



Headteacher – St Clare's Catholic Primary School

Candidate Information Pack



'Go Forth in Peace to Him'

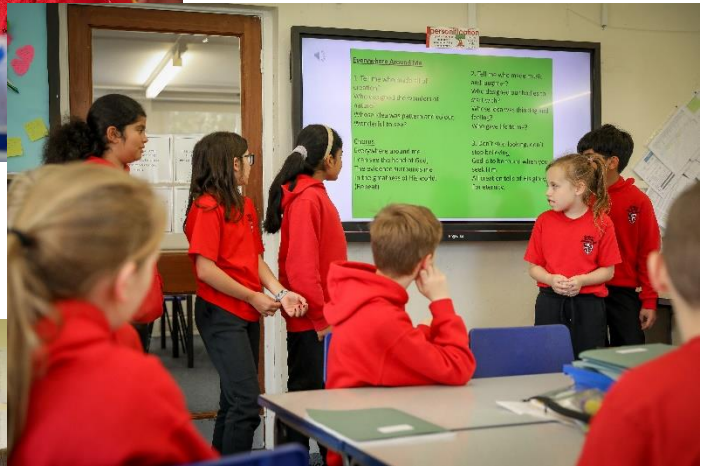


Mater Ecclesiae
Catholic Multi Academy Trust

Contents

Welcome from our Chair of Governors	Page 3
Welcome from our Head Boy & Head Girl	Page 5
Our Mission, Vision and Values	Page 6
Application Pack: <ul style="list-style-type: none">• Job Description• Person Specification• Safeguarding information	Page 7 Page 13 Page 18
Welcome from our CEO	Page 20
Trust Mission, Vision and Values	Page 21
Information about the Trust	Page 22
How to apply	Page 23







Welcome from our Chair of Governors

Headteacher:

Mrs A Charnley
website: www.st-clares.lancs.sch.uk
e-mail: head@st-clares.lancs.sch.uk
Telephone: (01772) 787037



St. Clare's Catholic Primary School
Sharoe Green Lane,
Fulwood
Preston PR2 9HH

Dear Applicant,

On behalf of the Governing Body of St Clare's Catholic Primary School, I would like to thank you for your interest in applying for the post of Headteacher. Due to the resignation of our current headteacher at the end of 2024, the governors seek to appoint an enthusiastic and committed practising Catholic to lead forward our talented and effective team from 1st January 2025.

St Clare's is a thriving, vibrant one-form entry Catholic Primary School with a strong sense of community. It is a founding member of the Mater Ecclesiae Catholic Multi Academy Trust in the Lancaster Diocese. The school currently caters for 288 children between the ages of three and eleven years and was awarded good in our OFSTED inspection in March 2022 and outstanding in our Diocesan Inspection in April 2023.

We aim to develop the whole child so that they can reach their individual potential both socially, spiritually and academically.

We are looking for a Headteacher who is:

- a caring, dedicated and inspiring Catholic leader
- instrumental in placing the school at the heart of the parish community
- able to motivate and encourage staff and pupils, to achieve to their full potential
- an excellent communicator who works inclusively with all staff, pupils, parents, governors, the Trust, the Diocese and the wider community
- able to demonstrate a track record in school improvement coupled with the drive, ambition and creativity to further develop our school potential.

In return we can offer:

- A committed team of staff and governors who work closely with each other to create a caring environment with a strong Catholic ethos which values all members of the school's community.

- Enthusiastic, interested and well-behaved pupils who can make good progress and can achieve high levels of attainment.
- Strong support from the Parish, the Trust and the Diocese.

I would encourage you to visit our school to see what we are about and to have an opportunity to meet with the staff and the children.

Please contact St Clare's and ask to speak to Mrs Anne Charnley, our headteacher, who will arrange to give you a tour of the school and answer any questions you may have.

Yours sincerely



Miss Janet Metcalf

Chair of Governors





Welcome from our Head Boy & Head Girl

Hello and welcome to St Clare's Catholic Primary School. We are a happy school and would love you to join our Catholic family.

Here at St Clare's everyone is kind and feels safe. Our staff encourage us to 'step out' of our comfort zone, they always want what is best for us. We feel they are committed to our learning, everyone is included, lessons are fun, interactive and challenging.

St Clare's is an amazing school, it offers opportunities for everyone. We have lots of class trips, many sporting opportunities, Forest Schools, we support local charities and take part in many religious activities. Year 6 act as 'buddies' for the reception class children. They hear them read and help them settle in to their new routines during lunchtime. We have a great learning atmosphere and the children have great respect for each other. Our school council represent the voice of each class. Throughout the year they co-ordinate many school events. We would like to say thank you for taking the time to read our letter and we hope that you will consider visiting our school.

Isabel
(Head Girl)

Aarav
(Head Boy)



Our Mission Statement

Saint Clare's is a Christ-centred family where everyone is valued and respected. We learn and grow, whilst strengthening our relationship with God and one another. Together in His love, we can achieve our full potential.

Play, learn and grow together with Christ

Our Vision

Our School vision is of a community working together in openness, trust and respect. Where all members of the community are:

- Challenged to develop their strengths and acknowledge their weaknesses.
- Given continuous opportunities to develop their relationship with God as they grow in his image.
- Valued and respected for who they are.
- Encouraged to be the best that they can be.



Headteacher's Job Description



Mater Ecclesiae
Catholic Multi Academy Trust



Diocese of Lancaster
Education Service
Euntes in mundum

Job title:	Headteacher
Location:	St Clare's Catholic Primary School
Contract:	Full time, Permanent
Scale:	Leadership L14 – L21 (£65,010 - £77,195)

Catholic Schools in Multi Academy Trusts

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 Trust and the local governing body of the school under the terms of the Catholic Education Service contract signed with the Trust 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 Trust, 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 Trust and local 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 safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

A. The Core Purpose of the Headteacher

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



education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the governing board and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

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

B. The Headteacher Standards 2020

1. Culture and Ethos

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

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



The Headteacher will:

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

2. Curriculum and Teaching

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

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

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

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.



2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

3. Organisational effectiveness

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

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

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

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 well-being 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. 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.

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

7. 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.
8. 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.



9. 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.
10. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
11. 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.
12. 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.

Headteacher responsibility for the Breakfast Club.

Working in a spirit of collaboration with the Local Governing Body of St Clare's, the headteacher will oversee the strategic leadership and management of the extended day provision offered by St Clare's Breakfast Club on behalf of St Clare's Local Governing Body. 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.



Headteacher's Person Specification



Mater Ecclesiae
Catholic Multi Academy Trust



Diocese of Lancaster
Education Service
Euntes in mundum

Job title: Headteacher
Location: St Clare's Catholic Primary School
Contract: Full time, Permanent
Scale: Leadership L14 – L21 (£65,010 - £77,195)

Headteacher at St Clare'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 Clare's Catholic Primary School and Mater Ecclesiae Catholic Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect 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

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

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

	Essential	Desirable	Source
Leading school worship	E		A/I
Ways of developing religious education and worship	E		A/I



A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/I
How relationships should be fostered and developed between the school, parish and its community and the Diocese of Lancaster as well as within the Mater Ecclesiae Catholic Multi Academy Trust	E		A/I
Has completed a Catholic Leadership Programme or equivalent or has a commitment to do so	E		A/I/CC

[B] Qualifications

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

[C] Professional Development

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

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful senior leadership e.g., a deputy headteacher, assistant headteacher or acting headteacher	E		A/I/R
Evidence of successfully leading school improvement	E		A/I/
Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E		A/I/R
Experience of curriculum leadership and development	E		A/I/R
Experience of working constructively with parents and carers	E		A/I/R



	Essential	Desirable	Source
Experience of monitoring staff performance	E		A/I/R
Experience of effective budget management and financial analysis		D	A/I/R
The ability to provide advice and support to the Local Governing Body to enable it to meet its responsibilities	E		A/I/R
Understanding of accountability to the CEO and CFO within Mater Ecclesiae Catholic Multi Academy Trust in the Diocese of Lancaster		D	A/I/R
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	E		A/I/R
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		A/I/R
Ability to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

[E] Experience and knowledge of teaching

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



[F] Professional Attributes

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

[G] Professional Skills

(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 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 further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees 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.



Safeguarding Information

Introduction

Mater Ecclesiae Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses. The application form requires applicants to complete a disclosure of any criminal convictions.

Shortlisting

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form including their employment history. Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS checks if they have not already done so on the application. Proof of right to work in the UK must also be provided at interview.



Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out. A fitness to work declaration will be required following appointment. Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the Mater Ecclesiae probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Mater Ecclesiae recognises the value of, and seeks to achieve, a diverse workforce. Mater Ecclesiae takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. Mater Ecclesiae is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Mater Ecclesiae is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment you will agree for the Trust to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available upon request from the Trust Business Manager.



Welcome from our CEO

Dear Prospective Candidate,

It gives me great pleasure and excitement to welcome you to Mater Ecclesiae Catholic Multi Academy Trust. Thank you for your interest in our vacancy. This pack has been designed to provide you with an insight into our Catholic culture and educational achievements. It is also intended to provide you with the information you need to make an informed choice on applying for the post.

Our Ambition

Are you looking to grow and develop in a warm and welcoming Catholic Trust that is genuinely committed to staff training, support and development, in order to provide a world-class Catholic education to every child in our family of schools?

Do you have a passion to open hearts, minds and doors for the young people you serve? Do you have an unwavering commitment to social justice, achieved through education, first-class teaching and boundless pastoral care? If so, we'd love to hear from you.

We are looking to recruit an inspirational Headteacher who is dynamic, creative and ambitious. Someone who is dedicated, committed and aspirational.

Our Offer

In return, we can offer the right candidate the chance to be creative and innovative, and to make a real difference to children's lives. As a headteacher within Mater Ecclesiae, your transition will be supported through:

A Trust Headteacher Mentor	Our Trust Headteacher Network	Full Financial Management Support	Full access to NPOs and The National College
HR and safeguarding support through LCC	Diocese and Trust estates management support	ICT support through Virtue Technologies	School Improvement Partner support

We hope this pack answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help.

Yours faithfully,

Peter Duffy
Chief Executive Officer



Diocese of
Lancaster



Our Vision

We are **'One Family in Christ'** delivering the Catholic mission of the Diocese of Lancaster and serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the Church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals, made in the image of God. They are respected and cherished and given every opportunity to grow together.

As **'One Family in Christ'** we embrace, celebrate and inspire our diverse communities to achieve their full potential.

Our Values

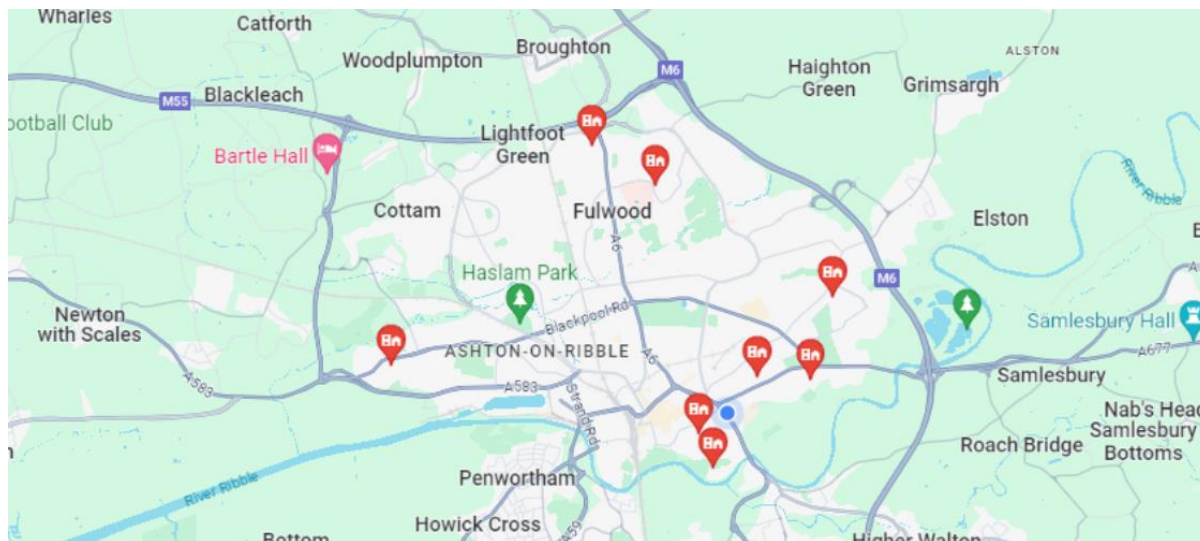
One family in **Compassion**
One family in **Confidence**
One family in **Community**



One Family in Christ



Information about the Trust



Current Schools (in alphabetical order)



Christ the King Catholic High School
Preston, Headteacher: Mr Simon Corless



St Clare's Catholic Primary School
Preston, Headteacher: Mrs Anne Charnley



Our Lady & St Edward's Catholic Primary School
Preston, Headteacher: Mrs Karen Woods



St Joseph's Catholic Primary School
Preston, Headteacher: Mrs Catherine Monaghan



St Augustine's Catholic Primary School
Preston, Headteacher: Mr John Entwistle



St Teresa's Catholic Primary School
Preston, Interim Exec. Headteacher: Mrs Catherine Monaghan



St Bernard's Catholic Primary School
Preston, Headteacher: Mr Roy Turner



The Blessed Sacrament Catholic Primary School
Preston, Headteacher: Miss Kelly Hannah

Schools joining this calendar year



Alston Lane Catholic Primary School
Longridge, Headteacher: Mr Mark Fitzgibbon



St Mary & St Andrew's Catholic Primary School
Barton, Headteacher: Mrs Sarah Roach



Sacred Heart Catholic Primary School
Preston, Headteacher: Mrs Lucy Scanlon



St Mary & Michael's Catholic Primary School
Garstang, Headteacher: Mrs Luena Archibald



St Ignatius's Catholic Primary School
Preston, Headteacher: Mr Chris Hough



How to apply

Visits to the School:

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

Please contact Mrs Anne Charnley via school office on 01772 787037 or via email at bursar@st-clares.lancs.sch.uk.

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about St Clare's Catholic Primary School or the role, then please contact school using the contact details above.

Application process:

Please send your completed **Mater Ecclesiae CES application form** (attached to the TES listing and also available on the School and Trust websites) to: recruitment@mecmat.org

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 applicant notes on website).

Closing Date for Applications: Midday Friday 7th June

Shortlisting of Candidates: Monday 10th June

Interview Date for Candidates: Monday 17th June and Friday 21st June

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand.

Please contact each of your named referees to inform them that if you are shortlisted, we will request a reference prior to the interview.



Mater Ecclesiae
Catholic Multi Academy Trust

'One Family in Christ'