

# All Hallows

## Catholic High School



## HEADTEACHER APPLICATION PACK



**“Growing together in the spirit of Christ’s love”**

## Dear Applicant

On behalf of the governors of All Hallows Catholic High School, I would like to take this opportunity to thank you for your interest in the post of Headteacher. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for this critical role in our school. Following the retirement of our current Headteacher, the governors are looking to appoint a candidate who will continue to ensure the success of the school. That candidate will need to demonstrate the vision and personal drive to positively lead the staff and pupils of All Hallows, ensuring that the school continues to remain recognised for the achievements of our pupils and the outstanding quality of our teaching.

The successful candidate will join a very experienced and committed leadership team who work tirelessly with our highly dedicated teachers and non-teaching staff to support each and every pupil in our school. We believe strongly that the excellent quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of our staff and each individual has a vital role to play. The successful candidate will be expected to harness those qualities and skills to ensure that All Hallows continues to excel in the provision of its teaching and pastoral support.

We understand that working in a school is a really demanding vocation and as a governing body, we want to ensure that systems and processes are in place to support and professionally challenge everyone. The successful candidate will find that the governing body is very actively involved, open and supportive of the school in all aspects of its day-to-day life.

In appointing the Headteacher, governors are looking for an individual who has the following attributes, skills and knowledge:

- A practising and committed Catholic who will enhance the Catholic ethos of the school
- A strong record of successful school improvement
- An ability to lead the school so that all pupils and staff maximise their potential
- A deep understanding of the issues and complexity of school improvement and the external environment in which it operates
- Successful experience of managing change which empowers the school community
- An ability to command the respect and confidence of all pupils, staff, parents and the wider community
- Supports the values and ethos of the school and understand that every adult in our community has a key role to play in developing this.

Please take the opportunity to visit our school and ask any questions you have. To arrange this please contact Richard Adamson, our Business Manager (01772 746121 or [rad@allhallows.lancs.sch.uk](mailto:rad@allhallows.lancs.sch.uk)). You will find a warm, welcoming community that is truly supportive of everyone.

The appointment of a Headteacher is the most important decision a governing body will make for our pupils and staff. If you think you could be the individual to lead the future development of our school, please make an application for this post. I look forward to meeting you.

**Mr Bill McMahon**  
**Chair of Governors**



**All Hallows** Catholic High School  
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**Dear Applicant**

**Welcome to All Hallows Catholic High School**

As the current Headteacher of All Hallows Catholic High School, I would like to say how pleased I am that you are considering applying to become the next leader of our wonderful Catholic Community located in Penwortham, on the outskirts of Preston. I have been Headteacher since 2018 and I have been blessed to be part of a school which is well-established within the local area and one which strives to serve its families in such a caring, compassionate, humble and gentle way. We are fiercely ambitious for our young people whose formation we nurture through our deep-rooted values, and strongly held beliefs, equipping them to become responsible global citizens of the future. Our Mission Statement, 'Growing together in the spirit of Christ's love', reflects the beliefs and values we consider to be at the heart of our school.

At All Hallows, we aim to reflect the Christian values proclaimed in the Gospel. We want the children who come to All Hallows to enjoy their five years with us. We want them to grow morally, intellectually and spiritually and to leave us as young people, equipped to take their place in society. In order to do this we want them to achieve the very best that they are capable of in all areas of school life. We make it very clear to them when they enter the school that the relationships they have with each other and the adults with whom they are working are the corner stone of our success.

As I retire from headship at Christmas later this year, I will reflect on the fact that I have completed my career among the best pupils, families and professional colleagues I have been associated with throughout my thirty two years in Education. My enduring hope is that the colleague who follows me as Headteacher of All Hallows will equally enjoy the same happy and fulfilling period of their career I have experienced.

I hope that you will give careful consideration to applying for the role of Headteacher at All Hallows. I would be delighted to make time to meet with you to discuss the position further and to afford you the chance to tour our school and to speak with pupils and staff. Should you wish to arrange a visit, please contact Mr Richard Adamson, my Business Manager to make an appointment (email [rad@allhallows.lancs.sch.uk](mailto:rad@allhallows.lancs.sch.uk) or call 01772 746121).

**Mr Chris Horrocks**  
**Headteacher**



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## History of All Hallows

All Hallows opened its doors in 1975 and has since provided an excellent Catholic education for thousands of young people. The school was set up by the Archdiocese of Liverpool in conjunction with Lancashire County Council to serve the needs of a wide Catholic Community. We have several partner parishes which form the basis of our intake, namely St Teresa's, Penwortham, St Mary Magdalen's, Penwortham, St Oswald's, Longton, Our Lady's, Tarleton and Our Lady & St Gerard's, Lostock Hall. We have four Catholic partner primary schools, but regularly admit children from around thirty other local primary schools. We are fortunate to enjoy the support of the local community which ensures that year upon year we are oversubscribed. Our current number on roll is 900



The school site has been enhanced over the years and we are regularly supported by the Archdiocese of Liverpool which provides us with funding to improve its quality. In 2007 we had a huge building programme that enabled all departments to be located in specific areas of the school and also provided an additional Science Laboratory. Over a number of years we have undergone a repainting and refurbishing programme throughout the entire school. All areas of the school have been appraised, and then upgraded, re-carpeted and in many cases new lighting systems have been installed. The development of our ICT facilities has been a key focus in recent years and we have designed our school around a central ICT area in most subject areas. Our refurbishment programme continues as our Governing Board is fully committed to providing our pupils with the best possible facilities to enhance their learning experience. Last summer we fully refurbished our Food Technology area and we made significant changes to our SEND Department, including the design and installation of a sensory room.



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## Quality of Education

At All Hallows we hold the highest expectations of our pupils. Our GCSE results compare favourably with both local and national figures and all of our young people whatever their ability, are in receipt of an education which equips them with the skills and knowledge to support them to move on to further study or the world of work. In recent years, our middle leadership colleagues have redesigned and reworked our curriculum offer, not only due to the impact of the pandemic, but more importantly to enable our young people to follow well-sequenced and engaging learning journeys. Our pupils behave well and their behaviour is ensured by clear behaviour policies. Additionally, their needs are supported by an exceptional system of pastoral care which is sensitive to the challenges faced by developing young people. We have expanded our pastoral provision to include the appointment of two Pastoral Support Assistants and a School Counsellor, all of whom work closely with our team of Learning Managers. We have an experienced group of leaders at all levels who share the school's vision and who work collaboratively and tirelessly to support our pupils. Teaching and Learning is vibrant at All Hallows, characterised by an effective CPD programme and research based pedagogy. Teachers have a passion for their subjects and they enthuse and engage our young people.



All Hallows has a firmly held belief in the benefit of learning outside of the classroom. There is a long tradition of providing our young people with diverse extra-curricular opportunities and residential visits both in the UK and abroad. Our staff give freely of their time to arrange and to accompany visits as far afield as the USA and a number of destinations in Europe. Furthermore, we have a flourishing retreat programme across all of our year groups which offers our pupils a prayerful experience and which enhances their spiritual journey through our school.



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## What our pupils would like to see

Our pupils were asked for the qualities they are looking for in a headteacher. This is what they said:

### QUALITIES AND EXPERIENCE

- Keen to talk with students and a good listener
- Is a good teacher and promotes quality teaching for all
- Has a vision for the future and fulfils promises
- Communicates well with pupils, parents and teachers
- Is involved fully in school life and always visible
- Is positive and confident in the school's academic achievements and is able to instil pride and belief in the school community
- Is persistent and resilient
- Leads by example
- Is kind and understanding of student and staff wellbeing



### WHAT PUPILS WOULD LIKE TO SEE

- A continuation of everything that is good at All Hallows – no change for the sake of change
- An enjoyable curriculum, with input from students as to what does and doesn't work or suit them
- Fair discipline to ensure that learning is not interrupted and instead improves due to an instilled attitude in pupils
- Rewards for good behaviour
- A rich and varied programme of extracurricular activities and encouragement in these
- More opportunities to contribute to school life
- More easily accessible information about what is happening in school
- Strong awareness of the pressures on young people today



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**ALL HALLOWS CATHOLIC HIGH SCHOOL****HEADTEACHER****NOR 896****GROUP 6****ISR L28 – L35 (£81,942 - £96,310)**

The new headteacher will be appointed at the lowest point on the advertised range. If, as a result of their current salary, the successful candidate is eligible to be appointed at a point other than the minimum of the advertised range (as shown below), then the governing body will pay one point higher than their existing salary, up to a maximum of one point below the top of the pay range.

ISR Point	L28	L29	L30	L31	L32	L33	L34	L35
Salary	£81,942	£83,971	£86,061	£87,317	£90,379	£92,624	£94,914	£96,310

**Applicants are asked to provide a completed application form and a supporting statement (no longer than 3 sides of A4 in length in Arial point 11) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the enclosed person specification). Please disregard the word limit stated on the CESW application form.**

**The CESW Senior Leader application form should be used and can be found here - [CESW Senior Leader application form](#)**

Opportunity for informal pre-application visit to the school:

**Please contact Richard Adamson, Business Manager, [rad@allhallows.lancs.sch.uk](mailto:rad@allhallows.lancs.sch.uk) 01772 746121**

Closing date for the receipt of completed applications: **12pm, Friday 15<sup>th</sup> July**

Shortlisting date: **Monday 18<sup>th</sup> July**

Formal pre-interview visit to school (shortlisted candidates): **Thursday 8<sup>th</sup> September**

Interviews (at Farrington Lodge, PR25 4QR): **Friday 9<sup>th</sup> September**

Governors would prefer applications to be returned by email to the Business Manager, Richard Adamson at [rad@allhallows.lancs.sch.uk](mailto:rad@allhallows.lancs.sch.uk)

**Please Note:** If you have not been contacted within one week of the shortlisting date, you should assume that your application has been unsuccessful.

**It would greatly assist us if you were able to supply e-mail addresses for all referees on your application form.**

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed (these will be asked for on the first day of the interviews). All appropriate safeguarding and attendance at work checks will be requested.

## Headteacher Job Description

### Required January 2023

### L28 – L35

#### 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 body 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 headteachers 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 of Excellence for Headteachers 2020 [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers-2020). These standards are in turn built upon the Teaching Standards (2011) which apply to all teachers, including headteachers, [Teachers' standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/teaching-standards) and the headteachers National professional qualifications framework 2021. [National professional qualifications frameworks: from autumn 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-professional-qualifications-frameworks-from-autumn-2021)

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 body 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 KCSIE, 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. Headteachers 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 body 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 body, 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, headteachers 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 Four Domains of Headship

### 1. Qualities and Knowledge

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 body 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

*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.

## 2. Pupils and Staff

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. Systems and Process

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.

Effective headteachers 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,

*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. The Self-improving School System**

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.

*Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the headteacher will:*

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.*

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check***



## Person Specification/Selection Criteria for the position of Headteacher at All Hallows Catholic High School, Penwortham – Liverpool Archdiocese

*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 teaching of the Roman Catholic Church and the Trust Deed of the Archdiocese of Liverpool. 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 practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.*

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

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

### [A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	✓		A/I/R
2.	Involvement in parish community		✓	A/I/R

### [A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

		Essential	Desirable	Source
3.	Leading school worship	✓		A/I
4.	Ways of developing religious education and worship	✓		A/I
5.	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.	✓		A/I
6.	How relationships should be fostered and developed between the school, its parishes, its community and the Archdiocese.	✓		A/I
7.	Has completed the Catholic Leadership Programme or has a commitment to do so.	✓		A/I

### [B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	✓		A
9.	Degree	✓		A
10.	CCRS/CTC		✓	A

### [C] Professional Development

		Essential	Desirable	Source
11.	Evidence of recent appropriate professional development for the role of Headteacher	✓		A/I
12.	Has successfully undertaken appropriate Child Protection training	✓		A/I
13.	Has successfully undertaken appropriate Designated Senior Leader training		✓	A/I
14.	Has successfully undertaken the Secretary of State's (NCTL, CWDC or Local Authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post	✓		A/I

**[D] School leadership and management experience**

		Essential	Desirable	Source
15.	Recent successful leadership as a Headteacher		✓	A/I/R
16.	Recent successful leadership as a Deputy Headteacher or Assistant Headteacher	✓		A/I/R
17.	To have taken an active involvement in school self-evaluation and development planning in a secondary school	✓		A/I/R
18.	To have an awareness of the financial management of a secondary school	✓		A/I/R
19.	Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement in a secondary school	✓		A/I/R
20.	To have had responsibility for policy development and implementation	✓		A/I/R
21.	To have had experience of and ability to contribute to staff development across the secondary range (e.g. coaching, mentoring, INSET for staff)	✓		A/I/R

**[E] Experience and knowledge of teaching**

		Essential	Desirable	Source
22.	Experience of teaching in more than one school		✓	A/I/R
23.	Experience of teaching in a Catholic school	✓		A/I/R
24.	Significant teaching experience within the secondary phase	✓		A/I
25.	To have a current knowledge and understanding of effective student progression throughout the secondary phase	✓		A/I/R
26.	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		A/I/R
27.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	✓		A/I/R

**[F] Professional Attributes**

		Essential	Desirable	Source
28.	To be able to demonstrate an understanding of the needs of pupils at this School and how these could be met	✓		A/I
29.	To 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	✓		A/I
30.	Excellent written and verbal communication skills (which will be assessed at all stages of the process)	✓		A/I/R
31.	To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	✓		A/I/R
32.	Show a good commitment to sustained attendance at work	✓		A/I/R

**[G] Professional Skills based on the National Standards for Headteachers**

The Headteacher is expected to have a working knowledge of the National Standards of Excellence for Headteachers (2015) and a willingness 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:

- Qualities and Knowledge
- Pupils and Staff

- Systems and Processes
- The Self-Improving School System

The supporting statement for this application should detail the applicant's current knowledge of the four 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 of All Hallows, aimed at making a positive difference to children and young people.
- Build and maintain quality relationships with the whole school community through interpersonal skills and effective communication.
- Demonstrate personal and professional integrity including modelling values and vision.
- Manage and resolve conflict.
- Prioritise, plan and organize 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.

#### [I] Confidential References and Reports

A positive and supportive faith reference from a Catholic 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 application form must be fully completed and legible. The supporting statement should be no more than 3 sides of A4, font 11 Arial (**please disregard the word limit stated on the CESW application form**). No additional information will be considered, eg a CV. The application form and supporting statement should be clear, concise and related to the post and setting applied for, paying particular attention to section G.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an enhanced DBS check.***

# All Hallows

Catholic High School

[www.allhallows.lancs.sch.uk](http://www.allhallows.lancs.sch.uk)



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 @allhallowschs

## APPLICATION PACK



**“Growing together in the spirit of Christ’s love”**