

# Headteacher Recruitment Pack

## St Edmund's Catholic Primary School



"Learn, Love and Live with the Lord"

St Edmund's is a vibrant environment where we aim for every child to be loved, every child to matter, every child to achieve and all staff to be enthusiastically committed to children's learning and development.

**Closing date for applications:** Friday 4 October 2013 noon  
**Shortlisting:** Tuesday 8 October 2013  
**Interview dates:** Friday 18<sup>th</sup> October and/or Monday 21<sup>st</sup> October 2013

**Please return applications by post to:**

Chair of Governors  
St Edmund's Catholic Primary School,  
The Drive,  
Godalming,  
Surrey GU7 1PF.

### Selection Process

#### Stage 1

Applicants should send their completed application form together with a covering letter to St Edmund's Voluntary Aided, Catholic Primary School, The Drive, Godalming, Surrey GU7 1PF, by Friday 4 October 2013 noon.

### **Stage 2`**

Applications will be reviewed and a short list produced for interview. Short-listing will take place on Tuesday 8 October 2013 and successful candidates will be notified.

### **Stage 3**

Interviews will take place on one of Friday 18<sup>th</sup> October or Monday 21<sup>st</sup> October 2013.

Candidates will be expected to attend a school council meeting, lead an assembly, deliver a presentation to the selection panel and answer questions on their views on the curriculum, management style and Catholic faith in practice.

See 'Notes of guidance for Applicants' in the recruitment pack.

**Please Note.** We warmly welcome informal visits to the school by prior arrangement. Please telephone 01483 414 497.

## Contents

Section 1	Job Description
Section 2	Person Specification
Section 3	School Description
Section 4	Mission Statement Refer to page 4 of the school prospectus and to find out more information about our school refer to the prospectus ( <a href="http://www.stedmundsschool.co.uk">www.stedmundsschool.co.uk</a> )
Section 5	Diocese of Arundel and Brighton For information about the Diocese visit <a href="http://www.dabnet.org/Schools">www.dabnet.org/Schools</a>
Section 6	St Edmund's Equal Opportunities statement
Section 7	St Edmund's Parent School Association Refer to page 15 of our school prospectus
Section 8	Staffing Structure Refer to <a href="http://www.stedmunds.surrey.sch.uk">www.stedmunds.surrey.sch.uk</a>
Section 9	Surrey County Council Information For information about Surrey County Council visit <a href="http://www.surreycc.gov.uk">www.surreycc.gov.uk</a>
Section 10	Notes of Guidance for Applicants for Headship

## Appendices

Refer to [www.stedmundsschool.co.uk](http://www.stedmundsschool.co.uk) under School Information

- a. St Edmund's Prospectus
- b. Ofsted Inspection Report 2008
- c. Diocesan Section 48 Report
- d. SATS results 2013

## **Job Description**

**School:** St Edmund's Catholic Primary School

**Post:** Headteacher

**Number on Roll:** 210 PAN (30)

**Pay Range:** L13- 19

The contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service.

The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors, the Diocese and local authority to continue to lead the school's self evaluation and to review and implement the school development plan.

### **Main purpose of the job:**

The Headteacher is an employee of the Governing Body and is required:

- To carry out his/her professional duties in accordance with the school's Trust Deed, the instrument of Government of the school and Canon Law and the teaching of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.
- To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing.
- To promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact.

### **1. Strategic Leadership**

1.1 Maintain and extend the Catholic ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils with sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life.

1.2 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the local authority, the Diocese, the parish, the local community, OFSTED and others, to enable them to play their part effectively.

1.3 Lead by example; provide inspiration and motivation for the pupils, staff, governors and parents with respect to the vision, purposes and leadership of the school.

1.4 Encourage all those involved in the school to be committed to its aims and to be accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of the school.

1.5 Ensure that the management, finance, organisation and administration of the school support its vision and aims.

1.6 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 value for money.

## **2. The Curriculum**

1.1 Identify, determine and keep under review, in consultation with the Governing Body and teaching staff, overall aims and objectives for the school, underpinned by the schools Mission Statement and the School Development Plan.

1.2 Determine, organise and implement a broad and balanced curriculum within the context of the National Curriculum and reflecting the Catholic ethos and identity of the school and the Church's teaching mission. Deliver a curriculum relevant to the academic abilities and needs of all pupils, subject to the direction of the Governing Body.

1.3 Ensure effective delivery of the curriculum and high standards of expectation to maximise the achievement of pupils.

1.4 Maintain an efficient and effective system of record keeping and assessment. To monitor communication with parents and pupils to ensure that the aims relating to each pupil's progress are achieved and that the school's belief in the dignity and value of each individual is up held.

1.5 Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy of the school.

1.6 Evaluate the standards of teaching and learning in the school and ensure that the proper standards of professional performance are established and maintained.

## **3. Pupils**

2.1 Maintain a school environment and pastoral programme in which the needs and value of individual pupils are recognised and which also contribute positively towards their spiritual, social and emotional development.

2.2 Determine the norms of behaviour and discipline for pupils and staff on accordance with the teachings of the Catholic Church and with any general principles and guidance provided by the Governing Body.

- 2.3 Ensure the maintenance of good order and discipline at all times during the school day (including the mid- day break) when pupils are present on the school premises and also during authorised activities elsewhere.

#### **4. Staff: Teaching and non teaching**

Support the Governing Body in the selection and appointment of the teaching and non-teaching staff of the school.

Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them (including such duties as the Headteacher may properly delegate to an Assistant Headteacher) in a manner consistent for each teacher between work carried out in school and work out elsewhere.

Maintain job descriptions for all staff which are consistent with their conditions of employment.

Ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school (including the Headteacher) taking account of their teaching and other duties.

Report to the Chair of Governors annually on the professional development of all teachers at the school and advise the Governing Body on the adoption of effective procedures to deal with incompetent teachers.

Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of Headteacher performance

Provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.

#### **5. Communication and Consultation**

Provide clear leadership by the development and implementation of policies which promote their aims of the school and underpin its Catholic ethos.

Establish and maintain good relationships both within the school and outside by means of effective consultation and communication procedures

Ensure effective working relationship and channels of communications with external agencies in order to support the needs of individual pupils and their families.

Promote effective communications with the Governing body of the school, the Diocesan Catholic Schools service, other Diocesan bodies, the local authority and /or the Department for Children, School and Families (DCSF).

Work in partnership with parents, recognising that they are the prime educators of their children.

Support and promote close links between home, parish, school and the wider community.

Co-ordinate the schools' work with that of feeder schools and those to which pupils progress in order to ensure continuity of learning.

Promote and support the Diocesan policy of Catholic education 5-11.

## **6. Finance**

Accountability for the management and quality control of budgets in partnership with the Governing Body.

## **7. Resources**

Maintain proper procedures for the security, supervision and upkeep of the school buildings and grounds and all matters relating to Health and Safety.

## **8. Other duties**

A willingness to develop additional expertise as necessary to fulfill the role of Headteacher

Undertake responsibilities related to the school's work which are delegated to the Headteacher by the Governing Body.

Arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of his/her functions as Headteacher at any time when he/she is absent from school. To work in partnership with the senior leadership team to ensure that the school is properly managed at all times.

Participate to such an extent as may be appropriate having regard to his/her other duties, in teaching of pupils at the school, including the provision of cover for absent teachers.

Report in appropriate ways to the Governing Body on all relevant aspects of the school's work, especially its mission statement, curriculum, current policies, intended developments and the management of school finances.

Undertake such other duties as may reasonably be expected.

**Person Specification - Headteacher**  
**St Edmund's Catholic Primary School**

**Arundel & Brighton Diocese**

Criterion	Essential	Desirable	Evidence
Faith Commitment	<ul style="list-style-type: none"> <li>• a practising, committed Catholic</li> <li>• a sound understanding of the distinctive nature and purpose of the Catholic school and Catholic education</li> <li>• a sound understanding of the leadership role in spiritual development of pupils and staff</li> <li>• Understanding of the school's role in the parish and wider community</li> </ul>	<ul style="list-style-type: none"> <li>• active participation in the faith life of a parish</li> <li>• experience of leading acts of worship in a Catholic school</li> </ul>	Application Reference Interview
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• postgraduate level qualification, including further study of Catholic education</li> <li>• NPQH</li> <li>• CCRS or its equivalent</li> </ul>	A
Experience	<ul style="list-style-type: none"> <li>• senior management experience</li> <li>• substantial, successful experience as a classroom teacher in a primary school</li> </ul>	<ul style="list-style-type: none"> <li>• experience as an effective headteacher, deputy or assistant headteacher</li> <li>• teaching experience in a Catholic voluntary aided school</li> <li>• successful experience as co-ordinator in one or more subjects areas</li> <li>• teaching experience across Foundation Stage, KS1 and KS2</li> <li>• a leadership role in one or more core subjects</li> <li>• teaching experience in more than one school</li> </ul>	A/R

Criterion	Essential	Desirable	Evidence
Shaping the Future	<ul style="list-style-type: none"> <li>• a clear vision for the Catholic primary school in the 21<sup>st</sup> century and the ability to share this with all members of the school community</li> <li>• ability to lead and motivate staff, pupils, parents and governors to implement the school's Mission Statement in all areas of school life</li> <li>• evidence of successful experience in setting high expectations, improving the quality of education and raising standards</li> <li>• ability to analyse data, set appropriate targets, monitor progress and evaluate outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of the key role of the governing body in a Catholic voluntary aided school and the ability to work in partnership with governors</li> </ul>	A/I
Teaching and Learning	<ul style="list-style-type: none"> <li>• understanding of the evolving requirements of the religious education curriculum in Catholic schools and its assessment</li> <li>• sound understanding of the requirements of the National Curriculum and its assessment</li> <li>• knowledge of a wide range of teaching and learning strategies to meet the needs of all pupils and success in putting these into effect in the classroom</li> <li>• knowledge and understanding of methods of assessment and of how assessment is used to inform future learning</li> <li>• understanding the characteristics of an effective learning environment and the key elements of successful</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of successful teaching and learning strategies for religious education</li> <li>• experience of teaching religious education in a Catholic primary school</li> </ul>	A/R/I

Criterion	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> <li>• behaviour management theory and its implementation to support learning</li> <li>• successful experience in monitoring and evaluating teaching and learning</li> </ul>		
Developing Self and Working with Others	<ul style="list-style-type: none"> <li>• evidence of continuing personal professional development in leadership, management and teaching and learning</li> <li>• secure understanding and experience of performance management in promoting staff development</li> <li>• ability to identify staff needs and support staff in their learning and development</li> <li>• ability to set clear expectations and give appropriate example</li> </ul>	<ul style="list-style-type: none"> <li>• evidence of personal professional development in the areas of the ethos of Catholic schools and religious education</li> <li>• experience of organising and /or leading professional development sessions</li> </ul>	A/R/I
Leading and Managing the Organisation	<ul style="list-style-type: none"> <li>• experience of management of change and motivating staff to effect performance improvement</li> <li>• experience of leading and developing staff teams</li> <li>• ability to delegate to teams and individuals</li> <li>• understanding of effective school budget planning and resource deployment</li> <li>• understanding of the uses of ICT as a management tool</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working with governors' committees to fulfil their responsibilities</li> <li>• successful experience in recruitment, appointment and induction of staff in a Catholic school</li> <li>• experience of budget planning, implementation and monitoring</li> <li>• understanding of recruitment, appointment and induction procedures for Catholic schools</li> </ul>	A/R/I

Criterion	Essential	Desirable	Evidence
		<ul style="list-style-type: none"> <li>understanding of how financial and resource management enable a school to achieve its educational priorities</li> </ul>	
Securing Accountability	<ul style="list-style-type: none"> <li>experience of using school self-evaluation and performance management , including drawing up plans and developing strategies for school improvement</li> <li>understanding of safeguarding procedures and commitment to promote and safeguard the welfare of pupils</li> <li>ability to communicate effectively both orally and in writing with a range of audiences to provide clear information and account for the school's performance</li> </ul>	<ul style="list-style-type: none"> <li>experience of presenting reports to governors and working with them to account to stakeholders</li> <li>understanding the criteria for evaluating all aspects of the Catholic school</li> <li>leading sessions to inform parents</li> </ul>	A/I
Strengthening Community	<ul style="list-style-type: none"> <li>understanding of the school's role in the parish, the local community and the wider diocesan community</li> <li>understanding of the contribution the Catholic school can make to community cohesion</li> </ul>	<ul style="list-style-type: none"> <li>experience of working with other schools, other agencies</li> </ul>	A/R/I

## **School description**

### **St Edmund's Primary Catholic School**

#### **St Edmund's Primary Catholic School**

St Edmund's Catholic Primary School is a parish school linked to St Edmund's Catholic Church in Godalming, Surrey and St Joseph's Catholic Church in Milford and is part of the Guildford deanery in the diocese of Arundel and Brighton.

The school is set in a leafy, residential area to the south of the small town centre of Godalming and it receives children from a wide range of local villages. It is a Voluntary Aided School for Catholic children aged from 4 to 11 years.

In its most recent Ofsted report in October 2008 the school was described as, "a good school where excellent care, guidance and support are helping pupils to develop exceptionally well personally, and to achieve well academically". In its recent RE inspection in January 2009 the school was described as "a very good school with many outstanding features, such as its spiritual life, the strong Catholic ethos and the care given to all pupils".

The school benefits from a very good partnership between school, home and church, which enables children to thrive in a close-knit, caring community. The Parish Priest and other clergy are regular visitors to the school and Liturgies and Mass are celebrated regularly.

At St Edmund's we pride ourselves on delivering a curriculum which is both purposeful and creative, and tailored to meet the needs of all the children. This approach enables us to not only celebrate the many different gifts and talents which children have, but also fulfil National Curriculum requirements in an enjoyable and meaningful way. 2012 saw the introduction of the International Primary Curriculum giving children a host of new topics which link together a number of subjects.

## Equal Opportunities Policy

All children and adults are of equal human worth in the eyes of God although they all have very different talents and abilities.

Providing equality of opportunity does not mean treating everyone as if they were the same. We celebrate the uniqueness of every individual and respond to their needs and abilities in order to develop each and every one of them to fulfill their potential.

Effective planning and assessment leading to appropriate differentiation is one way of addressing equal opportunities within the school in the classrooms.

However, we must be prepared to recognise that in our wider society there are injustices and prejudices which need to be discussed and which schools need to attempt to counter. Everyone at St Edmund's School, adult and child, should have fair opportunities to progress and develop unhindered by prejudice and discrimination.

We are engaged in a commitment to justice and peace in a community of love where we take a stand against discrimination of any kind, and according to current legislation.

Specific policy points for the Governors' Resources Committee.

1. The Resources Committee will work within the provision of Employment Legislation and Equal Opportunities Legislation
2. The Resources Committee is prepared to abide by Equal Opportunities Policy statements from the Diocese of Arundel and Brighton and Surrey County Council and by the provisions for justice and Peace outlined on the documentation of the Roman Catholic Church.
3. The overriding principle is that jobs should be filled by those best able to do them.
4. Every possible step will be taken to ensure that school staff and potential staff are all treated equally and fairly and that all employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job-related objective criteria.
5. Governors are committed to the most effective use of human resources.
6. Governors are committed to the monitoring and evaluation of equal opportunities issues and to action as the need arises.
7. Governors accept the detailed provision and supplements of the County Council's policies. However, in our commitment to these policies and principles we reserve the right to maintain our distinctive Catholic ethos.

## **Notes of guidance for applicants for Headship**

### **Notes of Guidance for Applicants**

Short listing is carried out by comparing the information provided by the application form and the letter of application against the person specification which is drawn up by the selection panel. A copy of the job description and person specification is enclosed with the pack.

### **The Form**

It is imperative that the application form is the CES form and completed in full and signed. Follow the instruction to use black ink or typescript as your form will be photocopied. ***When completing your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criteria example of your expertise. The short listing panel cannot guess or make assumptions.***

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached on a separate sheet.

Do not include photocopies of open testimonials. We will always write to your current or previous employer for a current or previous employer for a professional judgment of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

### **The Letter of Application**

In addition to the application form, you are expected to write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will need to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

### **The following guidance is intended to help candidates in completing their applications:**

#### **Referees**

We take up references on short-listed candidates. Please give your current or most recent employer as one of your referees; as an applicant for a headteacher post, you should provide the name and address of your Director of Children's Services, together with a second referee who should be someone who knows your work in a recent professional capacity.

**Qualifications**

Please bring documentary evidence of your qualified teacher status and any other relevant qualifications (excluding GCSE 'O' and 'A' Levels), including evidence of NPQH or working towards the NPQH if applicable. The selection panel will require to see the original certificates. If you are successful, a copy of the certificates will be placed on your school file.

**Medical Details and Disclosure and Barring Scheme clearance**

If you are successful in your application, you will be asked to complete further forms requesting confidential personal information on these areas. An offer of contract will be subject to satisfactory clearance.

**Asylum and Immigration Act 1996**

If you are not currently employed by Surrey County Council, you will need to bring proof of your right to live and work in the UK to the interview. This could be your birth certificate, passport or any document which contains your name and NI number.

**Finally**

It is our policy to offer feedback to unsuccessful shortlisted candidates after the interview process. We are also keen to receive feedback on our own procedures. In this way, we hope you will appreciate that we intend them to be as much a two way process as possible and that everyone will be able to gain something from the experience.