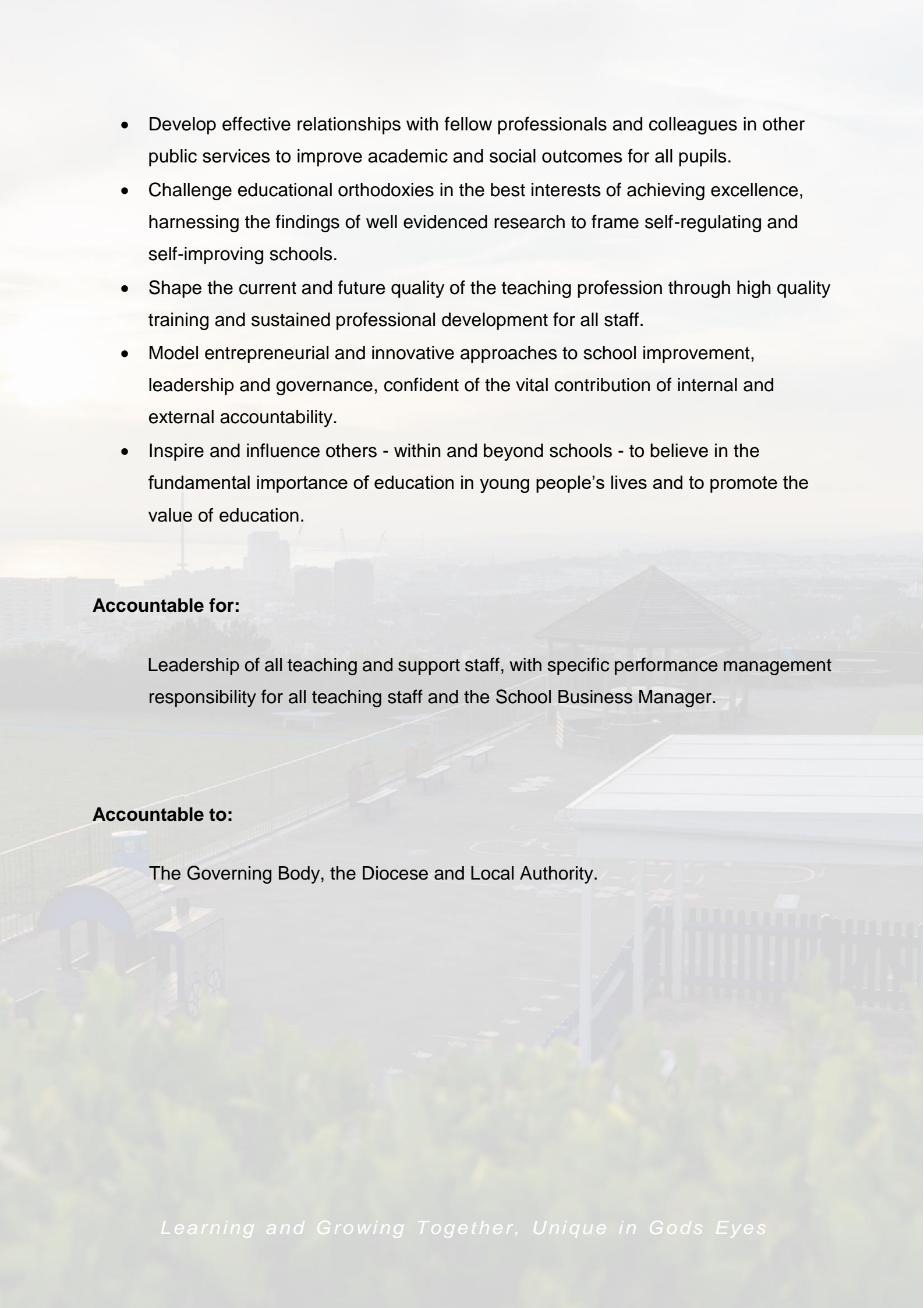
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

## **Systems and process**

- 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.
- 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.
- 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.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively - in particular, its functions to set school strategy and hold the Head Teacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- 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.

## **The self-improving school system**

- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

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- The background of the page is a faded, high-angle photograph of a school playground. In the foreground, there is a blue and white toy train on a track. To the right, there is a wooden gazebo. The playground is surrounded by green trees and a fence. In the far background, a city skyline is visible under a hazy sky.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
  - 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.
  - Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
  - Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
  - 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.

**Accountable for:**

Leadership of all teaching and support staff, with specific performance management responsibility for all teaching staff and the School Business Manager.

**Accountable to:**

The Governing Body, the Diocese and Local Authority.

## Person Specification - Head Teacher

### ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL



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#### ESSENTIAL CRITERIA

##### Qualifications and Experience

Qualified teacher status

Evidence of outstanding classroom practice and curriculum leadership

To have worked in at least two schools and have /Deputy/Assistant headship experience in a primary school for at least three years

Evidence of recent and relevant professional development in leadership and management

Experience of work with external partners and other agencies for the well being of all pupils and their families

Experience of providing support systems for pupils

Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people

Demonstrate resilience in the leadership role

Proven experience of implementing strategies for raising achievement and monitoring progress



<b>Knowledge, Experience and Understanding of the Distinctive Nature of Teaching in a Catholic School</b>
Senior leadership experience in a Catholic school or is able to demonstrate sound understanding of the aims, organisation, leadership and governance of a Catholic school
Is a practising and committed Catholic, involved in the life of the church at parish and school level.
Has a secure understanding of the distinctive nature of the Catholic school and Catholic education
Has an understanding of the leadership role in the spiritual development of pupils and staff
Understands the role of the governing body in a Catholic school in preserving and promoting the school's Catholic ethos and character
Has an understanding of the school's role in the parish and wider community and its contribution to community cohesion
Experience in leading acts of worship
<b>Knowledge, Skills and Attributes</b>
Ability to use data analysis and prepare reports to support school improvement, decision making and staff / governor accountability
Knowledge of strategic financial planning, budgetary management and principles of best value
Ability to lead and empower successful teams to secure school improvement
Ability and experience in supporting and developing staff effectively, including the ability to recognise achievement, monitor and evaluate work and address poor performance, and achieve work-life balance
Wide knowledge of the impact of current educational challenges and future trends
Ability to communicate effectively with a wide range of audiences

Proven experience of implementing strategies for monitoring progress and raising achievement
Ability to manage the school efficiently and effectively, including HR, finance and accommodation
Excellent organisational and interpersonal skills and flexible management style
Commitment to a curriculum which engages and enthuses children and leads to high achievement
Proven ability to manage behaviour and create a positive ethos
Commitment to the promotion of an inclusive school community

<b>Desirable Criteria</b>
<b>Qualifications and Experience</b>
Completion of the NPQH
Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community
Evidence of continuing professional development relating to Catholic ethos, mission and religious education, e.g. CCRS
Evidence of participation in the faith life of the community



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**School website:** [www.stjohn.brighton-hove.sch.uk](http://www.stjohn.brighton-hove.sch.uk)