

WARDOUR CATHOLIC PRIMARY SCHOOL



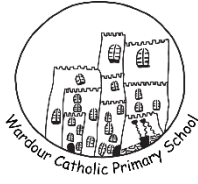
Headteacher Recruitment Pack

Wardour Catholic Primary School

Wardour, Tisbury, Wiltshire SP3 6RF

Tel: 01747 870537 email admin@wardour.wilts.sch.uk





WARDOUR CATHOLIC PRIMARY SCHOOL
Letter from the Chair of Governors
Dr Patrick Craig-McFeely

Dear Applicant,

On behalf of the governors, I would like to thank you for your interest in the post of headteacher at Wardour Catholic Primary School. We are very pleased that you are considering applying to lead one of the longest established Catholic primary schools in the country.

We are looking for a new headteacher to lead our cohesive and stable staff providing a Catholic education that we feel is brilliant for every child whatever their background or abilities.

Catholic education has been provided at Wardour for centuries with the present school built in the mid-Victorian period set in extensive grounds including a playing field and forest school. The school maintains close ties with the local Catholic parish of Tisbury and All Saints, Wardour, with children regularly attending Chapel services in New Wardour Castle.

Our original building has been refurbished and added to and is a beautiful and fit for purpose environment for the wellbeing of the children and staff.

The school collaborates with the local primary schools in our southwest Wiltshire Nadder Hub and the Emmaus Partnership of Catholic schools. We have access to some of the facilities of other schools and our children actively engage in many sporting, cultural and educational activities in the local area. The Catholic ethos pervades the school, and a key role will be to follow Bishop Bosco MacDonald's vision of collaboration by preparing to join Dunstan Catholic Education Trust.

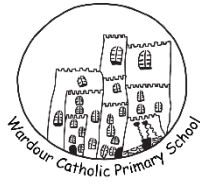
We are looking for an enthusiastic headteacher who puts our children first, prioritises our Catholic ethos, builds on our traditions, maintains our standards and leads our staff to provide a rich and inclusive school experience. You will need to meet future challenges, willingly embrace change and work collaboratively. You will be well supported by experienced and enthusiastic staff, governors, parents, volunteers, Wiltshire Local Authority and Clifton Diocese.

The governors have put together a recruitment pack with more details about our school, the job description and person specification. The school website (www.wardour.wilts.sch.uk) includes weekly newsletters in the parents' section which give a good flavour of our school. If you would like to visit the school please contact our school business manager, Mrs Caroline Robson on 01747 870537, admin@wardour.wilts.sch.uk.

We look forward to hearing from you and receiving your application by 4 pm, Tuesday 5th May 2026 with interviews of shortlisted candidates on Monday 18th May 2026 and Tuesday 19th May 2026.

With best wishes,

Patrick Craig-McFeely
Chair of Governors



WARDOUR CATHOLIC PRIMARY SCHOOL

Our School

Our school is a Voluntary Aided Catholic primary school situated in the rural village of Wardour within the Catholic parish of Tisbury and All Saints, Wardour.

There has been a school on the Wardour Estate from at least the eighteenth century with Lord Arundell building the present school in the 1850s for the large number of Catholic children of all ages. In 1962 the school became a primary school and now provides education for local children from reception to year six. The school ownership passed to the Wardour Chapel Trust in 1898, and the trustees still own the buildings and site and appoint the Foundation Governors on behalf of the Bishop of Clifton.

We provide a Catholic education in idyllic rural surroundings putting the children first in all we do. Every part of the school and the surrounding countryside, including All Saints' Chapel, Wardour, is a potential learning environment.

We also have a large modern hall used for daily assemblies, meals, sports, entertainments and hosting Wardour Wee Ones for pre-reception children. There is a popular breakfast club and the after-school wrap-around care is provided at a local venue along with other local schools. We are very well supplied with play equipment and IT, helped by the incredible generosity of our PTA, Friends of Wardour.

There is a rich variety of after school clubs. The curriculum is enhanced with numerous visits to the school from artists, writers, explorers and performers.

The children attend numerous external events including sports matches, the theatre and a wide variety of school trips (see details in the weekly newsletter on the school website).



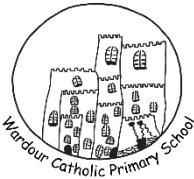
Forest school



Climbing wall at biannual residential



Den building



ABOUT WARDOUR CATHOLIC PRIMARY SCHOOL

Our mission and aims

**"Love one another as I have loved you."
John 13:34**



Prayer Garden

- To provide an inspiring and well-rounded Catholic education for all our children, based on the teaching of Jesus Christ, in which the values of the Gospel underpin all aspects of school life
- To provide a curriculum which is creative, imaginative, enriching, relevant and challenging, where children experience the opportunity to learn in a wide range of contexts
- To challenge our children to aim high but not to be afraid to fail, to have the courage to admit their mistakes, to be curious about the world and make informed decisions, to listen respectfully and value other people's viewpoints, and to be fearless when standing up for what is right and fair
- To encourage our children to aspire to achieve their full potential and to develop a passion for learning that will stay with them throughout their life
- To support the emotional and spiritual needs of our children so that they develop strength of character and resilience, qualities they need as they grow up and go on to take their place in this fast-changing world

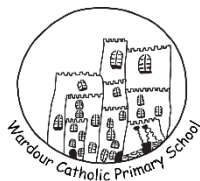
Catholic life of the school

We are a Catholic School in the Diocese of Clifton and follow the directive of Bishop Bosco MacDonald regarding the Catholic life of the school.

- Catholic Social teaching is woven throughout the curriculum
- Daily act of worship and prayer
- Catholic values awarded at weekly assembly
- New Religious Education Directory taught to all classes
- Children attend Tuesday morning mass at All Saints' Chapel, Wardour and termly whole school mass
- Nativity and leaver's services are well attended by parents and parishioners
- Annual CAFOD Lent walk
- Prayer garden
- Popular Faith Club and Chaplaincy team
- Participate in local community events such as wreath laying at Tisbury Remembrance service
- Year 6 attend Clifton Cathedral Leavers' Mass
- Regular events raise money for chosen charities



Nativity at All Saints, Wardour



ABOUT WARDOUR CATHOLIC PRIMARY SCHOOL

Current school development plan

- Ensure all staff have a shared understanding of how to support children to be regulated and build relationships in order that they are ready to learn.
- To ensure teachers' subject knowledge and pedagogy is highly effective to meet the needs of all pupils
- To ensure the new Religious Education Curriculum is rolled out across school and the progression of prayers from the prayer and liturgy directory are known and embedded.
- To engage with the Diocesan Academisation Programme.



Diocese Information

Clifton Diocesan Board:
<http://schools.cliftondiocese.com/>
Mary.cox@cliftondiocese.com

"As a Governor, what I notice and love about the School is the enthusiasm of the children, and their apparent desire and motivation to absorb as much knowledge and understanding as they can. This is generated by the conscientiousness and devotion of the staff, who are largely responsible for the incredible ethos surrounding the school."

Foundation governor



Collaboration

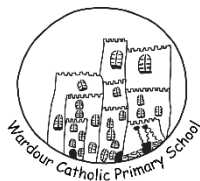
Emmaus partnership

- We are part of the Emmaus partnership of Catholic primary and secondary schools in the southeast of Clifton Diocese.
- All these schools will or have already joined the Dunstan Catholic Education Trust (DCET)
- The partnership started a few years ago to work together informally prior to formally joining the same CET.
- The headteacher and chair of governors attend termly meetings and there is regular collaboration and school improvement work carried out across the partnership
- We are following Bishop Bosco's instructions to join DCET once the present DfE pause on new schools joining has been lifted.

Nadder Hub

- Established group of local Wiltshire primary schools sharing the same School Improvement Advisor
- Headteacher meetings and mutual support
- Subject hub meetings, peer-to-peer reviews, mentoring, shadowing and visits
- Shared governor training.





ABOUT WARDOUR CATHOLIC PRIMARY SCHOOL

Safeguarding Statement

- Wardour Catholic Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Safer Recruitment Statement

- Wardour Catholic Primary School is committed to safer recruitment and will follow all relevant safer recruitment processes for our school, including relevant sections in part 3 of Keeping Children Safe in Education (2025).
- At least one member of the interview panel has in date Safer Recruitment Training.
- All applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check and all relevant pre-employment checks (including a medical declaration) before an appointment is confirmed.

Important Dates

- Closing date: 4 pm, Tuesday 5th May 2026
- Shortlisting: Thursday 7th May 2026
- Interview dates: Monday 18th May 2026 & Tuesday 19th May 2026

Salary

- Salary Range: L6-L12
- £58,569 - £67,898 (2025/26 rates)

The role includes one day a week teaching

General school information

School capacity: 105

Number of classes: 4

- EYFS
- Year 1/2
- Year 3/4
- Year 5/6

We are a highly regarded school, experiencing increased interest from families and a steady rise in applications

Last Ofsted rating: GOOD

Last Ofsted: November 2024

Last S48 rating: GOOD

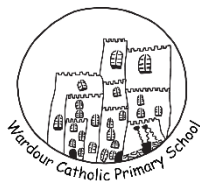
Last S48 date: September 2022



Pond dipping in Forest School



Old Wardour Castle



WARDOUR CATHOLIC PRIMARY SCHOOL

Comments about our school

Ofsted ungraded inspection 14 November 2024

- Pupils thrive at their school. Relationships with adults are warm and pupils feel very well cared for.
- The pupil 'buddy system' means older pupils support younger pupils and Reception-age children.
- Pupils and their parents and carers enthuse about the school and its close community.
- The school is ambitious for all pupils, especially pupils with special educational needs and/or disabilities (SEND).
- Pupils show curiosity. They take pleasure in talking about their learning.
- Pupils are well prepared for the next stages of their education.
- Pupils are kind to one another.
- They show respect and understanding through their interactions with one another. If pupils have differences they cannot resolve, they know adults will help them.
- The school encourages all pupils to develop their confidence. For example, they share their ideas through discussion or speaking to the whole school in assemblies.
- The school plans a plethora of trips and new experiences. It makes sure these enrich what pupils are learning.
- Visitors to the school, such as an Antarctic explorer, inspire pupils.
- Pupils talk enthusiastically about these memorable experiences.
- They participate fully in clubs and activities, such as sports fixtures or the choir.

The full Ofsted report (and S48 report) is on the school website

"Wardour Catholic Primary School has taken effective action to maintain the standards identified at the previous inspection." GOOD

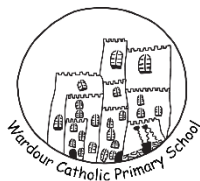
Clifton Diocese Section 48 inspection 14 September 2022

This is a GOOD school because:

- The pupils are happy, confident and secure in their environment, and are therefore ready and eager to learn.
- Good relationships are a strength of the school, leading to a strong sense of community.
- Pupils are proud of being part of the school community.
- Pupils clearly understand the mission statement of the school and live it every day.
- Catholic Social Teaching is woven throughout the curriculum and beyond.
- Pupils understand the need to look after the environment and others locally and globally.
- Staff relationships are strong and the pastoral care for all is evident.
- Parents say this is a warm, safe, friendly school providing an engaging learning environment, with strong pastoral care.

The capacity of the school community to improve and develop is good:

- Rigorous monitoring systems and effective action planning have shown that leaders understand where the school is and what they need to do next to improve.
- The school is part of the Catholic Emmaus Partnership and greatly values the support and sharing of good practice that this brings.
- The school is well-supported by the diocese.
- The staff work well together, value each other and are always ready to take on new developments.



WARDOUR CATHOLIC PRIMARY SCHOOL

SIA and Governors

School Improvement Advisor annual visit 11 February 2026

- The school had a positive Ofsted in November 2024, the teaching staff have remained consistent since this time and have continued to work collaboratively to address the action given.
- The headteacher is reflective and uses research, CPD, professional dialogue, SIA visits, LA Nadder and Emmaus Hub work to shape their thinking to support developments in curriculum and teaching.
- The school actively participates in the Nadder Hub, as well as the Emmaus Hub through the Diocese which enables them to be outward looking and implement any CPD/training as needed to continue their school improvement journey.
- The school's Ofsted in 2024, alongside the work they have continued to complete has ensured they have maintained standards and are now focusing on specific areas linked to the revised Ofsted framework to ensure this is maintained.
- GLoD, Phonics and Year 6 outcomes have been above national for the last 3 years.
- There are small numbers of disadvantaged and SEND pupils in the school, however the majority of these pupils achieve well, with many reaching age-related expectations



Governors

The headteacher and school are supported by an enthusiastic governing body. Regular termly meetings (six annually) of the full governing body, resources and education committees. Governors are in the school for monitoring visits and regularly attend school events (assemblies, religious services, school performances, sports events, accompanying external trips). The headteacher and chair of Governors meet regularly.

The **Ofsted** inspectors said:

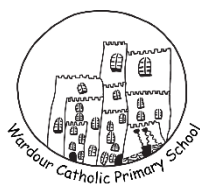
- The school and the governing body have a clear focus on the priorities for school improvement. Governors are highly engaged in supporting the work of the school. For example, they ensure they understand the impact of the school's work to enhance the wider curriculum and maintain high standards for pupils.

The **diocese** inspector said:

- Governors are involved in a rigorous monitoring system leading them to be well informed about the Catholic life, religious education and prayer life of the school.
- There is good support in place from the Governors.

Shortlisted candidates will be interviewed by a panel of five governors and will meet more of the governing body during some of the activities on the interview day

“Wardour School is a fabulous, small rural school in a really special countryside setting. It is a place that has a strong sense of community, caring values and works hard to help all children flourish. It has very committed staff, supportive families and children who deserve the very best opportunities to thrive. I am proud to be a Governor here and am excited to see the school continue to grow and flourish.”



WARDOUR CATHOLIC PRIMARY SCHOOL WHAT WE LOVE ABOUT OUR SCHOOL

This is what our children, staff and stakeholders said when we asked them, “What do you love about Wardour Primary School”

“Wardour is doing better than in all the decades I have known it”

Chapel trustee and former governor

“This is a happy, energetic and kind Catholic school where children grow into well-balanced, articulate and confident young people. Staff are nurturing and committed, helping every child to develop their abilities. It is a well-loved and loving school with a loyal and supportive community set in a stunning location.”

Governor

“I come into the school each week to run an after-school club, and it is genuinely one of the highlights of my week. The children are warm, engaged, polite, curious and a real delight to work with. There is something very special about the atmosphere in the school. It has a genuine warmth and sense of community that you feel as soon as you walk through the door.

What also stands out is the commitment of the staff. The teachers work incredibly hard, with a shared focus on giving every child the very best experience and opportunities to thrive. It is clear that this is a school where children are known, valued and encouraged to flourish, and where staff care deeply about the community they serve.” Governor

“As both a parent and a governor, it is a privilege to see the care and thought behind the school. I value supporting a leadership team that consistently puts the child’s experience at the heart of every decision. Wardour provides an environment for all to flourish which is reflected in happy, balanced, and vibrant children.”

Parent Governor

“When I go into school, I am uplifted by the enthusiasm and positive attitude of the children in their activities, how they work in class, question and support each other, their curiosity, concentration and smiles. It is a privilege to be a Governor.”



“My overwhelming observation of the children’s experience at the school is how happy they are! Wardour school provides a phenomenal platform for children to develop and thrive - and this down to the ethos of the school, the teaching quality and approach to education, and the rounded experience children have at the school at every touchpoint.”

Parent Governor

“Wardour School is a great haven of delight. The Catholic ethos of the school is so beautifully present and faith filled values found in all the staff and pupils do. Such a happy, open and friendly atmosphere, where all flourish and develop confidently. Always a joy to visit and be part of the community there”. Former governor and parish officer

“I love working at Wardour because I feel totally supported by the team around me. The children make every day enjoyable and it’s so rewarding to see them grow and flourish. The families are also very supportive, which creates a positive atmosphere. I also really like the location, which makes coming to work even better!” Teacher

“I love working with such kind, supportive and professional colleagues.’ It is a very special, unique school with a wonderful team of teachers, fantastic children and thoroughly supportive families.”

Teacher

I am consistently impressed to see how the children grow in confidence and ability as they progress through the school - a big part of this is the encouragement to read to others, or to perform or speak in assemblies or chapel services. Shy reception children enter and confident, kind, and interesting children leave after Year 6.

Parent



WARDOUR CATHOLIC PRIMARY SCHOOL

WHAT WE LOVE ABOUT OUR SCHOOL

The school does a brilliant job to maximise the use of the outdoor facilities. The school exists in an idyllic rural setting and it's wonderful to see children doing so much learning outdoors - whether in the forest school or playing sports on the fields. The teaching staff are often seen going the extra mile to ensure learning is dynamic and fun for the children.

Parent

The school is fortunate to have a thriving parent led support community - Friends of Wardour -who fund invaluable additional resources and facilities to aid and improve school life, and enhance the educational experience for pupils, whilst also providing fantastic social & community network for the parents & families via numerous fund-raising activities across the year.

Parent

This is what the School Council said they love about Wardour School:

Having fun at break time.

I love writing because it helps me learn.

All the school trips the teachers take us on.

I love the school because it is fun, nice and kind.

I love all the teachers.

All the pupils are fun, kind and friendly.

I love how well all the children behave so I can get on with my learning.



The school is very good at sport.

More School Council comments

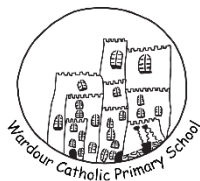
I love doing Corefulness every day.

The Year 6s are proud to have positions of responsibility and give out the awards at assembly.

I love doing different activities in Forest School.

I really love our vegetable garden and pond and the people who help us with it.

I love how we take pride in our school and keep it looking so beautiful.



WARDOUR CATHOLIC PRIMARY SCHOOL WHAT WE WANT FROM OUR NEW HEADTEACHER

This is what our children and staff said when we asked them, “What do you want from your new headteacher at Wardour Primary School”

Our children said:

“Someone who is kind and friendly, firm and fair and really understands children.”

“Someone you feel safe around and can talk to them about things that are worrying you.”

“Someone who loves sport and wants to get involved in it too.”

“They must have a sense of humour and make lessons fun.”

“They must keep our Awards Assembly going.”

“A head who we see around school and also teaches us.”

“Someone who is musical and keeps the choir going.”

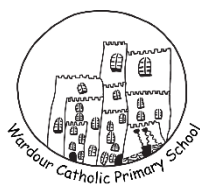
“Someone who makes sure we keep supporting all of our charities.”

“Is cheerful.”

Our staff said:

“With regards to a new Head Teacher, we would like someone who understands the ethos of Wardour: supportive, caring, inclusive, and to be like the head of a family. Someone who is going to continue with the work that we have done to make it so strong academically. Someone who appreciates that we are a country school, so outdoor learning and countryside experiences are integral to Wardour.”

“I would like Wardour's new Head to embrace the school's current strong trajectory, where we provide children with an excellent, well rounded education, where they feel safe and are fundamentally happy learners. This frequently involves our rural location being enjoyed by all the classes individually or as a whole school which the children and staff love; is there more we could be doing in the way of outdoor learning? However, in this era of ever-changing technology, a new leader also needs to be able to not only utilise our beautiful environment to benefit the children but also be progressive with innovative and forward thinking ideas.”



WARDOUR CATHOLIC PRIMARY SCHOOL **PERSON SPECIFICATION HEADTEACHER**

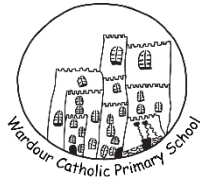
The Governors of Wardour Catholic Primary School are looking to appoint an inspirational Head to support the pupils to grow spiritually, emotionally and educationally, in a calm, organised and inclusive environment. They will also be an effective leader of a passionate and dedicated staff providing opportunities for them to grow professionally.

Please refer to the following Person Specification when completing your application, outlining how you meet the requirements and evidencing the impact of your work where relevant



Essential requirements

- Qualified Teacher status and evidence of continuing professional development with regards to both school leadership and evidence based curriculum development.
- Recent/current teaching experience in the Primary age range and ability to demonstrate excellent teaching skills as the role will include some class teaching
- Evidence of a readiness for headship. *E.g. holds the National Professional Qualification for Headship or willingness to do so).*
- Understanding of the distinctive Christian ethos of a Catholic school, Catholic Social Teaching and the Religious Education Directories and how that is expressed through its vision and values and curriculum requirements. Commitment to promoting a vision of a Catholic school and its Catholic values, across the school and local community.
- Be a practising Catholic.
- Awareness of strategies to develop strong partnerships and work effectively with school staff, governors and parents and enhance links to the parish, Wardour Chapel and local community and a past demonstration of a willingness for collaboration with all stakeholders
- Understand how emotional intelligence, compassionate understanding, ability to get on with everyone and flexibility are essential for a successful headteacher.
- Create and maintain an effective learning environment and culture which positively recognises individual strengths and needs.
- Manage own and others workload to promote personal and staff well-being.
- Relate constructively to all, inspiring confidence in others whilst supporting their personal flourishing.
- Commitment to understanding the school's role as part of the cluster with local primary schools and the Emmaus Partnership of Catholic Schools and continue to develop and cement this role.
- Commitment to follow Bishop Bosco's vision to engage with and lead the school to join the Dunstan Catholic Education Trust in the Diocese of Clifton.
- Desire to understand the unique context of Wardour Catholic Primary School.



WARDOUR CATHOLIC PRIMARY SCHOOL **PERSON SPECIFICATION HEADTEACHER**

Desirable experience, knowledge, skills and qualities

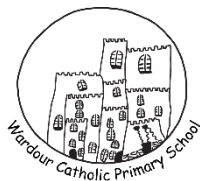
- Experience of successful school leadership in a senior role, including evidence of bringing about school improvement.
 - Leadership within a Catholic school.
 - Provide leadership in Collective Worship which reflects the Catholic identity of the school.
 - Tracking and monitoring pupil progress.
 - Understanding the range of data available for the evaluation and improvement of school performance, how to share this in an accessible way with staff, governors and parents/carers.
- Understanding the principles of self-evaluation and strategies for school improvement, set high expectations and have the ability to communicate strategies for implementation in an inspiring and collaborative manner.
 - The ability and knowledge to work with the Business Manager to manage a delegated budget.
 - Knowledge of the legislative framework for a VA school including governance, curriculum and inspection frameworks and the requirement for statutory assessment.
 - Continuing professional development as means of fulfilling your own potential.



Nativity walk to All Saints Chapel



In the vegetable garden



WARDOUR CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

HEADTEACHER

The Headteacher is expected to comply with the “School teachers’ pay and conditions 2025 and guidance on school teachers’ pay and conditions dated 16 July 2025, valid from 1 September 2025 and with the guidance in the “Model head teachers’ standards 2020” and Teachers’ standards 2011 from the DfE. Extracts from these are included as annexes to the job description.

Strategic leadership

To work alongside the governing body to develop and communicate a Catholic vision and strategic plan for the school. The strategic direction of the school and the School Development Plan will be underpinned by the educational mission of the Church which is reflected in the school’s mission statement.

- To provide inspiring and purposeful Catholic leadership for the staff and pupils
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- To work in partnership with the governing body to establish and sustain the school’s ethos and strategic direction and in formulating the educational aims, objectives and targets of the school and the policies for improvement.
- To create and implement a School Development Plan which upholds ambitious educational standards to prepare pupils from all backgrounds for their next phase of education and life and will secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the governing body as required.
- To ensure that management, finances, organization and administration of the school support its vision and aims.
- To ensure that school policies and practices take account of national, diocesan, local and school requirements

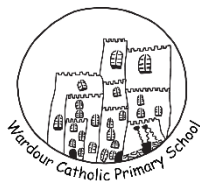
- To motivate staff and pupils through recognition and encouragement of their individual value by creating a culture where pupils experience a positive and enriching school life and culture of high staff professionalism.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium-, and short-term objectives and targets which secure the educational success of the school

Leading teaching and learning

The Headteacher, supported by the governing body, has the central responsibility for raising the quality of teaching and learning and through this pupil progress and achievement.

- To lead by example in delivering highly effective teaching, which will include class teaching for a minimum of one to two sessions per week.
- 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.





WARDOUR CATHOLIC PRIMARY SCHOOL

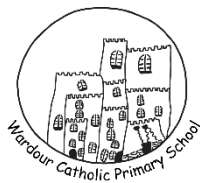
JOB DESCRIPTION

HEADTEACHER

- To demand ambitious standards for all pupils, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' progress and outcomes in an environment that promotes and secures effective teaching and learning, high standards of achievement and good behavior.
- To determine, organize, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met and follow current national guidance and inspection standards:
- Ensure a broad, structured and coherent curriculum entitlement 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
- To ensure that pupils develop study skills in order to learn more effectively and with increasing independence
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- To ensure the effective delivery of the school's pastoral care, in line with the school's mission statement, promoting pupils' respect for others.
- To ensure that there is a daily Act of Collective Worship and other events and activities which support the spiritual life of the school.
- To determine, organize and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods including the effective use of formative assessment.
- To develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- To develop and maintain an effective partnership with parents and the wider community, in particular the Parish, to support and improve pupils' achievement.
- To promote extra curricular activities in accordance with the educational aims of the school.
- To ensure a visible presence the role includes one day a week teaching



“Drumming”



WARDOUR CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

HEADTEACHER

Diversity

To determine and implement policies which promote:

- Positive strategies for developing good race relations and dealing with racial incidents.
- Equality of access.

Behaviour

Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions:

- Establishing and sustaining high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensuring high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy that implements consistent, fair and respectful approaches to managing behaviour
- Ensuring that adults within the school model and teach the behaviour of a good citizen

Special Educational Needs and Disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

Management of the school

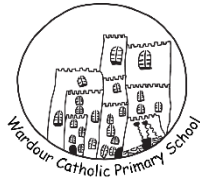
The Headteacher has responsibility to provide effective organisation and management of the school, its staff and environment.

The school must be organised and managed in a way that provides an efficient, effective and safe learning environment. This includes building capacity within the school and ensuring resources are deployed in a way which achieves value for money.

The Headteacher will also be effective in his/her collaboration with other partners including Diocese and Local Authority.

- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment and are deployed and managed well with due attention paid to competence, workload and staff wellbeing.
- To work with governors and senior colleagues to recruit, induct and retain staff of the highest quality.
- To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting, effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.



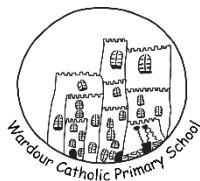


WARDOUR CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

HEADTEACHER

- To promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers by ensuring staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- 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
- To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- To participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- To ensure that suitable persons assume responsibility for teaching and learning, and for safeguarding, at any time when the headteacher is absent from school.
- To develop and maintain good working relationships with governors, staff, pupils, parents/carers, the parish, community, diocese and local authority.
- To set appropriate priorities for expenditure, allocation of funds and effective administration and control which prioritises and allocates financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- To ensure continuous school improvement by:
 - Making use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
 - Developing 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
 - Ensuring careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
- To establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- To ensure rigorous approaches to identifying, managing and mitigating risk
- To ensure a safe, secure, clean and well-maintained environment which stimulates learning and expresses the Catholic identity of the school, as well as safeguarding pupils.
- To manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.



WARDOUR CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

HEADTEACHER

Accountability and Governance

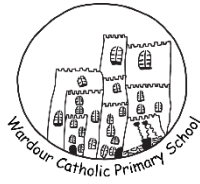
The Headteacher is accountable to the Governing Body, the diocese and the local authority for the effective management of the school.

- To understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- To establish and sustain professional working relationship with those responsible for governance
- To develop an organisation in which all the staff understand their professional responsibilities and recognise that they are accountable for the success of the school and will be held to account.
- To present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LEA, the diocese, the local community, parish, OFSTED and others to enable them to play their part effectively.
- To ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- To provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- To carry out any such duties as may be reasonably required by the Governing Body.

Safeguarding Children & Safer Recruitment

This school is committed to ensuring the protection and safety of pupils and staff through effective approaches to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment. The Headteacher is responsible:

- To provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- To commit to putting in place rigorous procedures, protocols and policies in respect of safeguarding; promote the continued welfare of children and young people as required under statute and local regulations and an expectation of all staff and volunteers to share this commitment.
- To liaise with and build relationships with local community support teams, agencies, recognised bodies, local authorities, parents, carers and the community to ensure the welfare of every pupil is safeguarded.
- To ensure that at least one member of any interviewing panel has in date training in safer recruitment as laid out in the current guidance in "Keeping Children Safe in Education".



WARDOUR CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

HEADTEACHER

Collaboration

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support including working with the Local Authority hub of primary schools and the Emmaus Partnership of Catholic primary and secondary schools in the south-east of the diocese
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- In accordance with Bishop Bosco's vision for academization of all Catholic schools in Clifton Diocese to engage with Dunstan Catholic Education Trust with the aim to become a member of the Trust.



This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future'. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers'.



Rugby



WARDOUR CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION. Extract from head teachers' standards 2020 from DfE

Ethics and professional conduct

To demonstrate consistently high standards of principled and professional conduct that meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

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

- Selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

To uphold public trust in the school leadership and maintain high standards of ethics and behaviour. Both within and outside school to:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to your professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit your position, pupils' vulnerability or might lead pupils to break the law

As leaders of our school community and profession, you will:

- serve in the best interests of the school's pupils
- conduct yourself in a manner compatible with your influential position in society by behaving ethically, fulfilling your professional responsibilities and modelling the behaviour of a good citizen
- uphold your obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out your professional duties and responsibilities
- take responsibility for your own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system