

Application Pack

HEADTEACHER



Contents

Page number	Title
3	Welcome - Nancy Walbank, Diocese of Lancaster
4	Welcome - Mark Murray, Chair of Governors
5	Welcome – Nigel Ranson, Headteacher
6 - 8	School Information for Candidates
9-12	Job Description
13-15	Person Specification
16	How to apply
17-18	Faith References
19	Summary



Our Lady's Catholic High School



Nancy Walbank - Diocesan Schools Commissioner for the Diocese of Lancaster



Dear Colleague,

Thank you for your interest in the post of Headteacher at Our Lady's Catholic High School, Preston, one of our diocesan schools. In the information prepared by the school, you will have a copy of the Diocesan Equal Opportunities Statement adopted by the school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website at <https://www.catholiceducation.org.uk/employment-documents>.

The school's Governors will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous teaching experience, especially if you are not currently teaching in a Catholic school.

The diocese and the school's Governors are fully aware that everyone's experience and circumstances are unique and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore, we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact me Nancy Walbank, on 07989128598 and/or, nancy.walbank@lancasterrcdiocese.org.uk prior to making your application or at any time during the appointment process.

I hope that you will find the post interesting and make an application. I should like to wish you success with this application and with your professional career.

Yours sincerely,
Dr Nancy Walbank

Mark Murray, Chair of Governors

Following the retirement of our current Headteacher, an exciting opportunity presents itself for an exceptional individual with an excellent track record in education, who will be committed to our distinctive ethos and provide strategic vision and leadership for our school.

The governors are seeking to appoint a new Headteacher who is energetic, dynamic and able to inspire a strong team of dedicated staff in striving for excellence and providing a rich, memorable education for pupils at our School.

We are a welcoming community where every child is known and cared for as an individual. We are proud to be a popular, oversubscribed Catholic school where our ethos reflects the values proclaimed by Christ in the Gospels and recognises the unique value of each individual. Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community, comprising local parishes and the ten primary schools which form our extended family.

Whilst we are an Outstanding Catholic school, we need to ensure we do not trade on our past successes and build a sustainable plan for the future to ensure the school meets all the educational needs of our pupils.

The successful candidate will have the support of a very active and committed Governing Body who will work closely with you to ensure our school provides the best support for the needs of all pupils. The Governors and staff are strongly committed to building and strengthening the Catholic ethos of the school. Underlying our teaching and relationships are the Our Lady's virtues which are expressed through eight pairs of words taken from the Jesuit Way.

Pupils are the centre of our school and there is a shared commitment to help them make the most of their God given talents. We pride ourselves on providing an open curriculum and developing amazing, articulate and self-aware young people with a broad set of interests and skills that enable them to go on and achieve their own individual ambitions to their full potential.

We have put together this information pack with more detail on the opportunities the post offers. I hope the information provided sparks interest and that you are inspired to apply for the post.

I would warmly welcome and encourage you to visit the school to meet some of our students and staff, details for arranging this can be found on the last page of this document.

I look forward to hearing from you and receiving your application by noon on the closing date of Thursday, 27 January 2022.

Yours sincerely,
Mark Murray

Headteacher – Nigel Ranson

I have had the privilege and honour of serving as Headteacher of Our Lady's Catholic High School since 2003. In that time so much has changed, sometimes in response to government directives but often as a result of our own evaluation, passion and belief. We are confident that the Gospel values on which all our work is founded have been central to our remarkable success. Relationships within our school are wonderful; pupils care for each other and for our staff; our staff care for each other, and we care deeply about our wonderful children.

In November of 2012, following 9 years of cohesive and determined work, our school was recognised by both OFSTED and the Diocese of Lancaster as being outstanding. One of our targets was to work with others to expand the reach of our school for the greater good. We have been faithful to that call by setting up and leading the Catholic Teaching Alliance, an alliance of over 60 Catholic schools across three dioceses, all determined to recruit and train the very best people to become the future generation of teachers and leaders in our Catholic schools. We also share the leadership of the Abacus North-West Maths Hub with Cardinal Newman College.

Be assured that none of the above has ever occurred at the expense of our core mission to provide an outstanding, faith centred education for all our children: we have a historic track record of proven success.

The successful candidate will be supported by a governing body of exceptional quality and dedication who are resolute in their determination to support excellence for our children.

Of particular note at our school is that behaviour and relationships are outstanding. They are outstanding because of what we do; not due to our catchment or good fortune. Our achievements are the result of a remarkable sense of 'buy in' to our philosophy and its implementation from all our staff. We work as one, as we all take great pride in 'Being One of Ours'.

It is hard to let go of something that has been so special. I feel able to do so due to my total confidence in our staff, their understanding of how to achieve quality and their belief in our values. Whomever becomes the fourth Headteacher of Our Lady's Catholic High School is a fortunate person indeed and I wish that person every success and blessing in leading our school into the next wonderful stages of development.

Yours sincerely,
Nigel Ranson

School information for candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

**“In all my years of school Masses, I have
never experienced such a wonderful, prayerful
celebration of Mass”**

**MICHAEL CAMPBELL OSA,
BISHOP OF LANCASTER**

Our Pupils

Our catchment has remained very stable for many, many years. There are insufficient Catholic pupils in our family of Catholic primary schools to fill our 180 places. Hence, we offer about 40 places to pupils of other faiths. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 75%. None of our families ask for their children to opt out of any of our collective worship programme as they are all ‘One of ours’. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

**“Students are focused,
mature, confident... friendly and happy”**

LANCASHIRE SCHOOL ADVISER

An Outstanding School

In 2004 we were designated a high performing Mathematics and Computing Specialist School and this remained until the government abandoned the specialist school concept in 2011. In 2012, Ofsted assessed our school as outstanding in every category, as did the Diocese of Lancaster in their Section 48 Inspection the following year. This was confirmed by the Diocese in 2018 when they inspected us again. Ofsted have not visited since and we expect to be inspected at any point.

**“This is an outstanding
Catholic school that provides
an education which enables
students to flourish”**

SECTION 48 INSPECTION

**“Exciting and well structured
Teaching enables students to make outstanding
progress. Lessons are purposeful,
highly relevant and stimulating. As a result,
students are motivated to learn, as one told
an inspector, ‘I enjoy school because lessons
are interesting”**

OFSTED

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to ‘Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital technology to aid learning.’ It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady’s in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of this September, but the work of the CTA continues with strength.

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman College and so was created the Maths Hub, Abacus North West which serves over 600 schools. Cardinal Newman College is the outstanding Catholic VI Form college in Preston and the significant majority of our pupils progress there.

Inspection Data Summary Report

2019 subject data in our Inspection Data Summary Report typically puts us in the highest 20% of schools nationally for a high number of the attainment and progress indicators, whilst absence and persistent absence are typically in the lowest 20% of schools nationally.

Our examination results for 2020 and 2021 have been pinned to those of 2019. This feels fair as the cohorts are very similar.

“One of the top 10% of non-selective schools in England and one of the best schools in the country for securing superb GCSE outcomes, addition value to their students’ achievements and outperforming expectations for their pupils”

CHIEF EXECUTIVE SSAT

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our PSHE programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, ‘Behaviour 4 Learning’. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

“Behaviour is consistently outstanding”

LANCASHIRE SCHOOL ADVISOR

Job Description

Headteacher

L28 – 35

Required from September 2022

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing board of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The governing body and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing board is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

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 Headteacher, working with the governing board 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, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and 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.

The Headteacher, 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, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

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

B. The Headteacher Standards 2020

1. Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all area of this work.

Critical to the role of headship is working with the governing board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher will:

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

2. Curriculum and Teaching

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies 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.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship 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, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

3. Organisational effectiveness

In the 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 Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.

2. 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.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

4. Collaboration and Community

In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development. The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

1. Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

This job description forms part of the contract of employment of the person appointed to the 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 Document as they relate to Headteachers

Person Specification

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau or has been disqualified from working with children as part of a sentence.

[A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A R
Involvement in parish community		D	A I R

[A.2] Able to demonstrate knowledge and understanding of the following in the context of a Catholic school

	Essential	Desirable	Source
Leading school worship	E		A I
Ways of developing religious education and worship	E		A I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A I
How relationships should be fostered and developed between the school, parish and its community and the Diocese of Lancaster	E		A I
Has completed the Catholic Leadership Programme or equivalent or has a commitment to do so		D	A I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment to obtaining the certificate		D	A I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Headteacher (in a Catholic school)		D	A I R
Evidence of appropriate leadership and management professional development	E		A I R
Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A I
Has successfully undertaken Designated Safeguarding Lead training		D	A I

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful leadership as a Headteacher, Deputy Headteacher or Assistant Headteacher or a leadership role in another organisation	E		A I R
Evidence of successfully leading school improvement	E		A I R
Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching		D	A I R
Experience of curriculum leadership and development		D	A I R
Experience of working constructively with parents		D	A I R
Experience of monitoring staff performance	E		A I R
Experience of effective budget management and financial analysis		D	A I R
Experience of providing advice and support to the Governing Board to enable it to meet its responsibilities		D	A I R
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement		D	A I R
To have experience of and ability to contribute to staff development across the secondary range	E		A I R
Ability to demonstrate a good awareness of current national education policy and strategy	E		A I R

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of pupils in the secondary phase	E		A I R
Significant teaching experience within the secondary phase	E		A I R
Experience of teaching in more than one school		D	A I R
To have a working and current knowledge and understanding of the Key Stage 3 and Key Stage 4 curriculum	E		A I R
Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A I R
Experience of providing professional challenge and support to others through the appraisal process		D	A I R
To be able to effectively use data and assessment to raise standards/address weaknesses	E		A I R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A I R

[F] Professional Attributes

	Essential	Desirable	Source
Be able to demonstrate a deep understanding of the needs of pupils and how these will be met	E		A I R
Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A I R
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A I R
Show a good commitment to sustained attendance at work	E		A I R

[G] Professional Skills

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching

- Organisational effectiveness including Governance and Accountability

Candidates supporting statements should detail current knowledge and experience of the domains listed above.

[H] Personal qualities. All of the following are considered to be essential for the post and will be assessed throughout the process

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life

[I] Confidential references and reports

	Essential
A positive and supportive faith reference from a priest where the applicant regularly worships	E
Positive recommendation from all referees, including current employer	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

[J] Application Form and Supporting Statement

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise, and related to the post, paying particular attention to Section G above.

How to apply

The process

Application

If you wish to apply, please email your completed application form and practising Catholic form to Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive. Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

School visit

Prospective candidates are welcome to visit the school on either Wednesday, 19 or Thursday, 20 January to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk

Closing date

Please ensure that your completed application form arrives by Thursday, 27 January 2022 (12 noon).

Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after the appointment has been made.

Selection process & Interview dates

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. The dates for interview are Wednesday, 23 and Thursday, 24 February 2022.

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people and we expect all staff and volunteers to share this commitment

Faith Reference

Important advice regarding faith references.

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas and dealing with National lockdowns due to the pandemic it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including his as a referee.
2. Provide him with an outline of:
 - Your involvement in parish life e.g., Eucharistic minister, reader, etc. (it may be that currently you are not heavily involved in parish life due to other commitments)
 - Your present post – school, areas of responsibility
 - The post to which you are applying – name of school, post, etc.

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

North West Diocesan Statement on Equal Opportunities in Employment

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The Governing Body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases there will be a requirement that the successful candidate is a baptised and practicing Catholic. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the Governing Body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are genuinely within an individual's control and are incompatible with the precepts of or with the upholding of tenets of the Catholic Church or likely to be prejudicial to the Catholic character of the school. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation

Summary

Type of School	Secondary Voluntary Aided
Denomination	Catholic
Age Range	11 – 16
Number of Pupils	903
Number of Teaching Staff	53 FTE
Number of Support Staff	51.5 FTE
School Group	6
Start Date	September 2022
Salary Range	L28 - L35
Visits to school	Wednesday, 19 and Thursday, 20 January – email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	Thursday, 27 January 2022 (12 noon)
Interview Dates	Wednesday, 23 and Thursday, 24 February 2022



Our Lady's Catholic High School

St Anthony's Drive, Fulwood, Preston, Lancashire, PR2 3SQ

Tel: (01772) 326900 - Fax: (01772) 760212

email: admin@olchs.lancs.sch.uk

Headteacher: Mr N J Ranson, BSc, M.A