**ST ANTHONY’S CATHOLIC PRIMARY SCHOOL**



**“We are God’s Work of Art”**

**Headteacher**

**Application Pack**

**L14 – L21**







******ST ANTHONY’S CATHOLIC PRIMARY SCHOOL**

Headteacher: Mrs R Ballard

St Anthony’s Drive

Fulwood

Preston

PR2 3SQ

Phone: 01772 726621

[www.st-anthonys.lancs.sch.uk](http://www.st-anthonys.lancs.sch.uk)

Pupils on Roll: 321

**Headteacher**

L14 – L21, £61,042 - £72,483

Required from 30 April 2024 or sooner if available

September 2023

Following the appointment of our much valued Headteacher to an advisory position within the Local Authority, an exciting opportunity has arisen for the governors to appoint an enthusiastic and inspirational Catholic leader to move the school forward, as we progress to joining the Mater Ecclesiae Catholic Multi Academy Trust in September 2024.

Our new Headteacher will join a school family which values the uniqueness of all members of the school community and where the teachings of Jesus Christ and the Catholic Church are fundamental to the whole life of the school.

**We are looking for a Headteacher who:**

* is a practising and committed Catholic who will put personal faith into practice in leading our school
* can develop and sustain strategic thinking and planning that builds, communicates and carries this school forward
* has the ability to nurture, inspire, challenge, motivate and empower others
* is approachable to pupils, staff and parents
* will keep the school at the heart of the parish and wider community
* will be a figurehead for the school's caring and inclusive ethos
* has a clear focus on raising pupil achievement
* will be committed to encouraging parental involvement in pupils' education

**We can offer:**

* enthusiastic children with outstanding behaviour who are actively involved in their own learning
* a dedicated and experienced staff team with a strong Senior Leadership Team
* close links with the Church and wider community
* supportive and experienced governors.
* parents who are active partners in their children’s education
* a welcoming school with a caring ethos

This is an opportunity for an ambitious school leader to develop professionally and gain personal satisfaction in the process. We welcome visits from prospective applicants.

**Closing date: 30th October 2023 @ 12.00 noon**

**Shortlisting: 8th November 2023**

**Interview date: 29th November 2023**

[***http://www.st-anthonys.lancs.sch.uk/wp-content/uploads/2023/09/Safeguarding-Policy-2022.23.pdf***](http://www.st-anthonys.lancs.sch.uk/wp-content/uploads/2023/09/Safeguarding-Policy-2022.23.pdf)

[***http://www.st-anthonys.lancs.sch.uk/wp-content/uploads/2023/09/Absence-Management-Guidelines-August-2022.pdf***](http://www.st-anthonys.lancs.sch.uk/wp-content/uploads/2023/09/Absence-Management-Guidelines-August-2022.pdf)

***Applications: Please ensure all documents attached to this vacancy are downloaded and completed. Completed applications and supporting documents should be emailed to*** [***schoolsrecruitment@lancashire.gov.uk***](mailto:schoolsrecruitment@lancashire.gov.uk) ***quoting the vacancy reference number.***

**Welcome Letter**

September 2023

Dear Applicant

Thank you for expressing an interest in the vacant Headteacher position at our school.

St Anthony’s is a popular and oversubscribed school which over recent years has made considerable progress in providing a rich and balanced curriculum for our children, full of opportunities in and out of the classroom.

We are proud to be a Catholic school at the heart of our parish community and of the Outstanding judgement of our latest Diocesan Section 48 inspection.

As you will read too in our recent Ofsted report, there is much for the school to celebrate, not least our children who are fully engaged in their own educational and spiritual development, and consistently supportive and caring to all around them.

There are however some challenges highlighted by Ofsted which the school are addressing and the Governing Body look forward to working with and supporting the successful applicant as we continue to address these issues and move the school forward.

The school’s website – [www.st-anthonys.lancs.sch.uk](http://www.st-anthonys.lancs.sch.uk/) – should give you a good insight into all aspects of school life, as well as some of the policies adopted by the school.

I would encourage you to visit the school to help you gain a better understanding of what we can offer, and there are two designated pre-application visit days on Tuesday 10th October at 2pm and Thursday 19th October at 4pm. Please email Mrs Lesley Cartwright (School Business Manager) - [bursar@st-anthonys.lancs.sch.uk](mailto:bursar@st-anthonys.lancs.sch.uk) – if you wish to attend on either of these dates.

Other key dates to which I would draw your attention are:

**Closing date: Monday 30 October (noon)**

**Shortlisting: Wednesday 8 November**

**Candidates invited into school: Tuesday 28 November**

**Interviews: Wednesday 29 November**

I look forward to receiving your application.

Yours sincerely

Paul Thompson

**Chair of Governors**

**Letter from School Council**

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September 2023

Dear Future Headteacher,

We would like to thank you for your interest in the post of Headteacher at our school.

St Anthony’s Primary School is a happy and fun school. It is a large school with a wide range of facilities and resources; there are 321 pupils and 11 classes. Our teachers are very proud of our behavior and that we are always ready to work hard. We all enjoy coming to school because of all the friends we have and the amount that we learn.

Mrs Ballard, our current Headteacher, leads this school very well and we want this to carry on. Our school needs a Headteacher who is fun, kind, reliable, brave and jolly. We want to keep our school as happy and enjoyable as it is now. We would like you to listen to us if we are worried and visit the classes regularly – and sometimes teach our class. We want an experienced person who is confident enough to speak in assembly or teach Year 6 work if you are needed to.

Everybody in our school is successful and children always aim to achieve to the best of their ability; we are always encouraged to do our best. We need a Headteacher who can carry on the hard work and work with the teachers and children at St Anthony’s to make sure that we continue to achieve highly.

Yours Faithfully

St Anthony’s School Council

**Job Description**

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**Headteacher Job Description**

**Catholic Voluntary Aided Schools**

**St Anthony’s Catholic Primary School,**

**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**

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| --- |
| **1. Culture and Ethos**  The strategic direction and development of the school stem from the educationalmission 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.

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| **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.

1. 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.
2. 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.

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| **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.  The Headteacher should work in partnership with others. 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. |

*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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

*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.

**Person Specification**

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# Person Specification/Selection Criteria for

# Headteacher at St Anthony’s Catholic Primary School, Preston

***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 they will ensure that the school is distinctively Catholic in all its aspects.***

***St Anthony’s Catholic Primary 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.***

*Source Key: A = Application Form I = Interview R = References CC = Checking Certificates*

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

**[A] Faith Commitment**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Practising Catholic | **E** |  |
| Involvement in parish community |  | **D** |

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Leading school worship | **E** |  |
| Ways of developing religious education and worship |  | **D** |
| 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** |  |
| How relationships should be fostered and developed between the school, parish and its community and the Diocese of Lancaster and other schools as St Anthony’s joins the Mater Ecclesiae Catholic Multi Academy Trust |  | **D** |
| Has completed the Catholic Leadership Programme or equivalent or has a commitment to do so | **E** |  |

**[B] Qualifications**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualified teacher status | **E** |  |
| Degree | **E** |  |
| CCRS/CTC or commitment to obtaining the certificate | **E** |  |

**[C] Professional Development**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Evidence of appropriate professional development for the role of headteacher | **E** |  |
| Evidence of recent leadership and management professional development | **E** |  |
| Up to date safeguarding training and knowledge of legislation for the protection of young people | **E** |  |
| Has successfully undertaken Designated Safeguarding Lead training or has commitment to do so | **E** |  |

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

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| Recent successful senior leadership e.g., a deputy headteacher, assistant headteacher or acting headteacher | **E** |  |
| Evidence of successfully leading school improvement | **E** |  |
| Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching | **E** |  |
| Experience of curriculum leadership and development | **E** |  |
| Experience of working constructively with parents | **E** |  |
| Experience of monitoring staff performance |  | **D** |
| Experience of effective budget management and financial analysis |  | **D** |
| The ability to provide advice and support to the Local Governing Body to enable it to meet its responsibilities |  | **D** |
| Understanding of accountability to the CEO and CFO within Mater Ecclesiae Catholic Multi Academy Trust in the Diocese of Lancaster when St Anthony’s join the Trust |  | **D** |
| An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement | **E** |  |
| To have experience of and ability to contribute to staff development across the primary range. (E.g. coaching, guiding, mentoring or training individuals or teams, leading INSET) | **E** |  |
| Ability to demonstrate a good awareness of current national education policy and strategy | **E** |  |

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

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Successful teaching of pupils in the primary phase | **E** |  |
| Experience of teaching in more than one school |  | **D** |
| To have a working and current knowledge and understanding of all three Key Stages in the primary phase | **E** |  |
| 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** |  |
| Experience of providing professional challenge and support to others through the appraisal process |  | **D** |
| To be able to effectively use data and assessment to raise standards/address weaknesses | **E** |  |
| To be able to exemplify how the needs of all pupils have been met through high quality teaching | **E** |  |

**[F] Professional Attributes**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met | **E** |  |
| 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** |  |
| To have excellent written and oral communication skills (which will be assessed at all stages of the process) | **E** |  |
| To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice | **E** |  |
| Show a good commitment to sustained attendance at work | **E** |  |

**[G] Professional Skills**

(Based on the National Standards for Headteachers 2020)

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 are therefore asked to structure their supporting statement under the above headings***

**[H] Personal Qualities**

**All of the following are considered essential for the post and will be assessed through interview and reference:**

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|  |

* 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**

|  |  |
| --- | --- |
| 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** |

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

**[J] Application Form and Supporting Statement**

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

***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 and setting applied for.***



**Additional Documentation**

* Application Form Notes to Applicant
* Guidance on Practicing Catholics
* Recruitment Monitoring Form\*\*
* Rehabilitation of Offenders Form\*\*
* SLT Applicant Declaration\*\*
* Equality Act – reasonable adjustments statement

**The forms are embedded below, those highlighted \*\* require signing.**

   

  