



# Headteacher Candidate Information

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL | KINGSTON-UPON-THAMES



# Welcome from our Co-Chairs of Governors

Dear Applicant,

Thank you for your interest in our vacancy for a new Headteacher at St Joseph's School. This is an exciting opportunity for us to appoint the right individual to lead our school on the next stage of our journey. We would very much like you to apply for this important role.

## **Our Headteacher**

We are looking to appoint an innovative leader with a proven track record as an effective practitioner, who will inspire our children, parents and staff, and embrace, support and develop our strong Christian ethos.

## **Our School**

St Joseph's is a friendly, inclusive, and diverse Catholic school situated in the centre of Kingston-Upon-Thames. Our staff are dedicated and passionate about their work. Parents are supportive of our school and involved in their children's learning. Our governors are committed to working in close partnership with our new Headteacher and to the wellbeing of all our staff. We are all focused on ensuring the safety and wellbeing of our pupils.

Our children are well behaved and enjoy the variety of school life. We aim high, and challenge ourselves to meet the needs of all our learners. Our children sit at the very heart of everything we do, and we recognise that the very best outcomes are only achieved with staff who are fully supported, developed and valued. Children, staff, governors and parents are all proud to be part of the St. Joseph's family.

This Application Pack provides more details about our school and the role of Headteacher.

Thank you for your interest in our school. We warmly welcome your application for the post of Headteacher at St Joseph's.

Your faithfully,

Penny Rickard & Vanessa Vaughan

# Key facts

## Key School Facts and statistics

Type of school	Voluntary aided school
Age range	3-11 years
Location	Kingston-Upon-Thames
Denomination	Catholic
Co-educational or single sex	Mixed
Number of children	237

School awards	5
Number of teaching staff	12
% of children baptised Catholics	39% (at March 21)
% of children on FSM	23% (at March 21)
% of children with SEN	10.5% (at March 21)
% of children with EAL	56% (at March 21)

## Our mission statement

**With God in our hearts, we learn and grow together on our journey through life.**

What this means:

- We educate and nurture all pupils to achieve their full potential in body, mind and spirit
- We promote and share our Catholic faith
- We inspire innovation and creativity in a safe and loving environment: providing each child with the necessary skills and confidence required for a successful life-long journey
- We work closely with our staff, parents, pupils, governors and local community to deliver an excellent education for all our children





make us excited to learn



be understanding



be strict but kind and helpful



listen to our opinions

make good decisions

## OUR CHILDREN'S HOPES FOR OUR NEW HEADTEACHER

teach us about God

be fair

be there for us when we need it

have time for us



cherishes Catholicity

great judgment



a leader who inspires our staff



clear vision for the school



emotionally  
intelligent

## OUR STAFF MEMBERS' HOPES FOR OUR NEW HEADTEACHER

approachable

empathetic

# Job description

- ▶ **Responsible to** – Governing Body, Local Authority and Education Commission
- ▶ **Responsible for** - All staff & pupils in the school

*\* This job description should be read in conjunction with the Headteachers' Standards (2020)*

## Main Job Purpose

- The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing professional leadership, vision and strategic direction in order to build upon its successes and ensure achievement of the highest possible standards in all areas of the school's work, placing its pupils at the centre of all decisions.
- Further, they will lead and manage the school in consultation with the Governing Body, in order to provide a Catholic Christian educational community in which all are enabled to achieve their highest potential.

## Key Responsibilities

## Strategic Direction & Development of the School

- To ensure the vision and ethos of the school is clearly articulated, shared, understood and acted upon effectively by all
- To work with the Diocese, parishes and others to create a shared culture and positive climate that reflects the Mission of the Church in education.
- To work with the Governing Body in forming educational aims and objectives, targets, outcomes and policies for their implementation.
- To develop the school's development/improvement plan to promote and sustain ongoing improvement.
- To work with staff and the Governing Body to maintain the school's improvement plan and identify priorities and targets based on robust school self-evaluation that ensures that pupils achieve high standards and make progress.
- To work with and motivate others to ensure creativity, innovation and quality, including the use of appropriate new technology, to achieve excellence and nurture human wholeness.
- To ensure that strategic planning is based on the Governing Body's policies and takes account of the diversity, values and experiences of the school and wider community and the mission of the Church in education.

# Job description

## Leading Learning & Teaching

- To ensure that children's learning is at the heart of every decision and maintain an environment in which pupils are given the opportunity to expand their horizons beyond their previous experience, ensuring the highest standards of enjoyment and achievement for all pupils.
- To foster a realistic culture of high expectation, set aspirational targets, challenge underperformance at all levels and ensure effective remedial action.
- In consultation with the Governing Body to develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils.
- To determine and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To develop systems for evaluating individual pupil progress that improve learning and teaching, ensure pupils are motivated and clear about their targets and progress, inform parents, challenge staff and enhance and extend the learning experience of pupils and staff.
- To provide a curriculum and ethos in which children feel safe, recognise risks and know how to keep themselves safe.
- To provide opportunities to engage parents in their child's learning, equipping them to be their child's first teacher and champions of the school.
- To ensure the Diocesan policies on religious education, sex and relationship education and worship are implemented.
- To monitor, evaluate and review teaching practices and promote improvement strategies.
- To identify and disseminate excellent practice in teaching across the school.
- To implement strategies and policies which are seen as consistent and fair to secure high standards of behaviour and attendance.
- To develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting.

# Job description

## Leading & Managing Staff

- To provide professional and inspirational leadership to manage, motivate and develop all staff and recognise and celebrate success.
- To develop and maintain effective strategies for the recruitment, induction, retention, and appraisal of staff, having regard to Diocesan guidance and advice.
- To promote and maintain a learning community which provides and values continuous professional development for all staff.
- Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.
- To treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success.
- To maintain a culture of delegation and teamwork and to develop leadership at all levels to optimise the running of the school.
- To identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- To develop and maintain a realistic culture of high expectation for self and others and take appropriate action where necessary.
- To review own practice regularly, set targets and take responsibility for own development.
- To have regard to the work/ life balance of individual members of staff.
- To assist the Governing Body in determining the staffing structure for the school.

# Job description

## Managing the Organisation

- To implement policies and procedures of the Governing Body to create an organisational structure, which reflects the school's Catholic Christian values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements.
- To take responsibility and account for the financial and material resources which are delegated to the headteacher, setting and monitoring budgets and ensuring that the school meets its financial obligations and is in a sound financial position to achieve its objectives.
- To work closely with Governors and proactively seek further funding opportunities as required.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive nature of a Catholic school.
- To ensure stewardship of the buildings and grounds in relation to Diocesan requirements.
- To provide a safe and secure environment for all who study in, work in and visit the school.
- To ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money.
- To use new technology to improve the effective use of resources.



# Job description

## Securing Accountability & Governance

- To fulfil contractual commitments in relation to the governing body including attendance at Governing Body meetings, reporting to the Governing Body as required and assisting it in its work as needed.
- To develop and maintain positive relationships with parishes, the wider Catholic Community, other Catholic schools and other schools in the area.
- To recognise the authority of the Archbishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require.
- To develop a Catholic ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes.
- To ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences, including parents, governors, the Diocese and the local authority.
- To provide opportunities for parents to have dialogue and meetings with staff in the school to support their children's learning.
- To liaise with other agencies as appropriate.
- To ensure accurate and up to date records are maintained to satisfy safeguarding regulations.
- To reflect on own personal contributions to school achievement and to take account of feedback from others.

# Job description

## Strengthening Community & Partnerships

- To build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.
- To promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.
- To create and promote positive strategies for challenging all types of prejudices and discrimination.
- To maintain effective relationships with parents, carers, partners and the community to support and improve pupils' achievement and personal development.
- To liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations.
- To seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
- To contribute to the development of the education system by, for example, sharing good practice, working in partnership with other schools and promoting innovative initiatives, especially with other Diocesan schools.
- To promote and develop the good reputation of the school within the local and wider communities.
- To listen to, reflect and act on community feedback.

- This job description will be reviewed annually and may be amended to ensure that the needs of the pupils in school are being met or if the role changes.

# Person Specification

## Faith Commitment

### Essential

- A practicing and committed Catholic
- A secure understanding of the distinctive nature of the Catholic school
- An understanding of the school's role in the Catholic and wider community
- An ability to lead acts of worship in our Catholic school

## Qualifications & Training

### Essential

- Qualified teacher status
- Honours graduate or equivalent
- Evidence of continuing professional development including leadership
- Evidence of ability to lead quality professional development opportunities

### Desirable

- Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education

# Person Specification

## Ethos & Values

### Essential

- Possess a passionate belief that every child can succeed
- Understand the importance of British values, consistently model these, demanding the highest standards of respect and tolerance from all pupils and stakeholders
- Desire that every child should flourish and achieve their very best in their academic, social, physical, personal and spiritual development
- A commitment to inclusivity and an understanding of working with a diverse school community

# Person Specification

## Experience

### Essential

- Proven successful track record of outstanding primary teaching
- Successful experience of senior leadership at assistant or deputy level or equivalent
- Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives
- Thorough knowledge and understanding of current educational issues

### Desirable

- Experience of school/diocesan inspections

## Strategic Leadership

### Essential

- Ability to articulate and share a vision for our Catholic school
- Evidence of successful strategies for determining, planning, monitoring, reviewing and evaluating school improvement initiatives
- Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes
- Ability to develop and maintain a positive culture of high expectation and performance
- Commitment to be outward facing, developing relationships with not only our key stakeholders, but with other local schools, institutions and other organisations



# Person Specification

## Organisational Management

### Essential

- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- An understanding of budget planning, staff deployment and effective use of resources
- A track record of success in teamwork, distributed leadership, staff development, coaching, recruitment and retention
- Establish and monitor shared systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

## Safeguarding

### Essential

- Demonstrate a commitment and understanding to Safeguarding and the promotion of the welfare and safety of children
- Have a deep and accurate working knowledge of relevant policies, procedures and practices related to all aspects of Safeguarding, Child Protection and Health & Safety

# Person Specification

## Learning and Teaching

### Essential

- Ensure that the children's learning is at the centre of every decision: that learning and teaching is at the centre of all the school does
- Promote a learning community which provides and values continuous professional development for all staff
- Maintain creative, responsive and effective approaches to teaching and learning, promoting high expectations of teaching and monitor and evaluate its effectiveness on learning
- Promote and maintain a culture of continuous improvement using comparative data and benchmarks to evaluate and improve the school's performance
- Promote and maintain a successful learning culture that will enable pupils to become enthusiastic, independent learners committed to lifelong learning
- Knowledge of SEND and the associated challenges around SEND funding
- Knowledge and successful experience of teaching children to read
- Ensure the regular review of a broad and balanced flexible, creative, engaging, relevant and differentiated curriculum for every child designed to involve, engage, challenge, stimulate and enthuse
- A secure understanding of the statutory requirements for the curriculum and assessment
- Knowledge and successful experience of a range of successful learning and teaching strategies to meet all pupils' needs and a deep understanding, grounded in research, of how children learn

# Person Specification

## Learning and Teaching (continued)

### Essential

- A secure understanding of assessment procedures and practices which enhance pupils' learning
- Experience of effective monitoring and evaluation of learning and teaching
- Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour
- Be actively involved in learning and teaching and role model excellent teaching

## Leading and Managing Staff

### Essential

- Ability to delegate to, and support colleagues
- Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual
- A commitment to the pastoral care of staff

### Desirable

- Experience of staff recruitment, appointment and induction and overseeing the development of staff and succession planning

# Person Specification

## Accountability & Governance

### Essential

- An understanding of the relationship between the Headteacher and the governing board
- Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media
- Ability to set clear targets and the means in which to achieve them
- Ability to present and market the school at its best in the Catholic and wider communities and in the media

# Next steps – how to apply

To apply, please download the following documents, the links for which are available on our website:  
<https://www.stjosephs.kingston.sch.uk/vacancies/>

- ▶ Senior Leadership
- ▶ Notes to Applicants
- ▶ Recruitment Monitoring Form
- ▶ Permission to Obtain References Form

Please email your completed application to Ken Kehoe, Clerk to the Governors, at [clerk@stjosephs.rbksch.org](mailto:clerk@stjosephs.rbksch.org) or hand a hard copy to the school office marked Clerk to the Governors by **noon on 19<sup>th</sup> May 2021**.

**St. Joseph's Primary school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the successful applicant.**



“ Be like St. Joseph: protectors of growth in age, wisdom and grace. Guardians of their path, and educators: walk alongside them. ”

POPE FRANCIS, AUDIENCE ON THE SOLEMNITY OF ST. JOSEPH, MARCH 19, 2014

