



## St Peter & St Paul Catholic Primary Academy Headteacher Information Pack



# A letter from the Chair of Governors

Dear Applicant

I am delighted that you are interested in becoming the next Headteacher of St Peter and St Paul Catholic Primary Academy, located in beautiful grounds next to Scadbury Nature Reserve in Orpington, Borough of Bromley.

During the last 11 years our leadership has been instrumental in building strength and resilience to our academy to become securely 'Good' (Ofsted).

The school is now looking for an inspirational strategic leader to continue to drive improvement to outstanding results and ensure our pupils are nurtured and receive the best experience and education they need for their future lives.

The Catholic faith is at the centre of our ethos with our own Academy Mission Statement:

- Joy within our learning
- Enriching curriculum

- Safe and Secure Catholic environment
- Using all our skills and talents
- Spiritually following our saints

St Peter and St Paul Catholic Primary Academy partners with the other Catholic Bromley Schools.

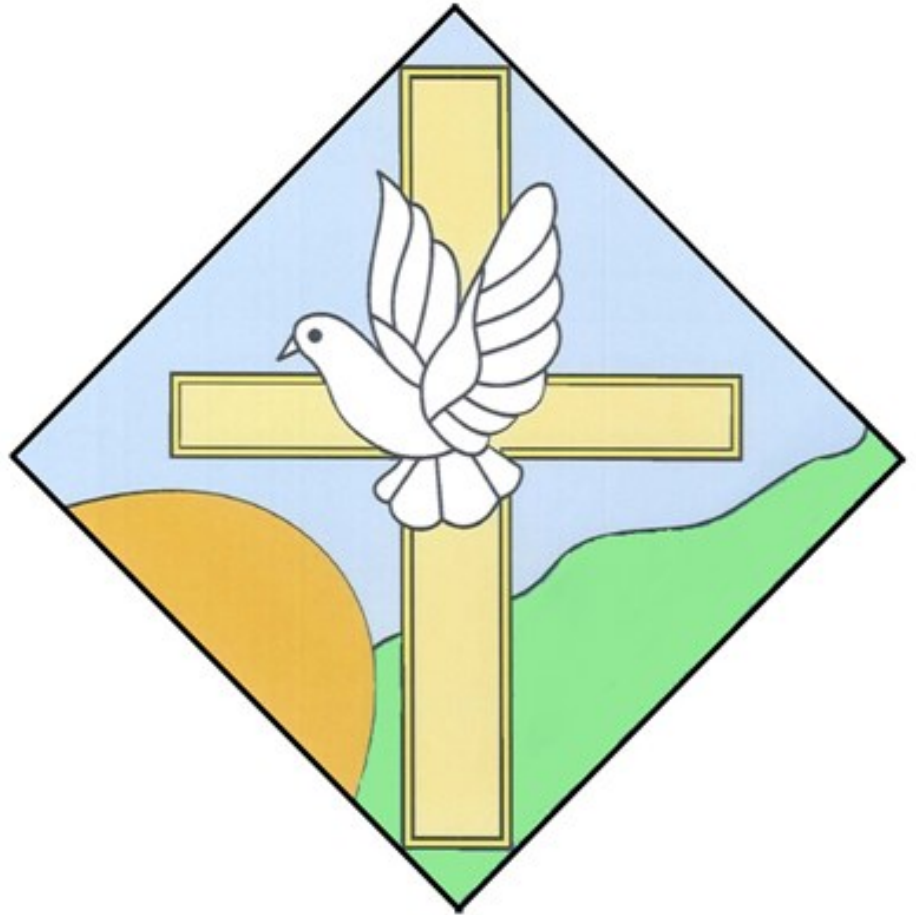
The new Headteacher will join a thriving Academy of diverse hardworking children and dedicated staff along with our governors, who are committed to the academy in providing strong governance and strategic partnership. You will get a warm welcome from the school community when you visit to see for yourself the very special place that is St Peter and St Paul Catholic Primary Academy.

I look forward to receiving your application.

Kindest regards

Sarah Taylor  
Chair of Governors  
St Peter & St Paul Catholic Primary Academy





# A letter from our pupils

Dear Applicant

Thank you for taking an interest in becoming the next Headteacher of St Peter and St Paul Catholic Primary Academy.

As the House Captains and Vice House Captains we are looking for someone very specific to lead our Academy on the next part of its journey. We have high expectations and want our Headteacher to share theirs with us, to be fair, genuine, encouraging and reliable. We need someone who will lead the Catholic faith with both children and staff.

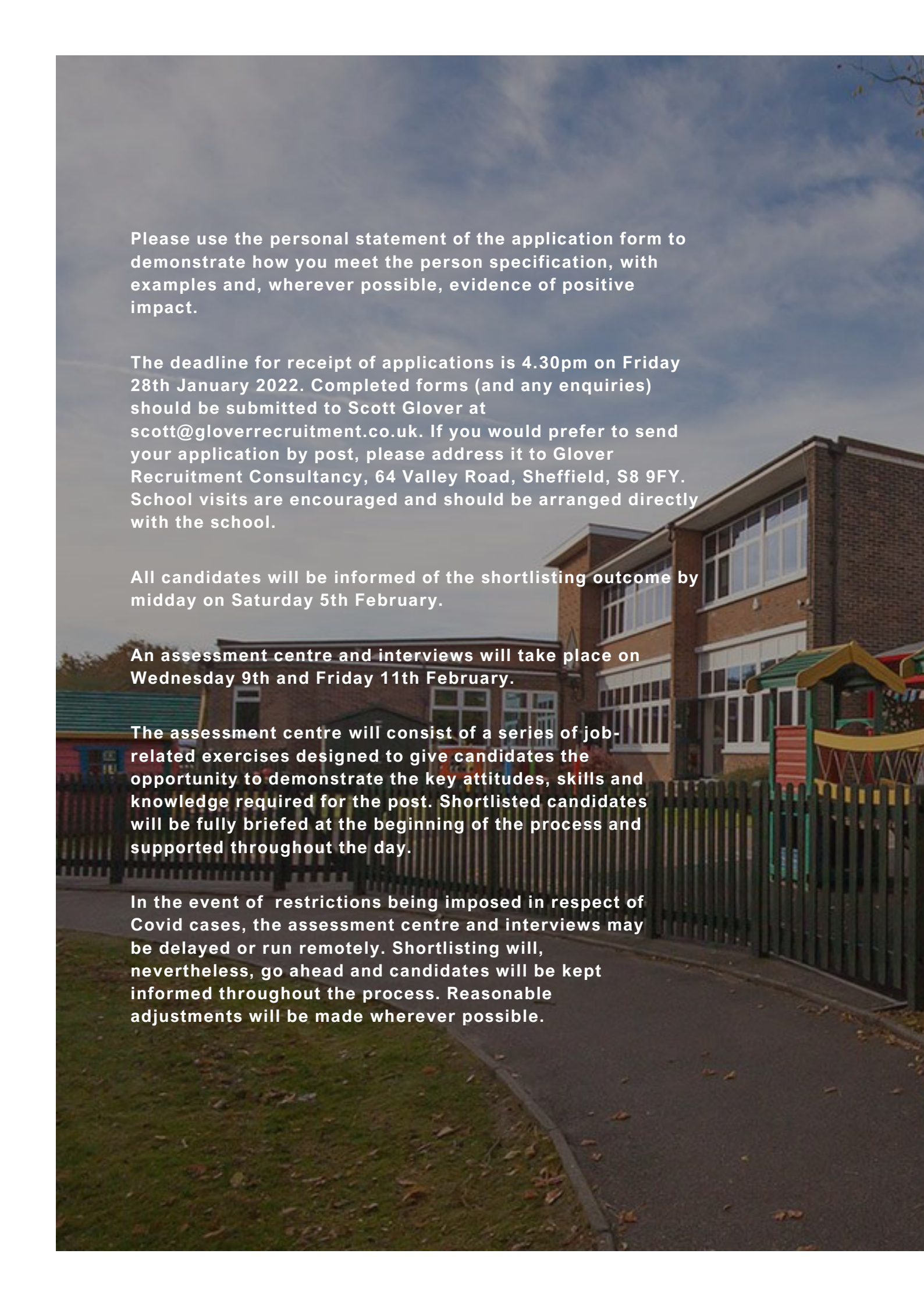
Our new Headteacher must have a good knowledge of curriculum and finance, show bravery to stand up to challenges and be solution focused. This will be demonstrated through their ability to reflect on their day and consider the best way to improve and to make thoughtful decisions. We are searching for an applicant who understands the situations through the children's eyes.

In return we can offer pupils who are eager to learn and who have exemplary behaviour. Our learning environment is very spacious and we have ample room to learn and play. St Peter and St Paul is set in a nature reserve so for everyone there is also peace and tranquillity.

Thank you for taking the time to read our letter and we wish you every success with your application.

Yours faithfully

The House Captains and Vice House Captains  
St Peter and St Paul Catholic Primary Academy

The background image shows a two-story brick school building with large windows. In the foreground, there is a green metal fence and a colorful playground structure with slides and climbing equipment. The sky is overcast with grey clouds. The text is overlaid on the left side of the image.

**Please use the personal statement of the application form to demonstrate how you meet the person specification, with examples and, wherever possible, evidence of positive impact.**

**The deadline for receipt of applications is 4.30pm on Friday 28th January 2022. Completed forms (and any enquiries) should be submitted to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.**

**All candidates will be informed of the shortlisting outcome by midday on Saturday 5th February.**

**An assessment centre and interviews will take place on Wednesday 9th and Friday 11th February.**

**The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.**

**In the event of restrictions being imposed in respect of Covid cases, the assessment centre and interviews may be delayed or run remotely. Shortlisting will, nevertheless, go ahead and candidates will be kept informed throughout the process. Reasonable adjustments will be made wherever possible.**









# Headteacher Advert

## St Peter & St Paul Catholic Primary Academy

Part of the Bromley Catholic Schools Trust  
St Paul's Wood Hill, Orpington BR5 2SR  
Tel: 01689 828208  
Email: admin@stpstp.co.uk

Group 2 NOR: 218

**Salary L15-L21 Outer London (£62,926-£71,666)**

### For September 2022

St Peter and St Paul Catholic Primary is a friendly, diverse and inclusive one-form entry standalone academy with a fully extended nursery provision. We have a strong Catholic ethos with the aim of helping our children deepen their faith and grow in the love of God. We are proud of our beautiful and expansive grounds and, as a Forest School, use these facilities to inspire and support children's learning.

We are looking for an enthusiastic and innovative school leader who has the drive and strategic vision to build upon our success and provide direction in a changing education landscape. A practising Catholic, our new Headteacher will develop strong relationships with the parish, the Bromley Schools Trust and the wider school community while further strengthening the involvement of parents, carers and other stakeholders in the school's work. The successful candidate will have high expectations of all our pupils, driving academic excellence while also nurturing those special gifts that make each child unique.

In addition, our new Headteacher will:

- Welcome the contribution of staff and develop leadership throughout the school
- Cater for the individual needs and development of each child, enabling them to become happy and responsible adults
- Maintain the unique, close-knit, family atmosphere of the school

In return, we can offer you the opportunity to:

- Lead a team of experienced staff all of whom are passionate about working in a caring Christian atmosphere
- Work alongside a supportive and effective governing body that is committed to your continued professional development

At St Peter and St Paul we actively embrace new ideas and constantly look to develop and improve. We are looking for someone who is ready to make their mark and lead our school into the future.

Visits to the school are strongly encouraged and will take place during the week commencing 10th and 17th January 2022. They can be arranged by calling Leisha Sanford on 01689 828208, or by emailing lsanford@stpstp.co.uk. Our Chair of Governors, Sarah Taylor, will be happy to answer any questions you may have about the school and its context. You can call her on 07733468753 .

Completed applications and any queries about the recruitment process should be submitted to Scott Glover, Glover Recruitment Consultancy, at scott@gloverrecruitment.co.uk.

St Peter and St Paul Catholic Primary is committed to safeguarding and promoting the welfare and safety of children. We expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Candidates are asked to read the school's safeguarding policy, which is available at:

[www.saintpeterandsaintpaulcatholicprimary.co.uk/page/?title=Safeguarding+Information&pid=2049](http://www.saintpeterandsaintpaulcatholicprimary.co.uk/page/?title=Safeguarding+Information&pid=2049)

**Closing date for applications: 4.30pm Friday  
28<sup>th</sup> January 2022**

**Assessment centre and interviews:  
Wednesday 9<sup>th</sup> and Friday 11<sup>th</sup> February 2022**



# Headteacher Job Description

## St Peter & St Paul Catholic Primary Academy

### **JOB PURPOSE:**

To lead, manage and develop the school in consultation with the governing body, in order to provide a Catholic, Christian educational community in which all are enabled to achieve their highest potential. To nourish a happy, safe and supportive school community in which every individual is welcomed, valued and respected for being unique. We inspire a search for excellence by offering the best possible learning environment. We provide a Christ-centred education, helping our children to develop and grow in faith and teaching them to promote the Gospel values of love of neighbour, fairness and forgiveness, both in school and in the wider community.

### **RESPONSIBLE TO:**

The Headteacher is an employee of the governing body and is required to carry out professional duties as detailed in this job description and in Canon Law, [the Trusts Deed and Instrument of Government] for the school and, where applicable, those set out in the current School Teachers' Pay and Conditions Document.

In carrying out duties, the Headteacher will consult and develop good relationships and communications with the pupils, parents and carers, staff and Governing Body of the school, Ofsted, the DfE and the diocese.

### **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of the school stems from the educational mission of the Church, which is reflected in the schools' mission statement, the school's development and improvement plan and all policies and procedures.

### **Responsibilities:**

- to ensure the vision for the school is clearly articulated, shared and promoted and translated to the school curriculum, culture, practice and outcomes
- to work with the diocese, parish and others to create a shared culture and positive climate that reflects the mission of the Church in education
- to develop policies that ensure that aims and objectives fulfil the requirements of legislation, the curriculum and the requirements of Ofsted reports
- to work with the governing body in forming educational aims and objectives, targets, outcomes and policies for implementation
- to develop the school's development and improvement plan to promote and sustain ongoing improvement and ensuring systems are in place for tracking and raising attainment
- to ensure that strategic planning is based on the governing body's policies and takes account of the diversity, values and experiences of the school and wider community and the mission of the Church in education
- to work with, motivate and inspire others to ensure creativity, innovation and quality, including appropriate use of technology, achieving excellence and nurturing human wholeness
- to determine and ensure the implementation of a policy for the pastoral care of pupils
- to lead and promote a pastoral care policy to support the social, emotional and personal development needs of pupils

### **LEADING, TEACHING AND LEARNING**

In the Catholic school, the search for excellence is expressed in learning and teaching which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

- in consultation with the governing body, develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with SEN, and provide for the spiritual, moral, cultural, social and emotional development of all pupils
- to determine and implement a diverse, flexible and inspiring curriculum and to implement an effective assessment framework

- to develop systems of evaluation individual pupil progress to improve learning and teaching, to motivate pupils, inform parents and challenge staff, including through the use of new technology
- to ensure diocesan policies on religious education, sex and relationship education and worship are implemented
- To monitor, evaluate and review teaching practices and develop and promote improvement strategies
- To identify excellent practice in teaching and disseminate to develop practice across the school
- To challenge underperformance at all levels and ensure effective remedial action
- To implement strategies to secure high standards of behaviour and attendance
- To develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting

## **LEADING AND MANAGING STAFF**

In a Catholic school the role of the headteacher is one of leadership of a learning community rooted in faith. Christ is the inspiration for the headteacher's leadership. The headteacher's management of staff should demonstrate and awareness of their unique contribution of individuals, valued and loved by God.

### **Responsibilities:**

- to assist the governing body in determining the staffing structure for the school
- to develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff, having regard to diocesan guidance and advice
- to identify and determine the professional development needs of the staff team and ensure that high quality professional learning opportunities are provided that motivate staff and lead to excellent educational provision for all children
- to treat all staff fairly, equitably and with dignity by acknowledging their contributions and praising success
- to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
- to develop and maintain a culture of high expectation for self and others and take appropriate action where necessary
- to review own practice regularly, set targets and take responsibility for self-development and maintain personal knowledge and skills as an educational leader and teacher by engaging in professional learning opportunities
- to have regard to the work/ life balance of members of staff

## **MANAGING THE ORGANISATION**

In the Catholic school, the deployment of staff, finance, material resources and time should be done to promote the common good in achieving the outcomes identified in the development/ improvement plan.

### **Responsibilities:**

- to implement policies and procedures of the governing body to create an organisational structure which reflects the school's Catholic Christian values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements
- to take responsibility and account for the financial and material resources which are delegated to the Headteacher
- to ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money
- to use new technology to improve the effective use of resources
- to advise governors on setting the budget in order to achieve the objectives in the school's improvement plan
- to manage the schools' financial and human resources effectively to achieve the school's educational goals and priorities including ensuring that funding and staffing match educational priorities
- to manage and organise the school environment effectively and efficiently to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive nature of the Catholic school
- to ensure stewardship of the buildings and the grounds in relation to diocesan requirements and positively encourage care of the school buildings and environment so that they provide a welcoming, comfortable, safe and stimulating work environment
- to provide a safe and secure environment for all who visit or work in the school



## **ACCOUNTABILITY**

In the Catholic school the Headteacher fulfils their responsibilities in accordance with its Instrument of Government. The Headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the diocese and in accordance with English law.

### **Responsibilities:**

- to fulfil contractual commitments in relation to the governing body including attendance at governing body meetings, reporting to the governing body as required and assisting it with work as needed
- to develop and maintain positive relationships with parishes (in particular, Lee Parish), the wider Catholic community, other Catholic schools and other schools in the area
- to recognise the authority of the Archbishop in relation to the provision of Catholic education in the diocese and to work with diocesan authorities to provide them with such information as they require
- to develop a Catholic ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes
- to ensure individual staff responsibilities are clearly defined, understood and agreed and are subject to review and evaluation
- to develop and present a coherent, understandable and accurate account of the school's performance, collective progress and achievements to a range of audiences, including parents and carers, governors, the diocese and the local authority
- to provide opportunities for parents and carers to have dialogue and meetings with staff in the school to support their children's learning
- to ensure that parents receive regular information about:
  - the school curriculum
  - the progress and achievement of their children about other matters affecting the school so as to promote common understanding of its aims and values and to develop, promote and involve parents in a partnership with the school in the education of their children.
- to create and maintain effective relationships with parents; encourage parents to take an active part in their child's education
- to liaise with other agencies as appropriate
- to ensure accurate and up to date records are maintained to satisfy safeguarding regulations
- to reflect on own personal contributions to school achievement and to take account of feedback from others

## **STRENGTHENING COMMUNITY**

In a Catholic school the Headteacher shares responsibility for the mission of the school and the wider diocesan educational system and is therefore called to work in collaboration with others including parents, clergy, religious officers, diocesan officers, colleague Headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate.

### **Responsibilities:**

- to build a school culture and curriculum which takes account of the richness and diversity of the school's communities, rooted in the Catholic Christian faith
- to create and promote positive strategies for challenging all types of prejudices and discrimination
- to liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations
- to seek opportunities to invite parents, past pupils, community figures, business and other organisations into the school to enhance and enrich the school and its value to the wider community
- to contribute to the development of the education system by, for example, sharing good practice, working partnership with other schools and promoting innovative initiatives, especially with other diocesan schools;
- to promote and develop the good reputation of the school within local and wider communities

## Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

### Qualifications

- Have achieved QTS
- To be able to evidence further professional development in preparation for Headship (e.g. NPQH, CEPQH, a qualification in Catholic school leadership)

### Faith Commitment

- A practising Catholic

### Experience

- Have teaching experience of working in more than one school and more than one Key Stage
- Evidence of successful senior leadership experience in more than one school, or recent Deputy Head or Headteacher experience
- Appropriate training and experience of safeguarding/child protection
- Can demonstrate impact of leadership on teaching, learning and assessment at whole school level
- Can demonstrate impact of line management and appraisal on school improvement
- Experience of budget setting
- Experience and a good understanding of School Improvement Planning and Self Evaluation
- Experience of working with governors, parents and the wider community

### Leadership

- Provides visible and supportive direction which empowers, enables, motivates and develops the whole school
- Demonstrates ability to think strategically: initiating, planning, monitoring and evaluating school improvement and change processes
- Recognises and grows the potential of all staff at all levels within the organization
- Works in collaboration with governors to ensure that they are enabled to fulfil their core functions

### Teaching, Learning, Assessment and Additional/Special Educational Needs

- Demonstrate a secure understanding of curriculum design, setting out the knowledge, skills and values that will be taught
- Ensures that teachers and other staff have consistently high expectations of what each pupil can achieve and are effectively prepared for their next phase of education and life
- Works effectively in partnership with parents, carers and professionals to identify additional needs of pupils and special educational needs and/or disabilities and ensure provision matches their needs
- Effectively supports others to create an effective and flourishing learning environment, by monitoring the quality and consistency of teaching throughout the school
- Accurately identifies the components of outstanding teaching, and demonstrates the coaching skills needed to transmit these to peers and other staff

### Organisational Effectiveness

- Creates an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Provides high quality teaching through high quality training and sustained professional development for all staff
- Exercises strategic, curriculum-led financial planning to ensure effective deployment of budgets and resources, to improve pupil achievement and ensure the school's sustainability
- Takes initiative, acts with confidence, manages time effectively and works under own direction



**Ethos/Values/Religious Character**

- Articulates and shares a vision for a Catholic school where all in the community flourish
- Possesses a passionate belief that all young people can succeed
- A secure understanding of the distinctive nature of a Catholic school
- Understands the importance of British values, consistently models these values and demands the highest standards of respect and tolerance from all staff, pupils and stakeholders
- Holds a passionate desire for every child to flourish and achieve their very best in their academic, social, physical and spiritual development

**Safeguarding**

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

## **glover recruitment consultancy**

Queries about the application and recruitment process  
should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or  
by phoning 07766773682.