

Headteacher Application Pack

Closing date:

Thursday 29th February (midday)

Shortlisting date:

Friday 1st March

Interview date:

18th/19th March

Holy Family Catholic Primary School



Diocese of Lancaster
Education Service
Euntes in mundum

Welcome to Holy Family Catholic Primary School

Dear Applicant,

Thank you for your interest in the post of Headteacher at Holy Family Catholic Primary School in Preston and for requesting an application pack. Our current Headteacher is retiring, hence this opportunity has arisen.

I believe that this is an excellent opportunity for an inspirational, enthusiastic, caring and strong leader to continue the excellent work carried out over the last few years. You would be working in partnership with the governors and staff to maintain, develop and enhance the many good aspects of the school, many of which were detailed in our 2023 Ofsted report, which reported the school as 'Good'.

Holy Family Catholic Primary School is not yet a member of the Mater Ecclesiae Catholic Multi Academy Trust within Lancaster Diocese, but has begun the journey of entering. Our new Headteacher will lead us into the Academy in 2025, so for now the Trust will not be the employer, rather this task remains with the school governors.

We believe that the school is a very happy one, with hard working, enthusiastic staff providing sound and effective teaching and learning in all the year groups. This is allied to a strong Catholic ethos, which has the welfare and happiness of pupils and all staff at its heart.

The school has strong links with the local community, alongside the church where worship is carried out regularly. A particular pleasing aspect for us as governors is the often-repeated comment by parishioners of how well behaved the pupils are. They are a credit to themselves, their parents and not least to the teachers and support staff.

We are looking for an enthusiastic Headteacher who will continue the excellent work of recent years and maintain the school as a happy place for children, to give them the foundations to develop into becoming the best they can be.

There is lots of information on our website, but I think the best thing to do is to visit! You will be welcomed and can see for yourself the attributes of the school. Any questions you have we will be happy to answer. Please read the job and person specification carefully. Should you feel you would like to join us we look forward to receiving your application.

Yours sincerely

Bernard Macklin

Chair of Governors



“Leaders have created a warm environment that helps pupils to feel happy and safe.”
Ofsted, March 2023

We follow in Jesus' footsteps



A message from our Pupils



Holy Family Catholic Primary School

59 Whitby Avenue, Ingol, Preston, Lancashire PR2 3YP
Telephone: (01772) 727471 Fax: (01772) 725122 Email: head@holy-family.lancs.sch.uk
Website: www.holy-family.lancs.sch.uk
Headteacher: Mrs J Westray BA(Hons), NPQH

Dear future Headteacher,

We would like to share some information about Holy Family. Holy Family School has really kind and respectful pupils who share and take care of each other. As Catholics, we follow in Jesus' footsteps and we always try our best. Safety is important to us, by talking with a grown up we feel reassured.

As pupils, we would want our new Head-teacher to be:



A message from our Pupils continued



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- Always on time.
- Reliable.
- Fair.
- Kind-hearted and approachable.
- Confident.
- Motivational person who helps children achieve their big ambitions.
- Understands children.
- Calm and committed.
- Organised
- Tidy
- Well-prepared

Your sincerely,
Pupil S.L.O.T.

Arvin, Hanna, Ahmad and Daria.



How to Apply

Prior to applying

Applicants are invited to visit the school and meet our staff and pupils.

Please contact the school office on 01772 727471.

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact: bursar@holy-family.lancs.sch.uk .

Application process:

Please send your completed CES Senior Leadership application form (available on the CES website: <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms> or on the Lancashire County Council ("LCC") jobs website: <https://schooljobs.lancashire.gov.uk/>) to bursar@holy-family.lancs.sch.uk.

You will also be required to complete and submit a Recruitment Monitoring Form and a Rehabilitation of Offenders Act Disclosure form. There are guidance notes supplied to assist in the completion of the forms (see attachments on LCC job advert webpage).

Closing date for applications: Thursday 29th February 2024 at midday

Shortlisting date: Friday 1st March 2024

Interview date: Week commencing 18th March 2024

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named references to inform them that if you are shortlisted, we will request a reference prior to interview. A faith reference from your parish Priest is required.

Job Description

Headteacher Job Description

Catholic Voluntary Aided Schools

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.

Job Description

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.

Job Description

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 areas 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.

Job Description

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.

Job Description

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.

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.

Job Description

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.

Job Description

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.

Job Description

Headteacher responsibility for the Breakfast and After School Club.

Working in a spirit of collaboration with the Governing Board of Holy Family the headteacher will oversee the strategic leadership and management of the extended day provision offered by Holy Family School Breakfast Club on behalf of the Governing Board. To include and not limited to:

- Act as line manager and appraiser for the supervisor of the Breakfast Club, and delegating and monitoring the appraisal process for other staff members.
- Oversee financial matters and the systems of funding the settings; this includes reviewing the income and expenditure, ensuring the business model continues to be viable and advising Governors if changes are required e.g. a rise in the fees.
- Overseeing financial plans for families in arrears.
- Lead on recruitment of staff, ensuring that at least one member of every selection panel has undertaken appropriate Safer Recruitment training within the last 5 years.
- Monitor and evaluate the effectiveness of the provision, ensuring that action plans are evaluated regularly, and that staff can access appropriate training opportunities including Safeguarding.
- Ensure that school-based policies are shared with extended provision staff and specific policies for the extended day provision are implemented as necessary.

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 Headteacher.

Person Specification

Person Specification/Selection Criteria for

Headteacher at Holy Family Catholic Primary School, Ingol

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.

Holy Family 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.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded. Evidence will be sourced from: the application form; the interview; references and checking certificates.

[A] Faith Commitment

	Essential	Desirable
Practising Catholic	E	
Involvement in parish community		D

Person Specification

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	E	
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	E	
How relationships should be fostered and developed between other schools and the Diocese of Lancaster as Holy Family join the Mater Ecclesiae Catholic Multi Academy Trust		D
Has completed a 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	

Person Specification

[C] Professional Development

	Essential	Desirable
Evidence of appropriate professional development for the role of headteacher		D
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	

Person Specification

[D] School leadership and management experience

	Essential	Desirable
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 building relationships and 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 as Holy Family join the Trust		D
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement		D
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	

Person Specification

[E] Experience and knowledge of teaching

	Essential	Desirable
Successful teaching of pupils in the primary phase	E	
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, including SEND pupils	E	

[F] Professional Attributes

	Essential	Desirable
Be able to demonstrate an understanding, awareness and empathy for the needs of all 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	

Person Specification

[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:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate humility, 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

Person Specification

[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.