



St Joseph's Catholic Primary School

Wetherby

Mission Statement

St Joseph's: Learn with hope, Live in faith, Love in peace, Worship and celebrate in our community

Headteacher Recruitment

Information for Applicants

May 2023

St Joseph's Catholic Primary School

Head Teacher: Miss. Louise Milivojevic

Email: office@stjosephswetherby.com

Barleyfields Road, Wetherby, LS22 6PR TEL: 01937 582163 Website: www.stjosephswetherby.com



Dear Applicant,

Thank you for taking the time to find out more about the vacancy for a Headteacher at St Joseph's Catholic Primary School, Wetherby in the Diocese of Leeds. I hope that the information in this pack will be useful to you and please do look at the school's website if you wish to find out more.

The governors of St Joseph's are extremely proud of our school. The school is a vital part of the Parish of St Joseph's Wetherby. This appointment provides an opportunity for the governors to work alongside a new Headteacher as we begin the next stage of our journey.

We seek passionate and committed Catholic candidates with mature faith, who can lead, motivate, and inspire especially through these exciting times. We would very much like to meet you if you have the qualities that we are looking for.

We welcome and encourage visits to the school. Please contact Sara Holt to arrange a visit or if you require any further information.

Thank you for your interest and we look forward to receiving an application from you by **12 noon on 12th May 2023**.

Yours sincerely,

Tim Hodgson

Chair of Governors – St Joseph's Catholic Primary School, Wetherby





Vicariate for Education

Hinsley Hall
62 Headingley Lane
Leeds LS6 2BX
Tel: 0113 2618040

education.admin@dioceseofleeds.org.uk

Working in the Diocese of Leeds

Thank you for taking the time to find out more about the position of Headteacher at St Joseph's Catholic Primary School, in the Diocese of Leeds.

The Diocese of Leeds covers a wide geographic area encompassing eight local authorities mainly in West and North Yorkshire, well served by a network of rail and motorway links. We have 79 primary schools, 12 high schools, a sixth form college in Leeds and a residential non-maintained school for the deaf. Our schools serve both rural and urban areas across the Diocese. There are good partnerships between families of schools, as well as within local deaneries and further networks with local authority schools. Leeds Trinity Catholic University also falls within the Diocesan educational provision.

In February 2018, the Bishop set out his vision https://www.dioceseofleeds.org.uk/education/wp-content/uploads/2019/02/MarcusStock_A-VISION-FOR-A-DIOCESAN-FAMILY-OF-SCHOOLS-22ND-FEBRUARY-2018.pdf for a diocesan family of schools based on five multi-academy trusts. St Joseph's Catholic Primary School has been designated as part of the 'North Leeds/North Yorkshire' group (Bishop Wheeler Catholic Academy Trust); the Bishop has asked schools in the group to collaborate with one another "within a strategic and structured framework" and it is his wish that schools join a multi-academy trust in due course.

The primary headteachers across the Diocese meet on a termly basis as part of the Leeds Diocesan Association of Primary Headteachers (LDAPH) and join in an annual retreat (usually as an overnight event at the Bar Convent in York) which provides an opportunity for spiritual refreshment and networking together. Retreats are sometimes held nationally and occasionally in Rome.

It is an exciting time to join a Diocesan school, so we hope that you will take this opportunity to apply to be the new headteacher of St Joseph's Catholic Primary School.

Yours sincerely in Christ,

Canon Timothy Swinglehurst

**Episcopal Vicar for Education
Diocese of Leeds**

Kieron Flood

**Director of Education
Diocese of Leeds**



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Barleyfields Road, Wetherby, LS22 6PR
Tel: 01937 582163



Headteacher

Salary: L15 – L21 (£62,561 - £72,483)

Contract: Permanent, Full-time

Required from: September 2023 / January 2024

Number on roll: 232

**Closing Date: 12 noon
Friday 2nd June 2023**

**Shortlisting: 12 noon
Friday 2nd June 2023**

**Interviews: Wednesday
7th June 2023**

Applicants are asked to submit their applications and we will make contact with successfully shortlisted applicants.

Governors are seeking to appoint a caring, motivated, and dedicated Headteacher. St Joseph's is a welcoming, caring community where children develop spiritually, morally and academically. Children enjoy coming to school and are proud of their community. Our children and families appreciate the importance of education and have the drive to succeed in life. They have the support of hard working and caring staff and benefit from excellent links with the parish.

Are you the person to lead our school?

Are you?

- A committed and practising Catholic with a clear vision of Catholic Education
- Passionate about education and the difference it makes to children's lives
- Committed to promoting the wellbeing of the whole school community, including staff, children and families
- An outstanding leader with high expectations of pupils
- Do you have the ability to develop your team and staff as excellent teachers and future leaders?
- Do you have the confident, drive and commitment to raise standards?
- Do you have proven Senior Leadership experience?
- Are you a confident and strategic leader who can further lead and develop all aspects of the school?

In return St Joseph's will give you:

- Enthusiastic, happy, well-behaved children and supportive families from a wide diversity of backgrounds
- Hard working and dedicated staff
- A supportive Parish community
- Professional and supportive links with local Catholic Schools
- Ongoing professional development opportunities
- A highly skilled supportive and commitment Governing Body
- Well-presented and maintained working environment
- Effective induction support from Local Authority and Diocese

If you think this is you, then come visit our school

To arrange a visit please contact Sara Holt, School Business Manager on 01937 582163. To request an application pack please email sholt@stjosephswetherby.com

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments are made subject to an enhanced Disclosure and Barring Service check and registration with the update service. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line.

MISSION STATEMENT



OUR SCHOOL



St Joseph's is a vibrant Catholic school where each child is a valued and committed member of our Christian community.

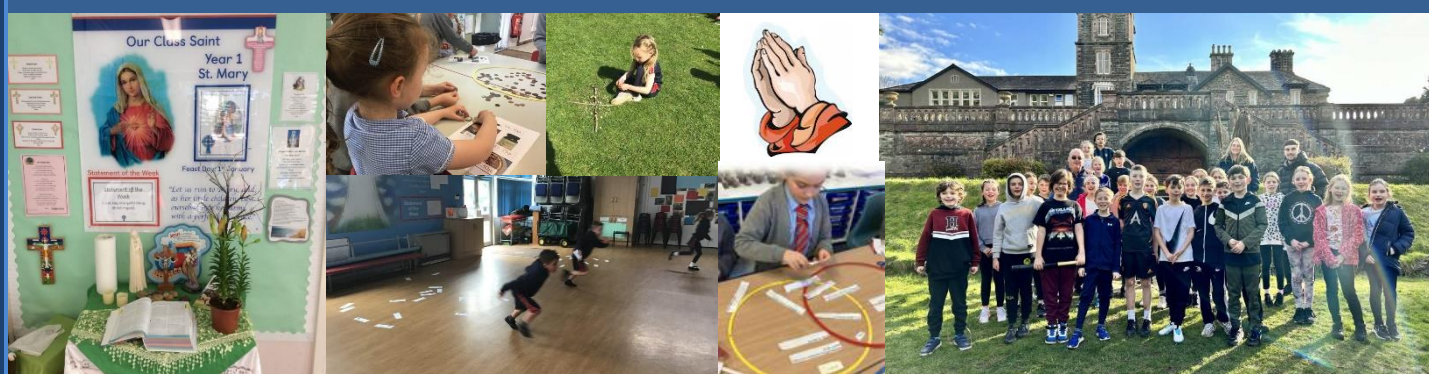
Each child brings a unique contribution to our school and we work hard to ensure they have the best possible start in life. Our children are at the heart of every decision we make and we are fully committed to meeting the needs of each and every child in order for them to achieve their full potential.

Central to this is the guidance we draw from our school ethos where Christian values are experienced through our daily lives and relationships, through prayer, worship and celebration. As a Catholic school, our fundamental mission is to live by the Gospel values of love, peace, hope and faith.

We are proud of our creative curriculum which provides a rich and exciting stimulus, where high quality opportunities take into account the interests and experiences of our children. Through personalised learning within a safe and happy environment, each child can develop their skills and celebrate their talents.

Our children work hard and we are delighted with their academic achievements. We also pride ourselves in developing the whole child. We work together to allow children to develop themselves socially, morally and spiritually and to celebrate their unique and individual qualities.

We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.



Collaborative working

Teaching School Alliances and other school networks and partnership



Our School by our Families

Lovely
community
feel!

I think the subjects
covered have been
engaging and enjoyable
and I have always found
the teaching staff to be
very approachable and
helpful

Teachers are supportive
and friendly and I
always know what my
child is learning

My child's class
teacher gives
constant feedback to
support my child and
goes above and
beyond.

Teachers' love
for teaching!

Happy school
environment

I have seen my child
flourish since they have
been attending nursery
and I look forward to
them starting their
schooling in September
at St Joseph's.

Great support when my child
was feeling unhappy. School
spent time to understand what
was happening and provided
support to help. You can see
the positive impact after a one-
to-one conversation with the
class teacher

Everything!



St Joseph's Catholic Primary School

Headteacher – Job Description based on Headteacher Standards 2020

Section 1: Ethics and professional conduct

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes¹ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic Headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic Headteachers are custodians of diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic Headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic Headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God² and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue³ and the Church's Social Teaching⁴.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, Headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility

¹ The Gospel of Matthew 5:3-12

² The Book of Genesis 1:26-27

³ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁴ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

Section 2: Headteachers' standards

1. School culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁵ and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains, and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.⁶
- ensure effective use is made of formative assessment

3. Curriculum and assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

⁵ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

⁶ The Gospel of John 10:10

4. Behaviour

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. Additional and special educational needs and disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social teaching⁷
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care and as the Designated Safeguarding Lead fulfil the statutory duties as defined in KCSIE 2022.
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission

⁷ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the Parish, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church

St Joseph's Catholic Primary School

Headteacher - Person Specification

Introduction

St Joseph's Catholic Primary school is a voluntary aided Primary School with a strong religious character. Their Memorandum and Articles state that they are part of the Catholic Church and are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities for Headteachers of Catholic schools in ensuring that they meet the same expectations of Headteachers of all schools while serving the mission of the Church in education.

The core purpose of the headteacher of any school is to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic faith. Thus it is an essential requirement that applicants have a deep rooted, strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education.

The governing body and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing body acknowledges that the criteria reflect the evolving role of headship in the early 21st Century and that they apply as much to experienced Headteachers as they do to aspirant Headteachers. The successful candidate will be encouraged to participate in the diocesan induction programme and will be offered an appropriate and experienced Catholic headteacher as mentor. If the successful applicant has not completed the CCRS course in Catholic Education or equivalent, an undertaking to successfully complete the course may be expected

What is the objective definition of a 'practising Catholic' for appointments to key posts in Catholic Schools?

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations

though, there are essential components for “full communion” with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and ‘practising Catholic’.

For further information including examples where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see ‘Christ at the Centre’ by Mgr. Marcus Stock, CTS Publications ISBN 978-1-86082-843-0

CONFIDENTIAL REFERENCES AND REPORTS	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships	E	R
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R

JOB SPECIFICATION

Please note source of evidence of fulfilled criteria:

Application Form - A Letter – L References – R Interview - I

QUALITIES AND KNOWLEDGE	Essential or Desirable	Evidence
Practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects	E	I/R
Qualified Teaching Status	E	A
Degree	E	A
NPQH or similar	D	A
CCRS (Catholic Certificate in Religious Studies)	D	A
Teaching and leadership experience in one or more Catholic primary schools	E	A/I/R
Lead by example and be a positive role model with excellent communication skills	E	I/R
Ability to articulate a clear vision and purpose for Catholic education and to share their Catholic Faith with a range of colleagues who may or may not be Catholic themselves	E	A/I/R
Personal impact and presence	E	I/R
Participation in a Parish Community	E	A/I/R
Ability to lead the spiritual development of staff and pupils	E	I/R
Understanding of current educational provision and the wider school	E	A/I

systems		
Political and financial astuteness	E	A/I/R
Demonstrate an experience of working alongside clergy and faith leaders	E	A/I/R

PUPILS AND STAFF	Essential or Desirable	Evidence
Have ambitious standards and high expectations for all pupils	E	A/I/R
Excellent understanding of high quality teaching and learning	E	A/I/R
Promote the development of the whole child	E	A/I/R
Use data analysis to effectively drive whole school improvement	E	A/I/R
Encourage all staff and pupils to develop their unique potential, character and virtue	E	A/I/R
Identify emerging talent, develop excellence and clear succession planning	E	A/I/R

SYSTEMS AND PROCESS	Essential or Desirable	Evidence
Efficient strategic leadership and astute financial planning	E	A/I/R
Ensure the safety of all staff and pupils at all times	E	A/I/R
Promote excellent behaviour and positive attitudes to school life	E	A/I/R
Systems for performance management to hold staff to account	E	A/I/R
Ability to challenge under –performance	E	A/I/R
Understanding of strong governance to hold the school to account	E	A/I/R
Ensure budgets and resources are deployed in the best interests of pupils	E	A/I/R
Promote distributive leadership throughout the school	E	A/I/R

SELF IMPROVING SCHOOL	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisations	E	A/I/R
Effective partnerships with a range of professionals	E	A/I/R
Use well evidenced research to achieve excellence	D	A/I/R
Provide high quality opportunities for staff development	E	A/I/R
Confident, entrepreneurial, and innovative approach to school improvement	E	A/I/R
Source of inspiration and encouragement for all in the school community	E	A/I/R

CHILD PROTECTION	Essential or Desirable	Evidence
Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff	E	A/I/R
Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively	E	A/I/R

SECURING ACCOUNTABILITY	Essential or Desirable	Evidence
Fulfil commitments arising from contractual accountability to the Governing body	E	A/I/R
Develop a Catholic school ethos	E	A/I/R
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	E	A/I/R
Work with the Governing Body to enable it to meet its responsibilities	E	A/I/R
Develop an accurate and understandable account of the school's performance for a range of audiences	E	A/I/R
Personally contribute to school achievements taking account of feedback from others	E	A/I/R

STRENGTHENING THE COMMUNITY	Essential or Desirable	Evidence
Build a school culture and curriculum which takes account of the richness and diversity of the community's Catholic Christian faith	E	A/I/R
Create and promote strategies for challenging racial and other prejudices	E	A/I/R
Ensure learning experiences for pupils are linked into and integrated with the wider community	E	A/I/R
Ensure a range of community-based learning experiences	E	A/I/R
Collaborate with agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families	E	A/I/R
Create and maintain an effective partnership with parents and carers	E	A/I/R
Invite local community into school to enhance and enrich the school	E	A/I/R
Share effective practice working in partnership with other schools	E	A/I/R

APPLICATION FORM AND LETTER	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria no more than 2 sides of A4 in font size 11	E	L



THANK YOU

