



## Vacancy

### **Headteacher at St Clare's Catholic Primary School**

**Contract: Full time, Permanent**  
**Required: 1<sup>st</sup> January 2025**  
**Salary Range: L14 – L21 (£65,010 - £77,195)**

#### **About us**

Welcome to St Clare's Catholic Primary School. St Clare's is a happy and vibrant school. We are a caring Catholic community and offer a welcoming environment where the uniqueness of each child is valued and celebrated. Christ is at the centre of our school. Our school philosophy is outlined in our Mission Statement. It reflects our commitment to Catholic education in a happy, supportive and inclusive environment. Our school motto, 'Play, learn and grow together with Christ' encapsulates our school mission.

Our St Clare's values are taught through the curriculum and assemblies and are demonstrated through our relationships, where all show care and respect for members of our school family. At St Clare's Catholic Primary School, we work as a team. Parents, staff, governors, and St Clare's parish community are all involved in the education of our children. We believe that a genuine home, school and parish partnership is essential for children to thrive.

Our children love their school and thrive on the ambitious and carefully sequenced curriculum we have in place. We believe in providing a first-class education for all pupils. We know that in order to achieve this, our children need to be happy, safe and inspired to learn during their time with us. Experienced and dedicated staff ensure that all our children benefit from a curriculum that is adapted to their individual needs. We are fortunate to have extensive school grounds, which we utilise for forest school sessions, sport, drama, gardening and outdoor learning.

Our school values show that it is our vision for every child to show kindness and respect to each other. We shape our children to have a passion for learning and to make a difference in the world. We inspire children and open doors to ambition and possibilities; striving for and achieving excellence.

#### **The Role**

As Headteacher, you will serve the community of St Clare's Catholic Primary School. Your core purpose 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. This includes maintaining our established culture that promotes excellence, equality and high expectations. 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 headteacher, working with the local governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. When doing so you should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

As the headteacher you will be the leading professional in the school, accountable to the local governing body. You will provide vision, leadership and direction for the school and ensure that it is managed and organised to meet its aims and targets. You will be responsible for evaluating the school's performance to identify the priorities for continuous improvement and, working with others, continue to raise standards. In this way you will; ensure equality of opportunity for all; develop policies and practices; ensure 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.

As headteacher, working with and through others, you will secure the commitment of the wider community to our school by developing and maintaining effective partnerships with, for example, within our CMAT schools, other services and agencies for children, parishes, and the Diocese. Through such partnerships and other activities, as headteacher you will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

### **Safeguarding**

Our Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share the commitment and undergo an enhanced DBS check. The successful candidate will be appointed under the terms and conditions of a CES contract which they will be required to sign. The employer will be the Mater Ecclesiae Catholic Multi Academy Trust. Applications must be made on the CES/Mater Ecclesiae Senior Leader application form.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (as amended in 2013), If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'Disclosure.' Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of practice on the DBD website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.



Mater Ecclesiae has adopted Lancashire County Council's policy Statement on the Recruitment of Ex-offenders. This is available to all applicants upon request.

Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

### **How to apply**

Please take the time to read the vacancy information pack, and please do contact us before the closing date for an informal chat if you have any questions about the role. If you decide to apply, ensure that you complete the supporting statement in your application to let us know how your experience and personal qualities make you suitable for the role.

**Closing date:** 12 noon Friday 7th June 2024

**Shortlisting:** Monday 10th June 2024

**Interviews:** Monday 17th June and Friday 21st June 2024

Applicant **MUST** use the Mater Ecclesiae CES Application form found with this posting and on the Trust website.

Application forms should be returned to: [recruitment@mecmat.org](mailto:recruitment@mecmat.org)