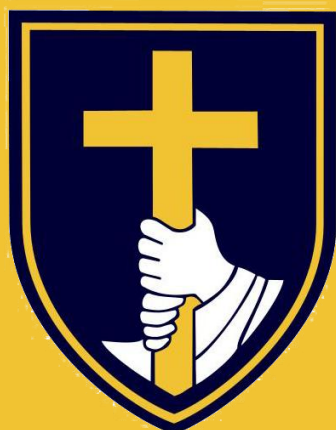




**NEWMAN  
CATHOLIC TRUST**  
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St Joseph's



Catholic Primary  
School

# Principal Recruitment Pack



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***“St Joseph’s is described by pupils as a ‘happy family’.  
Gospel values underpin a caring ethos where pupils behave well, feel safe  
and are keen to learn.” – Ofsted***



**Dr Danny Doyle**  
(CEO)

# Welcome from the CEO

Welcome to the St Joseph’s Family!

We are delighted to introduce you to our school and the St Joseph’s family. St Joseph’s is school with a strong moral compass, settled culture and clear sense of who it is. Both Ofsted and CSI affirm what families and staff already know: this is a school where pupils feel safe, known and valued and where faith is lived authentically rather than performed.

Pupils at St Joseph’s are polite, reflective and eager to learn. Behaviour is calm and positive, relationships are respectful and Gospel values underpin daily interactions. The school benefits from committed governors, strong parish links and a staff team who care deeply about the children and the community they serve.

Strong, positive “Good” inspections recognised the nurturing ethos, behaviour and positive relationships that set St Joseph’s apart. This appointment is about stewardship rather than reinvention. The school is secure and well regarded. The next Principal will be someone who understands how to honour what is already strong, while bringing clarity, consistency and confidence to the next phase of the school’s journey.

## **A Thriving Community**

St Joseph’s serves a diverse and welcoming community where every child is known and supported to flourish. Our families care deeply about the school, wholeheartedly supporting initiatives and events that bring us together. The partnership between home, school and parish is one of our greatest strengths, creating a rich culture of collaboration, belonging and shared purpose.

## **The Opportunity**

This is a unique and exciting time in the history of St Joseph’s Catholic Primary School. We are seeking a Principal who will lead with vision, energy and ambition—someone who can build on the school’s strong foundations while inspiring the next stage of its journey.

At St Joseph’s, we are committed to sustaining and strengthening our school community so that it remains confident, visible and well regarded within Portishead for years to come. The next Principal will play a pivotal role in articulating the school’s identity, promoting its strengths with clarity and conviction and deepening relationships with families, the parish and the wider community. Through thoughtful engagement, strong communication and visible leadership, the Principal will help secure the school’s future by ensuring that St Joseph’s continues to be a place where families actively choose to belong.

As part of the Cardinal Newman Catholic Educational Trust, you will have access to strong support, resources and expertise, allowing you to focus on delivering outstanding leadership and shaping the future of St Joseph’s with confidence. We look forward to receiving your application and welcoming you to our family.



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# A letter from the Chair

**Dear Prospective Applicant,**

It is my privilege, as Chair of the Local Governing Committee, to introduce our school and to warmly invite you to consider joining St Joseph's Catholic Primary School as our new Principal. St Joseph's is a school with a deep sense of community, faith and ambition—a place where pupils, staff and families come together to create something truly special.

*St Joseph's is an inclusive and vibrant Catholic school rooted in the teachings of Christ, where our faith is central to all that we do and where every child is known, valued and encouraged to flourish academically, spiritually and personally. Our school motto, "Together we love", "Together we hope", "Together we learn", is at the heart of all we do.*

*Our school serves the parish of St Joseph's Catholic Church, where it enjoys strong relationships with our parish, parents and wider community of Portishead. We are proud of our caring ethos, dedicated staff team and enthusiastic pupils, who are eager to learn and grow within a supportive and nurturing environment. Guided by Gospel values, we strive to ensure that every child reaches their God-given potential.*

*This is an exciting opportunity to lead a school, building on the strong foundations and continue to secure the future of St Joseph's. We are looking for a Principal who is committed to the Catholic ethos, with the vision, leadership and warmth to lead our school with faith, integrity and ambition. The successful candidate will build on our strengths, inspire staff and pupils alike and work in close partnership with the Local Governing Committee, Parish and Diocese to shape the future direction of the school.*

*As Governors, we are fully committed to supporting our new Principal, providing the resources, encouragement and partnership needed to lead St Joseph's with confidence and purpose. We recognise the importance of strong, collaborative leadership and are dedicated to working in partnership to ensure the continued success and well-being of the whole school community. We are part of the Cardinal Newman Catholic Educational Trust, which ensures that you will benefit from collaborative networks, strong strategic support and opportunities to shape not only St Joseph's but also Catholic education more widely.*

*We encourage you to explore the information in this recruitment pack and, if you feel called to this role, to submit your application. We would be delighted to welcome a new Principal who shares our commitment to Catholic education and a heart for the community, and who will lead St Joseph's with faith, compassion and purpose.*

*If you consider yourself an inspirational leader with a passion for Catholic education, a heart for community and the ambition to take St Joseph's to the next level, we would love to hear from you.*

**Yours sincerely,  
Shelley-Anne Douglas**



**Shelley-Anne  
Douglas  
(Chair of LGC)**







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# About

## St. Joseph's Primary School

St Joseph's



Catholic Primary  
School

St Joseph's Catholic Primary School is a welcoming and inclusive parish school where faith shapes daily life and learning is rooted in strong relationships, high expectations and a shared sense of purpose. Guided by our motto, **"Together we love, together we hope, together we learn"**, the school provides a calm and supportive environment in which every child is known, valued and encouraged to flourish.

### A Community Rooted in Faith and Belonging

St Joseph's is characterised by a strong sense of community and a deep connection with its parish and local area. Catholic identity is lived through the way pupils and adults treat one another with dignity and respect. Staff are committed to delivering high-quality education within a nurturing ethos, ensuring all pupils, including those with additional needs, are supported to thrive.

Pupils are at the heart of school life. They are kind, reflective and proud of their community. Through meaningful leadership opportunities, including chaplaincy, eco and school council roles, pupils contribute actively to the life of the school and learn to serve others with confidence and compassion.

### Our Values

At St Joseph's, Catholic faith is the foundation of all that we do. We seek to nurture children who are academically capable, socially responsible and spiritually formed, ready to take their place in the world with integrity and hope. We bring our mission to life by:

- \* Running a school where kindness is expected, behaviour is calm and adults set the tone through how they speak, listen and act every day.
- \* Knowing our pupils well enough to intervene early, stretch appropriately and refuse to let anyone drift or be overlooked.
- \* Designing well thought through learning, that challenges pupils to think, talk, enjoy and improve rather than simply complete tasks.
- \* Working honestly with families and the parish, especially when things are difficult, because trust is built through clarity not performance.





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## A School with Big Aspirations

We recognise the importance of looking ahead and ensuring that we continue to strengthen and grow. Changes in local demographics mean that attracting new families and building on the school's excellent reputation will be key to securing its long-term success. We also want to ensure that St Joseph's maintains its reputation as a school that provides a first-class education.

Therefore, we are looking for a **Principal who sees opportunity in this challenge**—someone with the vision, energy and strategic leadership to **promote the school, forge connections with families and continue to grow St Joseph's as a beacon of excellence.**

This role is an opportunity to make a real and lasting impact—to lead a school with deep foundations, a committed and talented staff team and a strong network of support. Our new Principal will have the chance to build on the school's successes while shaping its future, ensuring that St Joseph's continues to flourish for generations to come.

The governing body and Trust are dedicated to supporting this journey – ensuring that St Joseph's remains a thriving, faith-filled and high-achieving school.

This is more than a leadership role; it is a chance to inspire, grow and make a difference in a school that is ready for its next chapter.

## Seeking a Visionary Leader:

We are searching for an exceptional leader to join us on the next chapter of our journey. Someone who shares our passion for Catholic education and possesses the energy and vision to inspire a love of learning:

### Are you ready to:

- **Lead by example** as a role model of our values?

- **Ignite** a love of learning and **commitment to excellence**?

- **Collaborate** with staff, parents, and the parish community?

- **Further improve** our school to establish it as a beacon of excellence in Catholic education?







*The school has a strong sense of community and inclusivity. Pupils enjoy learning, behave well and are proud of their school. Leaders and governors are reflective and not complacent in their approach to improvement.*  
(Ofsted & CSI)



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# Advert

## Principal

**Salary range: 10-16**

St. Joseph's is more than just a school. It is a vibrant community, a welcoming space and a family.

Imagine guiding young minds not just academically but also fostering a strong moral compass rooted in Catholic values. Imagine witnessing children blossom into compassionate, responsible leaders who make a real difference in their community. **This is the impact you'll make at St. Joseph's!**

We are seeking an inspirational leader who will help lead our school into a new chapter and a bright future. Empowered by the Newman Catholic Trust, ably supported by the experienced and dedicated governors and willed on by our passionate parents, **you won't be alone on this journey.** St. Joseph's offers a collaborative and supportive environment. You will lead a dedicated team of educators and governors who share your passion for education. Together, you'll build upon the school's strong foundation and propel it towards an exceptional future.

**Are you a visionary leader with the energy and ambition to inspire a vibrant school community, nurture young minds, and lead our school family into an exciting new chapter?** If so, this is a unique opportunity for you to join St Joseph's Catholic Primary School at a pivotal moment in its history.

This role offers the chance to lead a school with:

- talented, dedicated teaching teams committed to the school's mission,
- exceptional pupils who are eager to learn and take pride in their school and community,
- supportive families who care deeply about the future of the school,
- strong and committed governors and a Board of Directors passionate about securing the school's success.

**We are looking for a dedicated, committed leader who:**

- has a firm commitment to school improvement and collaboration,
- has a proven track record in teaching and experience of leadership,
- embraces the challenge of leading a school through change with vision and determination,
- can actively promote and market the school to attract families and build on its growing reputation,
- and can inspire confidence within the community through compelling communication and leadership.

**We can offer:**

- highly competitive remuneration and strong support from the Trust and its schools,
- an opportunity to excel and further develop the skills required to pursue an ambitious career path,
- an opportunity to contribute to the strategic development of the school and wider Trust,
- a committed and motivated strategic leadership team.

Further details are available on the school (<https://www.st-josephs.org.uk/web/>) and MAT ([www.newmancatholictrust.com](http://www.newmancatholictrust.com)) websites or from the St. Joseph's office.



Application is via a CES application form accompanied by a cover letter to the Chair of the MAT Board (no more than two sides of A4) stating:

- suitability for the role
- strengths and self-identified developmental needs,
- previous experience linked to key areas of the job description,
- how you will contribute to the effectiveness of the school, particularly in the areas identified above.

The application can be sent to:

[enquiries@newmancatholictrust.com](mailto:enquiries@newmancatholictrust.com)

[ceo@newmancatholictrust.com](mailto:ceo@newmancatholictrust.com)

or handed in directly to the school.

*Visits to the school would be highly welcome and can be made by appointment.*

**Closing Date:** 9<sup>th</sup> of March (shortlisting at 3 pm).

**Interviews** for candidates will be the week of 16<sup>th</sup> March.

*The Cardinal Newman Catholic Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to all the necessary pre-employment checks, including an Enhanced DBS; Prohibition Check; Social Media Check; Childcare Disqualification (where applicable) qualifications (where applicable) medical fitness; identity and right to work.*

*All applicants will be required to provide three suitable references. We promote equal opportunities for all.*



St Joseph's



Catholic Primary  
School

# PRINCIPAL JOB DESCRIPTION - roles and responsibilities

<b>Post holder:</b>	<b>Job Title: Principal</b>
<b>Service:</b> Substantive leadership post under CES contract, <b>terms and conditions</b>	<b>Responsible to:</b> Overall, the Trust Board of Directors. Directly, the CEO and Local Governing Committee.
<b>Leadership area and designation:</b> Whole-school responsibility for operational and strategic leadership of St Joseph's	<b>Grade:</b> L10-16
<b>Primary contacts:</b> Local Governing Committee, Senior Leaders, teachers, administrative staff, all school staff and wider school stakeholders.	<b>Location:</b> St Joseph's Catholic Primary School, Bristol Road, Portishead.
<b>Working arrangement:</b> Full Time	

***This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.***

## Introduction

This appointment is with the Board of Directors of the Multi Academy Trust under the terms of the Catholic Education Service contract signed with the Board of Directors as employers. The Board of Directors will appoint a leader who, by personal example and professional leadership, will ensure that our strong ethos continues to permeate all aspects of school-life. 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. In carrying out his/her duties, the Principal shall consult, where appropriate, the Board of Directors, the diocese, the staff of the school, the parents of its pupils and the parish/es served by the school.

This job description may be amended at any time, following consultation between the Principal and the Board of Directors and will be reviewed annually.

## Core Purpose of the Principal

The core purpose of the Principal is to provide professional leadership, guidance, and vision for St Joseph's Catholic Primary School as it moves into a new and exciting chapter of its history. This role will focus on promoting a secure foundation to achieve high standards in all areas of the school's work and working to further enhance and improve St Joseph's reputation as a leading school in the community. To achieve this success, the Principal must:

- Provide strong, values-led leadership that aligns with the Catholic ethos of the school and the teachings of the Church, ensuring faith is at the heart of all school activities.
- Navigate the school through its current challenges by working strategically to promote St Joseph's, strengthening its reputation and engaging families within the local community to secure its future.
- Maintain a culture that prioritises excellence, high expectations, and personalised learning to realise the potential of all pupils.



- Actively market and promote the strengths of St Joseph's, ensuring promotion and publicity are embedded in the life and leadership of the school.
- Forge meaningful relationships with staff, parents, the parish, and wider community stakeholders to ensure strong, lasting partnerships that enhance the school's provision and ethos.
- 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 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 develop fully as persons and to 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.

The Principal is the school's lead professional. Accountable to the Board of Directors and the Local Governing Committee, the Principal provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The Principal, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

As one of the principals in a multi-academy, the Principal will support the board of directors in ensuring that they and their school collaborate with the other schools in the multi-academy for their mutual benefit in enhancing the Catholic life of the multi-academy and improving standards.

The Principal, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, principals play a key role in contributing the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Principal is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

### **General Duties and Responsibilities**

To carry out the duties of a Principal as set out in the current School Teachers' Pay & Conditions Document.

### **Key Areas of Responsibility**

#### **Creating the Vision**

The 'preferred future', 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.

The Principal, working with the Board of Directors and the Local Governing Committee and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.



## **Actions**

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- 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.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote a self-improving school system.
- Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the Board of Directors, the Local Governing Committee and through personal conviction.
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.

## **Leading Teaching and Learning**

In a 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.

Principals have a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

## **Actions**

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Secure high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Personal, Social, Cultural, Moral and Values Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establish creative, responsive and effective approaches to learning and teaching.
- Create and maintain effective partnerships with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of school.
- Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework.





- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

### **The Self-Improving School System and Working with Others**

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

The principal must manage themselves and their relationships well. Being a principal is about building a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the Principal should support all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, principals should be committed to their own continuing professional development.

#### **Actions**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

### **Creating Systems and Processes to Manage the Organisation**

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 Principal needs to provide effective systems and processes which are fit for purpose and which uphold the principles of transparency, integrity and probity. The Principal should also seek to build a successful organisation through effective collaboration with others.

#### **Actions**

- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure policies and practices take account of national/local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately to achieve the vision and goals of the school, implement rigorous and fair systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.



## **Ensuring accountability**

In a Catholic school, the Principal fulfils his/her responsibilities in accordance with the mission of the school. The Principal supports the board of directors in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

With Gospel values at the heart of his/her leadership, the Principal has a responsibility to the whole school community. In carrying out this responsibility, the Principal is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the DFE and the DES. He/she is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The Principal is legally and contractually accountable to the board of directors for the school, its environment and all its work.

## **Actions**

- Fulfil commitments arising from contractual accountability to the board of directors.
- Develop the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board of Directors and the Local Governing Committee (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

## **Building Community**

In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

The Principal needs to commit to engage with the internal and external school community to secure equity and entitlement. The Principal should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Principal should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The Principal shares responsibility for leadership of the wider educational system and should be supportive of a self-improving school system.

## **Actions**

- 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.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.



- Seek opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children

## **Safeguarding Children & Safer Recruitment**

This school is committed 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.

### **Actions**

The Principal should ensure that:

- The policies and procedures adopted by the board of directors are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.

*All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.*





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# PERSON SPECIFICATION

Category	Essential	Desirable
<b>1. Faith Commitment</b>	<ul style="list-style-type: none"><li>Secure understanding of the distinctive nature of the Catholic school and Catholic education</li><li>Understanding of leadership role in spiritual development of pupils and staff</li><li>Understanding of the school's role in the parish and wider community and in promoting community cohesion</li></ul>	<ul style="list-style-type: none"><li>A practising Catholic</li><li>Evidence of participation in faith life of the community</li><li>Experience in leading acts of worship in Catholic schools</li></ul>
<b>2. Qualifications</b>	<ul style="list-style-type: none"><li>Qualified teacher status</li></ul>	<ul style="list-style-type: none"><li>Postgraduate level qualification</li><li>CCRS or equivalent</li><li>NPQH award (optional)</li></ul>
<b>3. Experience</b>	<ul style="list-style-type: none"><li>Experience as an effective deputy or assistant headteacher or key stage leader</li><li>Successful experience of leading one or more subject areas</li><li>Substantial, successful teaching experience</li></ul>	<ul style="list-style-type: none"><li>Recent experience in a Catholic voluntary aided school or Academy</li><li>Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2</li><li>Curriculum leadership in one or more core subjects</li><li>Experience of teaching in more than one school</li><li>Experience teaching mixed age classes</li></ul>
<b>4. Professional Development</b>	<ul style="list-style-type: none"><li>Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning</li></ul>	<ul style="list-style-type: none"><li>Evidence of continuing professional development relating to Catholic ethos, mission and religious education</li><li>Experience of working with other schools /organisations /agencies</li><li>Experience of leading/co-ordinating professional development opportunities</li><li>Ability to identify own learning needs and to support others in identifying their learning needs</li></ul>
<b>5. Strategic Leadership</b>	<ul style="list-style-type: none"><li>Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school</li><li>Evidence of having successfully translated vision into reality at whole-school level</li><li>Ability to inspire and motivate staff, pupils, parents and 'governors' to achieve the aims of Catholic education</li></ul>	<ul style="list-style-type: none"><li>Knowledge of the role of governance in a Catholic voluntary aided school or Academy</li></ul>



## PERSON SPECIFICATION

	<ul style="list-style-type: none"><li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</li><li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li><li>• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils</li><li>• Understanding of and commitment to promoting and safeguarding the welfare of pupils'</li></ul>	
<b>6. Teaching and Learning</b>	<ul style="list-style-type: none"><li>• A secure understanding of the requirements of the National Curriculum and Early Years development</li><li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li><li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li><li>• Experience of effective monitoring and evaluation of teaching and learning</li><li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li><li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li></ul>	<ul style="list-style-type: none"><li>• A secure understanding of the requirements of the Curriculum Directory for Religious Education</li><li>• Understanding of successful teaching and learning in religious education across the key stages</li><li>• Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li></ul>
<b>7. Leading and Managing Staff</b>	<ul style="list-style-type: none"><li>• Experience of working in and leading staff teams</li><li>• Ability to delegate work and support colleagues in undertaking responsibilities</li><li>• Experience of performance management and supporting the continuing professional development of colleagues</li><li>• Understanding of effective budget planning and resource deployment</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with 'governors' to enable them to fulfil whole-school responsibilities</li><li>• Successful involvement in staff <u>recruitment</u> /induction, understanding needs of a Catholic school</li><li>• Understanding of how financial and resource management enable a school to achieve its educational priorities</li></ul>
<b>8. Accountability</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, 'governors', parishioners and clergy</li><li>• Experience of effective whole-school self-evaluation and improvement strategies</li><li>• Ability to provide clear information and advice to staff and governors</li><li>• Secure understanding of strategies for performance management</li></ul>	<ul style="list-style-type: none"><li>• Experience of presenting reports to 'governors'</li><li>• Understanding the criteria for the evaluation of a Catholic school</li><li>• Leading sessions to inform parents</li><li>• Experience of offering challenge and support to improve performance</li></ul>



# PERSON SPECIFICATION

<b>9. Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"><li>• High quality teaching skills</li><li>• Strong commitment to the mission of a Catholic school</li><li>• Commitment to their own spiritual formation and that of pupils</li><li>• High expectations of pupils' learning and attainment</li><li>• Strong commitment to school improvement and raising achievement for all</li><li>• Ability to build and maintain good relationships</li><li>• Ability to remain positive and enthusiastic when working under pressure</li><li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li><li>• Empathy with children</li><li>• Good communication skills</li><li>• Good interpersonal skills</li><li>• Stamina and resilience</li><li>• Confidence</li></ul>	
<b>10. References</b>	<ul style="list-style-type: none"><li>• Positive and supportive faith reference from priest where applicant regularly worships</li><li>• Positive recommendation in professional references</li><li>• Satisfactory health and attendance record</li></ul>	<ul style="list-style-type: none"><li>• Faith reference without reservation</li><li>• Professional reference without reservation</li></ul>