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**Diocese of Brentwood**

**ST JOSEPH THE WORKER**

**CATHOLIC PRIMARY SCHOOL**

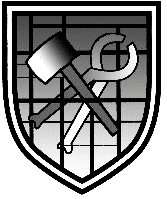
**Highview Crescent, Hutton, Brentwood, Essex CM13 1BJ**

**APPLICATION PACK**

**HEADTEACHER**

Required for September 2023

**St Joseph the Worker**

Catholic Primary School

Highview Crescent Hutton Brentwood Essex CM13 1BJ

**Headteacher** Bernadette Rossiter B.Ed.(Hons.)

**Telephone** Brentwood (01277) 227282

**Email** [admin@st-josephworker.essex.sch.uk](mailto:admin@st-josephworker.essex.sch.uk)

**Website** www.st-josephworker.essex.sch.uk

Dear Candidate,

Thank you for your interest in the post of Headteacher at our school. Our current highly esteemed Headteacher is retiring after giving long service to our school community. We are looking to appoint a new suitably qualified Headteacher who will bring their experience and enthusiasm to play a key role in building on the success of our school. The successful applicant will work with governors to shape the strategic direction of the school, and will be responsible for the day-to-day leadership and management of the school, leading a team that strives together for the good of the pupils. We are looking for a Headteacher, who will lead and ensure the best educational outcomes for all children in our outstanding school.

The person appointed will be a practising Catholic with clear vision and values, who is passionate about education, and the wellbeing of staff and children.

The school is located in Hutton in Brentwood, a short distance outside the M25 corridor, with excellent road and rail links close by.

Applications are invited from existing headteachers, deputy headteachers, assistant headteachers or senior leaders with appropriate experience.

We look forward to welcoming you to a tour of our school.

Yours sincerely,



Shelagh Facchini

Chair of Governors



**St Joseph the Worker Catholic Primary School**

**Headteacher Job Description**

**Leadership Scale: Group 2 L13 – L19 (fringe)**

**Responsible to:** The Governing Body

**Introduction**

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors/trustees as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.

The appointment is subject to the current conditions of service for headteachers contained in the School Teachers’ Pay and Conditions Document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the Headteacher and the Governors and will be reviewed annually.

**Core Purpose of the Headteacher**

To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success, a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

The core purpose of the Headteacher is to ensure that:

* the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood.
* religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.
* religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
* the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
* the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
* all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

**General Duties and Responsibilities**

To carry out the duties of the Headteacher as set out in the current School Teachers’ Pay and Conditions Document.

**Key Areas of Responsibility**

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| * School culture | The school’s culture expressed in the strategic vision and development of a Catholic school stems from the educational mission of the Church, which is reflected in the school’s mission statement and school improvement plan.  Actions:   * Create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community. * Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church. * The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ. * Create a culture where pupils experience a positive and enriching school life. * Uphold ambitious educational standards of excellence 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. * Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school’s communities. * Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability. * Ensure a culture of high staff professionalism |
|  |  |
| Teaching | In a Catholic school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.  Actions:   * 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. * Secure high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church. * Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church. * Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church. * Ensuring quality provision for pupils’ spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school. * Ensure teaching is supported by high levels of subject expertise. * Ensure effective formative assessment. |
| Curriculum and assessment | Actions:   * Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught. * Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional 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. |
| Behaviour | Actions:   * Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school’s behaviour policy. * Manage behaviour consistently, fairly and respectfully. * Ensure that adults within the school model and teach the behaviour of a good citizen. |
| Additional and special educational needs and disabilities (SEND) | Actions:   * Ensure the school holds ambitious expectations for all pupils. * Create a culture and practices that enable pupils to access the curriculum and learn effectively. * Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate. * Ensure the school fulfils its statutory duties under the SEND code of practice. |
| Professional development | Actions:   * Ensure staff have access to high-quality, sustained professional development opportunities. * Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with 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 nationally recognised career and professional frameworks and programmes to build capacity and support succession planning. |
| Organisational management | In a Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school’s mission.  The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher deploys people and resources efficiently and effectively to secure the school’s aims and mission through meeting specific objectives in line with the school’s strategic plan and financial objectives.  Actions:   * Ensure the protection and safety of pupils and staff through effective approaches to safeguarding. * Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds. * 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. * Ensure rigorous approaches to identifying, managing, and mitigating risk. |
| Continuous school improvement | Actions:   * 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 context. * Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time |
| Working in partnership | Actions:   * Forge constructive relationships with parents to support and improve pupils’ achievement and furthering the distinctive Catholic nature, purposes and aims of the school. * Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support. * Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils |
| Governance and accountability | Actions:   * Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility. * Create professional working relationships with those responsible for governance. * 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. |

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**Mission Statement**

**St Joseph The Worker Catholic Primary School**

*With Jesus we learn, we care, we listen, we share, so that He might be seen in the people that we are and things that we do.*

**PERSON SPECIFICATION**

**Appointment of Headteacher**

**Please write your supporting statement or letter giving evidence of how you meet each of the essential criteria.**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications and Training** |  |  |
| 1. Practising and committed Catholic in good standing with the Church | √  R |  |
| 1. Degree + QTS | √  AD |  |
| 1. Evidence of continuing professional development in preparation for HT post | √  A | NPQH  Post Grad level qualification  MA in Catholic School Leadership |
| 1. Catholic Certificate in Religious Studies (CCRS) |  | √  D |
| 1. Willingness to undertake CCRS within 2 years of appointment | √  A |  |
| **Experience** |  |  |
| 1. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range. | √  ARI | Exper.in a variety of schools |
| 7. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher | √  ARI |  |
| 1. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level | √  ARI |  |
| 1. Experience of leadership role within a primary school; | √  ARI |  |
| **Professional Knowledge and Understanding** |  |  |
| 1. Understanding the expectations in the new Ofsted Framework about what makes an effective school. | √  AI |  |
| 1. Working knowledge of school planning, evaluation, assessment and accountability | √  ARI |  |
| **Promoting the welfare of children** |  |  |
| 1. A good understanding of up to date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils | √  I |  |
| **Professional Skills and Abilities** |  |  |
| 1. Evidence of working effectively with the Headteacher , staff, governors and parents | √  RI |  |
| **Personal Qualities** |  |  |
| 1. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships. | √  RI |  |
| 1. Stamina and resilience; confidence | RI |  |
| **Other** |  |  |
| 1. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school’s role within the community. | √  AIR |  |
| 1. Evidence of a strong commitment to Catholic education; | √  AIR |  |

A – Application form

D – Documents

I – Interview

R - References

References

* Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
* Positive recommendations in professional references, without reservation.



**CES Guidance**

**CES Application Forms and Supplementary Forms**

**Notes to Applicants**

These Notes accompany the relevant CES Application Forms for each category of employee and:

* the Recruitment Monitoring Form;
* the Rehabilitation of Offenders Act 1974 – Disclosure Form; and
* the Consent to Obtain References Form,

together referred to as the “supplementary forms”.

Where there is a distinction between the categories of employee to which these Notes apply, it will be clearly highlighted.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School / College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust Company, a Multi Academy Trust Company and / or its Governing Body / Board of Directors / Local Governing Body as appropriate.

**TECHNICAL INSTRUCTIONS**

1. Depending on the recruiting school’s / college’s own requirements applicants may complete the Application Form and supplementary forms in three ways:

* Completion and submission electronically;
* Completion electronically, printing and submitting a hardcopy via post, or by scanning and emailing;
* Printing off and completing in handwritten format, then submitting by post, or by scanning and emailing.

1. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.

**GENERAL INFORMATION**

Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school / college where the position applied for is based, or the contact person mentioned in the job advertisement.

Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School / Catholic Voluntary Academy / Catholic Voluntary Multi Academy Trust (if applicable) where the Governing Body / Academy Trust Company / Multi Academy Trust Company is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.

Applicants should note that, in accordance with the safeguarding vulnerable groups’ regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, which are required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon identity and right to work checks and the results of Disclosure & Barring Service and Teacher Services checks (where applicable). For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks including, where necessary, the provision of a letter of professional standing.

Before signing the application form, applicants must ensure that every section has been completed. **Failure to complete all relevant sections may result in an application being rejected.**

All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school / college where the position applied for is based, or as instructed in the job advertisement. **Applicants should not return any Application Form and / or supplementary forms and / or any relevant documentary evidence to the CES.** Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

**THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS**

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

**Details of the Role Applied For**

Applicants should complete this section of the Form by inserting the relevant information and ticking the appropriate boxes.

**Personal Details**

Applicants should insert the requested details and tick the relevant box in order to indicate how they would prefer to be contacted.

If an applicant has obtained qualified teacher status from a jurisdiction other than England or Wales they should insert their membership number for the relevant teaching profession regulator and provide details of the specific regulator.

Support staff and Lay Chaplain Application Forms only – if applicants have not obtained qualified teacher status they should leave this section blank.

**Details of Present Employment**

Applicants who are not currently employed, should tick the box that says “no” and proceed to the next section.

**Employment History**

Applicants should provide full and accurate details of relevant employment history and professional or work experience starting with the most recent. They should not repeat the information provided (if applicable) relating to present employment. Where the applicant is a student seeking a first-time appointment, they should provide details of all teaching practice to date (if applicable).

**Other Employment / Work Experience**

Applicants should provide details of all other employment and paid or unpaid experience after the age of 18 (e.g. employment unrelated to the teaching profession, voluntary work etc).

Applicants must ensure that there are no gaps in the chronology of their education and / or employment history from the age of 18 to the present day and space has been provided on the form for this information. Failure to provide a full account may lead to an application being rejected.

Applicants must declare whether they have ever been ordained and / or been a member of a religious community. Where the answer to this question is ‘yes’, the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for.

**Post-11 Education and Training**

Applicants should provide details of education received in this country and / or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained. Please ensure that all relevant classifications and grades are included.

Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’ Certificate and the Certificate in Religious Education.

Teacher post Application Forms only – applicants should state which subjects they are qualified to teach including other subjects for which they may have experience to teach. Applicants should also provide details of any other specialisms and special areas of teaching interest.

Senior Leadership posts only - the CES recognises that the NPQH is no longer a mandatory requirement in England but applicants should still provide details of the NPQH where requested in the Application Form as a potentially desirable qualification. Applicants for Headteacher posts in Wales must provide details of the NPQH as this remains a mandatory requirement for first Headship appointments.

**Supporting Statement**

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is typed rather than handwritten.

**References**

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant’s personnel records. This is in order to ensure that the information provided is accurate.

There may be situations where the referee does not have full access to an applicant’s records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant’s dates of employment. All posts are subject to satisfactory references.

It is the applicant’s responsibility to ensure that they have obtained their nominated referees’ explicit consent to pass on their contact details. Not only is this a matter of courtesy but it ensures that the General Data Protection Regulation is being complied with. **Please also complete the Consent to Obtain References Form and return it with your application.**

Applicants must advise the school / college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school / college to contact their employer until such time that they have given notice to terminate their employment.

Applicants are advised that schools / colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.

**Senior Leadership posts** – Applicants are advised that the ‘Memorandum on Appointment of Staff To Catholic Schools’ provides that ‘the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics’. The Memorandum may be viewed by visiting the CES’s website at:

<http://www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools>

**Teacher posts** – Applicants are advised that schools / colleges are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Nevertheless, applicants who are not Catholic are welcome to apply.

**Support Staff posts** – Applicants are advised that schools / colleges (in England only) are entitled to give priority to Catholic applicants where it can be demonstrated that attaching this requirement to a particular post is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”). The recruitment documentation should make clear whether this requirement applies to the post.

**Definition of “practising Catholic”** –Schools / colleges may provide guidance to the applicant regarding the definition of a “practising Catholic” with the application pack and / or in the event that the applicant is shortlisted for interview.

**In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for the permanent Senior Leadership posts referenced in the Memorandum must provide such details.**

For other teaching posts, Catholics who do not consider themselves to be “practising” may provide a copy of their baptism certificate with their application form, instead of providing a Priest’s reference. Alternatively, they should provide details of the name and address of the Parish where they were baptised and the date of their baptism. For support staff posts, the recruitment documentation should make it clear if being a Catholic is a requirement for the post.

In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse / civil partner / partner, with a member, or an employee, of the Governing Body of the school / college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

**Right to work in the UK**

The Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on receipt of a conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK.

The Home Office guidance entitled “An employer’s guide to right to work checks” provides a list of the documents that can be provided to demonstrate an applicant’s right to live and work in the UK (see Annex A of the guidance).

The Home Office guidance is regularly updated to reflect changes in immigration law. It is important that applicants refer to the current version. Applicants should expect to provide originals of the documents listed in Annex A to the Governing Body as evidence of their right to work in the UK. Verified copies will then be taken of the original documents as required.

**Language requirements for public sector workers**

The ability to communicate with members of the public in accurate spoken English and / or Welsh is an essential requirement for public facing posts. The Public Sector Workers Code of Practice notes that “to serve the public it is vital that those working in public-facing roles can communicate in English, or in Wales, English or Welsh”[[1]](#footnote-1). The standard of language required is satisfied if it is sufficient to enable the effective performance of the person’s role[[2]](#footnote-2). Please note that this language requirement may be in addition to mandatory English language requirements associated with an applicant’s immigration route.

Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in publicly funded schools.

**Declaration**

The Governing Body has a duty to make a report where an applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

**SUPPLEMENTARY FORMS**

**Recruitment Monitoring Form**

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school / college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form, they should return it *with* their completed application form but in a *separate* sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.

**Rehabilitation of Offenders Act 1974 – Disclosure Form**

As the position applied for gives privileged access to vulnerable groups, all applicants attending interview are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction / caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

**Applicants invited for interview**, should bring The Disclosure Form with them to the interview in a **separate, sealed envelope** clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. Interviewees will be asked to hand the form to the interviewer at the end of the interview.

**Interviewees must disclose all spent and unspent convictions on this form other than those which are “protected”. This may include driving offences but will not include youth cautions, reprimands or warnings. The rules on multiple convictions were changed in November 2020. If interviewees are unsure about whether or not a conviction requires disclosure they should review the Ministry of Justice guidance on the filtering of “protected” convictions and cautions which can be accessed on the** [**Ministry of Justice**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) **website.**

The Disclosure Form will only be seen by those persons within the school / academy / college and / or Governing Body / Academy Trust Company / Multi-Academy Trust Company who are required to see it as part of the recruitment process if you are the preferred / one of the preferred candidates for the position.

**Consent to Obtain References Form**

Applicants should ensure that they complete and return the Consent to Obtain References Form with their completed application.

If applicants have any further questions in relation to the position applied for they should contact the school / college where the position applied for is based or they should contact the individual named on the job advertisement.

**Privacy Notice**

Please see our Privacy Notices which can be found on our school website as follows:

<https://st-joseph-the-worker-catholic-primary-school.secure-primarysite.net/data-protection/>

Recruitment and Selection Policy Statement

1. The Governing Board is committed to:

* safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
* promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
* promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

In the Diocese of Brentwood, it is a requirement that the Headteacher, Deputy Headteacher, RE Coordinator are practising Catholics at the time of application. ‘Practising Catholic’ is listed unambiguously as the first essential criteria. A positive faith reference is essential and the priest is explicitly asked to comment upon and applicant’s commitment to Catholic beliefs and practices.

‘The posts of Headteacher and Deputy Head are reserved for practising Catholics.’

In fulfilling the objectives of Catholic schools, the board have regard to matters which are particularly significant in the light of the sacramental teachings of the Church. Catholic teachers by their example and practice are witnesses to the Gospels and to the Church’s teachings. The governing body would therefore, in line with its responsibilities, reserve the right to take account of circumstances which were genuinely within a person’s control and which might include marital status, avowed personal conviction, belief or conduct’.

1. The Governing Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
2. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
3. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
4. The following pre-employment checks will be required where applicable to the role and setting:

* receipt of satisfactory references
* verification of identity
* a satisfactory DBS disclosure if undertaking Regulated Activity
* verification that you are not barred from working with Children
* verification that you are not prohibited from teaching
* verification of medical fitness for the particular role
* verification of qualifications and of professional status where required e.g. QTS status
* the production of evidence of the right to work in the UK
* verification of successful completion of/exemption from statutory induction period
* verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
* a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

**NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.**

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

* The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
* How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
* The circumstances of the offence(s) being committed and any changes in the applicant’s personal circumstances since then.
* The country where the offence/caution occurred.
* Whether the individual shows or has shown genuine remorse.
* If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance “Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

* to identify issues which call into question the applicant’s suitability to work with children;
* to verify employment history.

Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school’s retention schedule.

A copy of our Recruitment Procedure is available upon request.

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**EQUALITY ACT 2010**

**REASONABLE ADJUSTMENTS STATEMENT**

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview Letter when confirming your availability to attend interview. Our duty to make reasonable adjustments only applies where we know about, or ought reasonably to know about, your disability so it is important that you provide this information to us (details for the relevant person to contact will be provided in your Invitation to Interview Letter).

Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:

* Modification to Documentation – this may include providing documents in large print, in Braille format or in audio format and/or providing oral instruction on documentation for those applicants with a learning disability;
* Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for example, a disability which affects their manual dexterity. Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech;
* Provision of a Reader for a visually impaired applicant;
* Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
* Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
* Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
* Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
* Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
* Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school / academy / college may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.



**MODEL CONTRACT OF EMPLOYMENT**

**(INCORPORATING STATEMENT OF WRITTEN PARTICULARS)**

**FOR THE**

**Headteacher**

**IN A CATHOLIC SCHOOL**

**Note to users: from 6 April 2020 workers as well as employees have a right to a written statement of particulars. Such statement must be provided from day one of employment for all employees and workers employed from 6 April 2020. This contract contains the relevant written particulars for employees taking into account the legislative changes coming into force on 6 April 2020 but where you are engaging a worker this contract of employment should not be used. Please refer to the CES model ad hoc contract which contains the relevant written particulars for workers.**

**THIS AGREEMENT IS A CONTRACT  
OF EMPLOYMENT BETWEEN**

1. **THE GOVERNING BODY OF**

**St Joseph the Worker Catholic School**

**Situated at**

**Highview Crescent, Hutton, Brentwood, Essex CM13 1BJ**

**A Catholic Voluntary Aided School in the Diocese of**

**Brentwood**

(“THE GOVERNING BODY”)

**AND**

1. **ENTER EMPLOYEE'S NAME HERE**

Of

**ENTER EMPLOYEE'S ADDRESS HERE**

(“YOU”)

**FOR SERVICE AS THE**

**headteacher**

**PREAMBLE**

This Statement of Written Particulars contains the terms of Your employment and is given to You in accordance with Section 1 of the Employment Rights Act 1996 by your employer, the Governing Body of **St Joseph the Worker School** (“the School”). It should be read in conjunction with the Governing Body’s Staff Handbook, disciplinary, grievance and capability policies and any other policies and procedures the Governing Body operates from time to time. This Statement, together with any such policies and procedures which the Governing Body stipulate as expressly contractual in nature, constitute Your contract of employment with the Governing Body.

**1 THE POST**

You are appointed by the Governing Body to serve as the Headteacher (“the Post”) at the School. Your job description will be provided to You by the Governing Body and may be attached to this contract at Appendix 1. Your job description may from time to time be amended by the Governing Body in consultation with You and, in addition to the duties set out in Your job description, You may from time to time be required to undertake reasonable additional or other duties as necessary to meet the needs of the School. The nature of any such additional or other duties will be discussed with You. The terms and conditions of Your employment set out in this contract may be subject to periodical review in consultation with You.

**2 COMMENCEMENT OF CONTRACT**

2.1 The Post commences on 1st September 2023.

2.2 Your continuous service under the Employment Acts will usually be calculated from the date You started working at the School unless Your employment with a previous Governing Body of a voluntary aided or foundation school, or Local Authority, counts as continuous service under the Employment Acts.

2.3 For determining redundancy payments, continuous service with Local Authorities and with certain other specified employers will be aggregated with Your service at the School in accordance with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 (as amended) and/or the Teachers (Compensation for Redundancy and Premature Retirement) Regulations 2015 (as amended) as appropriate.

**3 DURATION OF CONTRACT**

3.1 The Post is a permanent full time post.

3.3 **IT IS NOT COMPULSORY TO HAVE A PROBATIONARY PERIOD BUT IF YOU DO HAVE ONE THE DETAIL MUST BE SET OUT IN THE CONTRACT. THIS PROVISION IS OPTIONAL AND SHOULD BE REMOVED IF NOT REQUIRED.** **PLEASE TAKE LEGAL AND/OR HR ADVICE BEFORE USING THIS PROVISION PARTICULARLY IN RELATION TO THE INTERACTION WITH THE CONTINUOUS EMPLOYMENT PROVISIONS.** The first **[INSERT PERIOD OF TIME]** of Your employment will be a probationary period, during which Your performance will be monitored. The probationary period may be extended by the Governing Body on providing you with written reasons for such extension. During the probationary period Your employment may be terminated by either party giving notice of one week to the other in writing. **[IF THERE ARE ANY PARTICULAR CONDITIONS ATTACHED TO THE PROBATIONARY PERIOD OR IF THERE IS A PROBATION POLICY THESE/THIS SHOULD BE INSERTED/LINKED TO HERE].**

**4 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

4.1 You are to exercise the ministry of a teacher under the supervision of the Diocesan Bishop, and to exercise the professional duties and maintain the professional standards of a Headteacher in the School under the directions of the Governing Body and in accordance with:

4.1 (a) the provisions of the Education Acts and any associated regulations;

4.1 (b) the Trust Deed and the Instrument of Government of the School;

4.1 (c) Canon Law in relation to the governance and the Catholic character of the School;

4.1 (d) the Teachers' Standards from time to time published by the Department for Education

4.1 (e) the conditions of employment prescribed in the School Teachers’ Pay and Conditions Document (“STPCD”) from time to time in force, and the National Workload Agreement, where applicable;

4.1 (f) any policies, procedures, regulations or rules of the Governing Body;

And, to the extent that they are compatible with 4.1(a) to 4.1(f) above:

4.1 (g) the Burgundy Book;

4.1 (h) any local collective agreements recognised by the Governing Body

4.2 You are:

4.2 (a) expected to be conscientious and loyal to the aims and objectives of the School;

4.2 (b) required to preserve and develop the Catholic character of the School;

4.2 (c) to have regard to the Catholic character of the School and not to do anything in any way detrimental or prejudicial to the interests of the same.

4.3 You are:

4.3 (a) required to take part in acts of religious worship and may be required to lead them;

4.3 (b) to instruct and/or supervise instruction in the Holy Scriptures and the Doctrines of the Catholic Church in accordance with the principles, and subject to the discipline, thereof to the satisfaction of the Diocesan Religious Inspector, or other appointed representatives of the Diocesan Bishop, at the time or times appointed for religious instruction, such children as are entrusted to You and to be present at such religious examinations of the children as may be directed to be held by the Governing Body.

4.4 Where You wish to take part in any outside activity which may, in the reasonable opinion of the Governing Body, interfere with the efficient discharge of Your duties under this contract, You are required to obtain the prior written consent of the Governing Body, such consent not to be unreasonably withheld.

**5 CONDITIONS OF EMPLOYMENT OF Headteacher**

5.1 In carrying out Your duties, You shall:

5.1 (a) cooperate with the Diocesan Bishop;

5.1 (b) consult, where appropriate, the Diocesan Bishop, the Governing Body and the staff of the School;

5.1 (c) promote good relationships with the Local Authority and the parents/guardians of the pupils of the School.

5.2 You shall participate in the selection and appointment of the teaching and non-teaching staff of the School, subject to the advice of the Diocesan Bishop and the Local Authority as appropriate and as agreed with the Governing Body.

5.3 You shall ensure that all pupils in attendance at the School take part in daily collective worship in pursuance of your duty under Section 70 of the School Standards and Framework Act 1998 and secure that worship in accordance with the rites and teachings of the Catholic Church.

5.4 You shall determine and ensure the implementation of a policy for the pastoral care of the pupils of the School in accordance with the teachings of the Catholic Church.

5.5 You shall provide for liaison and cooperation with officers of the Diocesan Education Service, making such reports to the Diocesan Education Service and the Trustees in connection with the discharge of Your functions as they may properly require, either on a regular basis or from time to time.

**6 PLACE OF WORK**

Your normal place of work is at the School, or at any premises used from time to time by the School, unless Your duties take You elsewhere. The Governing Body reserves the right to require You to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice. You will not usually be required to work outside of the United Kingdom.

**7 SALARY**

7.1 Your salary is determined in accordance with the statutory provisions in the STPCD.

7.2 Your current salary is **£ ENTER ANNUAL SALARY HERE** per annum as per the Leadership England Area/ Outer London Area/Fringe Area pay spine point no. **ENTER SPINE POINT NO. HERE**  . Your salary will be reviewed annually.

7.3 You will also receive the following:

7.3(a) reimbursement of reasonable expenses which You incur wholly, necessarily and exclusively in the proper performance of Your duties (in accordance with the Governing Body’s expenses claim policy). Such expenses must be properly evidenced in accordance with such policy from time to time in force;

7.4 Your salary will be paid on **26th in ENTER ARREARS/ADVANCE by BACS** to a bank or building society account of Your choice. You will be able to view your payslip which will be emailed to you. Printed payslips will only be available in exceptional circumstances or where you have an accessibility issue due to a disability.

7.5 You agree that the Governing Body may deduct from any salary or other payment due to You any amount owed by You to the School, following prior notification to You. Arrangements to repay any over-payments will be made with the intention of avoiding hardship and in accordance with the provisions of The National Minimum Wage Act 1998. Repayment of any amount owed by You to the School may, subject to the agreement of the Governing Body, be made in instalments that are affordable to You.

**8 HOURS OF WORK**

8.1 You are required to be available for work at all times when the School is open and at such other times as the Governing Body may reasonably direct subject to the provisions of the Working Time Regulations 1998 (as amended). In addition, You are required to work such hours as are necessary to enable You to discharge Your professional duties effectively. You are entitled to enjoy a reasonable work/life balance.

8.2 Your terms and conditions relating to hours of work shall be in accordance with the provisions set out in the STPCD and the National Workload Agreement, where applicable, and shall include, having regard to any teaching responsibilities, reasonable time for discharging Your leadership and management responsibilities and, where You participate in teaching, planning and preparation time.

8.3 Time spent travelling to or from Your place of work shall not count as working time.

8.4 You are not required to undertake midday supervision and will be allowed a break of reasonable length as near to the middle of each School Day as is reasonably practicable. You are required to arrange for a suitable person to assume responsibility for the discharge of your functions as headteacher during that break.

**9 HOLIDAYS AND LEAVE OF ABSENCE**

9.1 Subject to the provisions of the STPCD, holidays must coincide with periods of School closure and public holidays, details of which will be notified to You by the School from time to time. Current information relating to School closure and in-service training days is available at the School.

9.2 You will be paid Your full salary during closure periods unless You are in receipt of less than full salary arising from the application of the sick pay scheme, maternity, paternity, adoption pay/allowance, shared parental leave scheme, or for some other reason specified in writing to You.

9.3 The Governing Body, or in a case of urgency, the Chair, may, at its discretion, grant You occasional leave of absence within the limits and upon the conditions relative to payment of salary prescribed by the Governing Body on compassionate or other grounds.

9.4 You are entitled to Your statutory rights in relation to parental leave and time off for dependants.

**10 SICKNESS AND SICK PAY**

You shall comply with the procedural requirements for dealing with incapacity for work due to sickness or injury which are contained in the Governing Body’s Sickness Absence Policy, a copy of which can be accessed **in the Staff Handbook**, and which shall comply with the relevant provisions of the Burgundy Book. Your entitlement to pay during any absence due to sickness or injury is set out in the Burgundy Book. Notification of sickness absence must be made in accordance with the Governing Body’s Sickness Absence Policy. Failure to follow the reporting procedures contained in the Governing Body’s Sickness Absence Policy could result in action being taken against You under the Governing Body’s Disciplinary Policy and/or could result in loss of pay.

**11 MATERNITY LEAVE PROVISIONS**

Provisions for maternity leave shall be those set out in the Burgundy Book, without prejudice to any additional rights provided by the Employment Acts and/or agreed locally, where ratified by the Governing Body.

**12 PATERNITY AND ADOPTION PROVISIONS**

You shall be entitled to statutory paternity and/or adoption leave and pay, without prejudice to any additional rights incorporated into the Burgundy Book from time to time.

**13 SHARED PARENTAL LEAVE**

If eligible, You shall be entitled to benefit from the shared parental leave procedure set out in the Children and Families Act 2014 and in line with current governing law. This enables You, in effect, to share Your leave with another qualifying partner subject to compliance with the required notification procedure.

**14 PENSIONS AND PENSION SCHEME**

14.1 If Your employment is full time or part time and You are between the ages of 16 and 75 and Your employment is for a period of **3 months or more**, You shall be automatically enrolled as a member of the Teachers’ Pension Scheme (“TPS”) or other appropriate pension scheme.

14.2 You may, at any time in the course of Your employment, opt out of the TPS or other appropriate pension scheme and make alternative arrangements.

**15 TRADE UNION MEMBERSHIP**

You have the right to join a trade union and to take part in its activities.

**16 DISCIPLINARY, GRIEVANCE AND CAPABILITY POLICIES**

16.1 The Governing Body’s disciplinary policy from time to time in force sets out the rules and procedure for dealing with disciplinary matters and You can access a copy in the Staff Handbook. The Disciplinary Policy provides examples of the types of conduct which are unacceptable and which could lead to disciplinary action being taken against You.

16.2 The Governing Body’s grievance policy from time to time in force sets out the procedure for dealing with employee grievances and You can access a copy In the Staff Handbook.

16.3 The Governing Body’s capability policy from time to time in force sets out the rules and procedure for dealing with any capability issues arising from, but not limited to, any review of Your performance which may be carried out by the School/Governing Body, or otherwise, and You can access a copy  **in the Staff Handbook.**

16.4 The Governing Body has the right to alter, amend and/or revoke any policies, procedures, regulations and/or rules from time to time as it, in its sole discretion, thinks fit. You will be notified of any changes in writing, where appropriate. The terms of such policies, procedures, regulations and/or rules do not form part of Your terms and conditions unless they are expressly stated as such.

16.5 The Disciplinary, Grievance and Capability Policies all provide detailed procedures to be followed and state to whom You can apply if You are dissatisfied with any decisions made.

**17 PERIODS OF NOTICE AND TERMINATION OF CONTRACT**

17.1 In the case of a permanent contract, subject to the provisions of the Education Acts and to any regulations made thereunder, this contract may be terminated by either party giving to the other three months’ written notice, and in the summer term four months’, terminating at the end of a school term. The school terms shall be deemed to end on April 30th, August 31st and December 31st (see table below for illustration).

**To terminate Contract on: Notice must be given by: Notice period**

December 31st September 30th Three months

April 30th January 31st Three months

August 31st April 30th Four months

17.2 It shall be sufficient that any notice given by the Governing Body under this clause 17 shall be signed by the Chair or Clerk on its behalf.

17.3 Any notice given by the Governing Body under this clause 17 may be served by delivering it to You or by leaving it at Your last known place of residence or by sending it in a prepaid letter addressed to You at that place. Any notice given by You under this clause 17 may be served by delivering it to the Chair or Clerk by hand or by sending it in a prepaid letter to such Chair or Clerk care of the School.

17.4 In the event that Your employment is terminated by either party on giving the required notice under this clause 17, the Governing Body reserves the right to require You not to attend School during the notice period. In such a case, You will be placed on “garden leave” but You will remain employed by the Governing Body and so bound by the terms of this contract of employment until the notice of termination of employment expires. You will keep the Governing Body informed of Your whereabouts (except during periods taken as holiday) so as to be available to attend the School premises or carry out any duties required.

17.5 The periods of notice specified in this clause 17 do not apply in the case of summary dismissal for gross misconduct and the Governing Body hereby reserves the right in such a case to dismiss You without notice.

17.6 In the event of redundancy, compensation shall be determined in accordance with the relevant statutory provisions, including the Teachers’ (Compensation for Redundancy and Premature Retirement) Regulations 2015 (as amended), the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 and the Burgundy Book.

17.7 In the event of Your contract being terminated by the Governing Body on giving the required notice, the Governing Body reserves the right to pay You in lieu of notice and require You not to attend the School during the notice period except with the agreement of the Governing Body.

**18 HEALTH & SAFETY**

You will familiarise Yourself with and ensure compliance with the Local Authority’s and/or School’s policy on Health and Safety at Work from time to time in force, a copy of which can be accessed **in The Staff Handbook**.

**19 SAFEGUARDING AND CHILD PROTECTION**

19.1 You will take responsibility for safeguarding the welfare of children in line with Your professional duty and subject to the universal duty applicable to all who work in a child centred environment. In fulfilling Your duty to safeguard children You will familiarise yourself with and comply with the School’s Safeguarding Policy and Procedure from time to time updated which can be accessed **in the Staff Handbook**.

19.2You are required to inform the Governing Body immediately if You are the subject of a referral to the Disclosure and Barring Service (DBS), charged or convicted of any criminal offence or in receipt of a police caution, reprimand or warning; or if there is a formal child protection investigation in relation to You.

19.3Disclosure of a criminal conviction will not necessarily debar You from employment with the Governing Body depending on the nature of the offence, how long ago it was and what age You were when it was committed and any other factors that may be relevant to this appointment. Failure to declare a conviction, caution or bind-over may disqualify You from appointment, or result in summary dismissal without notice if the discrepancy subsequently comes to light. You will familiarise yourself with the School’s Disqualification Policy from time to time updated which can be accessed **in the Staff Handbook.**

19.4You shall act as the Designated Safeguarding Lead (DSL) or the Deputy DSL for the School setting if instructed to do so by the Governing Body at any point in time during Your employment at the School and prioritise the requirements of Your duty to safeguard children. You will ensure that Your knowledge of safeguarding and child protection is kept up to date and that all staff receive adequate training in relation to the same.

**20 CONFIDENTIALITY**

20.1 Without prejudice to the Governing Body’s whistle-blowing policy, where applicable, You may not during, or following termination of, Your employment disclose to anyone other than in the proper course of Your employment, or if required to do so by law, any information of a confidential nature relating to the Governing Body and/or the School. Breach of this clause 20.1 during Your employment may be treated as gross misconduct warranting summary dismissal.

20.2 the exception to clause 20.1 is where information is already in the public domain, otherwise than as a result of You breaching clause 20.1.

**21 INTERPRETATION**

In this contract, unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

21.1 ‘Burgundy Book’ means sections 3 – 6 inclusive of the “Conditions of Service for School Teachers in England and Wales” revised edition August 2000 and includes any subsequent amendments thereto.

21.2 ‘Canon Law’ means the Canon Law of the Catholic Church from time to time in force.

21.3 ‘Catholic’ means in full communion with the See of Rome.

21.4 ‘Chair’ means the Chair of the Governing Body appointed from time to time.

21.5 ‘Clerk’ means the Clerk of the Governing Body appointed from time to time.

21.6 ‘Diocese’ means the diocese in which the School is situated as set out at the beginning of this contract.

21.7 ‘Diocesan Bishop’ means the Bishop of the Diocese in which the School is situated (as defined in Canon Law) and includes any person exercising Ordinary jurisdiction in his name and any person delegated by him including officers of the Diocesan Education Service.

21.8 ‘Diocesan Education Service’ means the education service provided by the Diocese which may also be known, or referred to, as the Diocesan Schools Commission.

21.9 ‘Employment Acts’ includes, but is not limited to, the Employment Rights Act 1996.

21.10 ‘School Day’ means a day on which the School is open and children are in attendance, including INSET days.

21.11 ‘The Education Acts’ has the same meaning as in Section 578 of the Education Act 1996 (as amended).

21.12 ‘The Local Authority’ means the Local Children’s Services Authority and includes the local authority within the meaning of the Education Acts for the area in which the School is situated.

21.13 ‘The National Workload Agreement’ means the National Agreement on Raising Standards and Tackling Workload 2003 and includes any subsequent amendments thereto.

21.14 ‘The School Teachers’ Pay and Conditions Document’ (also referred to as STPCD) means the current Order made under Section 2 of the School Teachers’ Pay and Conditions Act 1991 and any document specified therein and includes, where appropriate, the Welsh equivalent of the STPCD. In the event of a conflict between the provisions of the current STPCD and the terms of this contract concerning Your statutory conditions of employment, the terms of the STPCD will prevail.

21.15 ‘Trust Deed’ in relation to any school has the same meaning as given in Section 579(1) of the Education Act 1996.

21.16 ‘Trustees’ means the Diocese or the religious order which owns the land on which the School is situated.

21.17 References to any statutory enactment, instrument or order include any subsequent amendment or substituted provisions for the time being in force.

**22 COMMENCEMENT OF POST**

22.1 This Post is excepted under the Exceptions Orders to the Rehabilitation of Offenders Act 1974 and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended).

22.2 This contract is subject to and shall not take effect in the event of any adverse response being received or discovered to any enquiry or examination made or specified at the time of appointment (a) in order to safeguard the wellbeing of the pupils at the School; (b) as a result of a condition specified by the Governing Body at that time; or (c) in order to comply with the Regulations referred to at clause 22.1 above.

22.3 This contract is subject to You having a legal right to work in the UK of which You are required to provide acceptable documentary evidence in accordance with the provisions of the Immigration, Asylum and Nationality Act 2006. If the Governing Body cannot verify that You have a right to work in the UK this contract will not take effect. Should the Governing Body become aware that You do not have a legal right to work in the UK, or should Your legal right to work in the UK expire during the course of Your employment, Your contract of employment will be terminated with immediate effect.

22.4 The School operates a safer recruitment policy and procedure incorporating appropriate pre and post interview checks in the interests of safeguarding children and ensuring the School remains compliant with legal and regulatory requirements. Your appointment to the Post is subject to You obtaining clearance in our vetting processes. A copy of the School’s Safer Recruitment Policy and Procedure is available **Staff Handbook.**

22.5 This Post is subject to a satisfactory disclosure being obtained from the Disclosure & Barring Service.

**23 TRAINING**

Pursuant to the Employment Acts You are entitled to a statement setting out details of any training entitlement provided by the Governing Body, any part of that training entitlement which the Governing Body requires You to complete and any other training which the Governing Body requires you to complete and which the School will not bear the cost of. The Governing Body will provide these details in a separate letter or in accordance with the Governing Body’s training policy (if applicable). For the avoidance of doubt, such letter and/or training policy will not form part of Your terms and conditions.

This Contract is made this **ENTER** **DAY of MONTH of YEAR**

Between

The Governing Body as the Employer

And

**ENTER EMPLOYEE'S NAME HERE**

Signed by Chair/Clerk (on behalf of the Governing Body):..............................................................

Signed by the Employee:.....................................................................

**Appendix 1**

**St Joseph the Worker Catholic Primary School**

**Headteacher Job Description**

**Leadership Scale: Group 2 L13 – L19 (fringe)**

**Responsible to:** The Governing Body

**Introduction**

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors/trustees as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.

The appointment is subject to the current conditions of service for headteachers contained in the School Teachers’ Pay and Conditions Document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the Headteacher and the Governors and will be reviewed annually.

**Core Purpose of the Headteacher**

To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success, a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

The core purpose of the Headteacher is to ensure that:

* the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood.
* religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.
* religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
* the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
* the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
* all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

**General Duties and Responsibilities**

To carry out the duties of the Headteacher as set out in the current School Teachers’ Pay and Conditions Document.

**Key Areas of Responsibility**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| * School culture | The school’s culture expressed in the strategic vision and development of a Catholic school stems from the educational mission of the Church, which is reflected in the school’s mission statement and school improvement plan.  Actions:   * Create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community. * Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church. * The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ. * Create a culture where pupils experience a positive and enriching school life. * Uphold ambitious educational standards of excellence 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. * Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school’s communities. * Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability. * Ensure a culture of high staff professionalism |
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| Teaching | In a Catholic school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.  Actions:   * 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. * Secure high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church. * Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church. * Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church. * Ensuring quality provision for pupils’ spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school. * Ensure teaching is supported by high levels of subject expertise. * Ensure effective formative assessment. |
| Curriculum and assessment | Actions:   * Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught. * Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional 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. |
| Behaviour | Actions:   * Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school’s behaviour policy. * Manage behaviour consistently, fairly and respectfully. * Ensure that adults within the school model and teach the behaviour of a good citizen. |
| Additional and special educational needs and disabilities (SEND) | Actions:   * Ensure the school holds ambitious expectations for all pupils. * Create a culture and practices that enable pupils to access the curriculum and learn effectively. * Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate. * Ensure the school fulfils its statutory duties under the SEND code of practice. |
| Professional development | Actions:   * Ensure staff have access to high-quality, sustained professional development opportunities. * Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with 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 nationally recognised career and professional frameworks and programmes to build capacity and support succession planning. |
| Organisational management | In a Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school’s mission.  The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher deploys people and resources efficiently and effectively to secure the school’s aims and mission through meeting specific objectives in line with the school’s strategic plan and financial objectives.  Actions:   * Ensure the protection and safety of pupils and staff through effective approaches to safeguarding. * Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds. * 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. * Ensure rigorous approaches to identifying, managing, and mitigating risk. |
| Continuous school improvement | Actions:   * 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 context. * Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time |
| Working in partnership | Actions:   * Forge constructive relationships with parents to support and improve pupils’ achievement and furthering the distinctive Catholic nature, purposes and aims of the school. * Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support. * Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils |
| Governance and accountability | Actions:   * Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility. * Create professional working relationships with those responsible for governance. * 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. |

**Appendix 2**

**ATTACH/LIST COLLECTIVE AGREEMENTS RELEVANT TO EMPLOYEE HERE. WHERE SUCH AGREEMENT(S) ARE NOT TO BE ATTACHED/LISTED, PLEASE STATE HERE WHERE THE EMPLOYEE CAN ACCESS A COPY/COPIES OF SUCH COLLECTIVE AGREEMENTS.**

**PLEASE ALSO REVIEW THE ADDITIONAL CONTRACT CLAUSES AVAILABLE ON THE CES WEBSITE AND INCLUDE IF NECESSARY.**

1. See <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf> [↑](#footnote-ref-1)
2. S.77(8) Immigration Act 2016 [↑](#footnote-ref-2)