



ST JOSEPH'S CATHOLIC PRIMARY
Holloway, Malmesbury, Wiltshire SN16 9BB

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HEADTEACHER

Required: no later than September 2024

NOR 92 L6 – L18

Dear Prospective Applicant,

Thank you for expressing an interest in the position of Headteacher at St Joseph's Catholic Primary School, Malmesbury. I hope you will find this information 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.

About the school

St Joseph's is a well-established and nurturing Catholic primary school serving the Catholic parishes of Malmesbury, Tetbury and Cirencester. The majority of pupils are non-Catholic and drawn from Malmesbury and the surrounding area. The school, while in the town, has the atmosphere of a warm and nurturing village school. There is wrap-around care, a beautiful site stretching down to the river and a recent Ofsted (March 2023) which judged the school to be good.

Malmesbury is a growing community with a programme of house-building which, it is hoped, will counter a falling birth-rate.

The school is popular with parents and well supported by the PFA. The staff have a range of experience with some who have been at the school for many years and others who are at an early stage in their careers. The governing body has been replaced with an Interim Executive Board but it is anticipated this will revert in the near future to a traditional model of governance.

We would encourage you to come and visit us and see us at work.



Mission Statement

The Mission of our school is to provide a broad and challenging education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of our school. Our main aim is to develop the self –esteem, dignity and respect of all members of the community in a celebration of each person’s infinite worth in the eyes of God.

“The Catholic school is, or should be, a unique Christian community. It brings together in one enterprise, not only the teachers and pupils, but also the parents and local Priests. It is therefore, a community, not only where the faith is taught and learned, but where it can be celebrated through well planned liturgies and lived in daily practice.”

Cardinal Basil Hume
September 19th 1988



If you believe you can offer the leadership qualities which inspires and motivates others towards excellence and which will ensure the very best education for our children, then we would love to hear from you.



Job Title: Headteacher

Responsible To: The Interim Executive Board/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

- Have the ability to think strategically and to build and communicate an effective vision, inspiring, challenging, and empowering others to carry out the vision.
- 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.
- 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.

- 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.
- 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.
- Ensure that the management, finance, organisation and administration of the school supports its vision and aims.
- 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.

2. The Curriculum

- 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.
- 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.
- Deliver a curriculum relevant to the academic abilities and needs of all pupils, subject to the direction of the governing body.
- Ensure effective delivery of the curriculum and high standards of expectation to maximise the achievement of pupils.
- 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.
- Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy.
- Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.

3. Pupils

- 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.
- 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.
- 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

- Support the governing body in the selection and appointment of the teaching and non-teaching staff of the school.
- Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them 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.
- Maintain job descriptions for all staff, which are consistent with their conditions of employment.
- 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. 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.
- 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.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.
- Manage your own workload and that of others to allow an appropriate work/life balance.

5. Communication and consultation

- Provide clear leadership by the development and implementation of policies, which promote the aims of the school and underpin its Catholic ethos.
- Establish and maintain good relations and channels of communication with external agencies in order to support the needs of individual pupils and their families.
- 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.
- Collaborate with schools in the Samuel Partnership and contribute towards the process of closer co-operation between these schools.
- Work in partnership with parents / carers, recognising that they are the prime educators of their children.
- Support and promote close links between home, parish, school and the wider community.
- Co-ordinate the school's work with those to which pupils progress in order to ensure continuity of learning.
- Promote and support the diocesan policy of Catholic education.

6. Finance

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

7. Resources

- 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

- Undertake professional development activity commensurate with the position of Headteacher.
- Undertake responsibilities relating to the school's work, which are delegated to the Headteacher by the governing body.
- Arrange for a 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.
- 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.
- 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.
- 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			
a	i. Recent successful experience as a Senior Leader, preferably Head Teacher, 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
b	i. Primary teaching experience & ability to demonstrate an understanding & delivery of outstanding Primary practice including effective assessment methods	✓		A/I
	ii. experience of leading teaching and learning of RE in a Catholic school		✓	A/R/I
	iii. record of outstanding classroom teaching within the primary age-range		✓	A/I
c	Experience of meeting the individual needs of the whole child through child-centred learning ensuring each child reaches their full potential	✓		A/I
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	✓		A/I
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	✓		A/I
	ii. Experience of delivering INSET		✓	A/I
	iii. Experience of planning, implementing, evaluating and prioritising staff development		✓	A/I
	SKILLS, KNOWLEDGE AND UNDERSTANDING			
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
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				
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

Informal visits to St Joseph's are warmly encouraged and can be arranged by calling Mrs Anita Druce in the school office (01666 822331). Candidates will be shown around by a member of staff & a member of the IEB who will answer any questions.

St Joseph's 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. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Completing your application

Our method of application is via teaching-vacancies.service.gov.uk 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 Monday 15th April. 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.

To apply, please download and complete the application form. Please send completed application forms to:

clerk@st-josephs-malmesbury.wilts.sch.uk

Closing Date: Friday 12th April 2024 at midnight.

Interviews: Wednesday 17th April and Thursday 18th April 2024

