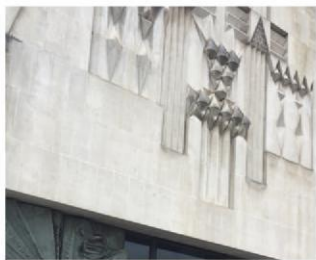


CANDIDATE INFORMATION PACK

Headteacher



**BRINDLE ST JOSEPH'S
CATHOLIC PRIMARY SCHOOL**



CONTENTS PAGE

| | |
|--|---------|
| A WELCOME FROM OUR CHAIR OF GOVERNORS | PAGE 3 |
| WISH LISTS FROM OUR PUPILS, STAFF, PARENTS AND GOVERNORS | PAGE 5 |
| OUR MISSION STATEMENT, VALUES AND GOVERNING BOARD VISION | PAGE 8 |
| INFORMATION ABOUT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL | PAGE 10 |
| JOB DESCRIPTION PERSON SPECIFICATION | PAGE 12 |
| HOW TO APPLY AND SAFEGUARDING INFORMATION | PAGE 22 |



TOGETHER WE LOVE, LEARN AND FOLLOW JESUS

Dear Prospective Applicant

Thank you for your interest in the position of Headteacher at Brindle St Joseph's Catholic Primary School, in the village of Hoghton.

We are extremely proud of our School and the achievements of all of our pupils and are delighted that you are considering joining us as our new Headteacher.

At St Joseph's, our Mission Statement is that "together we love, learn and follow Jesus" in all that we do. We seek to fulfil the true potential of every child and foster the close links we enjoy between our school, homes, parish and wider village community. We follow Jesus in all we do, living out the Gospel values of love and respect and developing both the spiritual and educational wellbeing of our children and our staff.

The Governors of St Joseph's are looking to attract a new Headteacher with the compassion, ambition, imagination, vision and drive to build on the existing strengths of the school. A Headteacher who, whilst crucially keeping our Catholic ethos at the heart of everything we do, will continue and develop further all that our current Headteacher has achieved.

Our new Headteacher will understand what is required to continue to move our school forward and develop our school, as this is what our pupils deserve. They will be someone who revels in the achievement of children at all levels of ability, who enjoys the company of children and who would relish the challenges that headship presents. They will be someone who inspires their colleagues to maintain the tremendous energy and commitment they currently show towards the wellbeing and development of all of our pupils and in delivering the best possible outcomes for them. They will be supported well by highly skilled, committed, enthusiastic and hard-working staff and governors.

Our wonderful children are enthusiastic, confident and well-behaved. They are always keen to learn, to do their best, to help each other and they are curious about the world around them. They enjoy a broad curriculum that is enriched by musical, artistic and sporting opportunities, alongside a range of cultural visits and exciting after-school clubs.



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We enjoy very strong and supportive links with our parish of Brindle St Joseph's and our Parish Priest and with our local clusters of Primary and Catholic Schools. We receive tremendous support from the families of our children, many of whom have attended the school for generations and who are happy to contribute to school life.

Our school is located in the semi-rural village of Gregson Lane in Hoghton in beautiful and spacious grounds which also incorporate our Forest School. A private Nursery is also run from the school site and many Nursery pupils apply to join our school as pupils.

Our school was judged by OFSTED in December 2019 as "Good" and Liverpool ArchDiocese judged us as an "Outstanding" school in their inspection earlier in 2019.

There is a lot of information about our school within this application pack and on our school website - <https://www.stjosephsbrindle.com/> but the best way to find out more about us is to visit us!

You are therefore most welcome to visit us at school on the morning of Tuesday 11th February 2025 from 9.30am onwards, where we are confident that our school community, our staff, Governors, Parish Priest and most importantly the children, will speak for themselves.

To arrange a convenient time to visit that morning, please contact Natalie Cox, our school's Business Support Officer via secretary@st-josephs-hoghton.lancs.sch.uk.

We look forward to receiving your application.

Yours sincerely



Kate Armstrong
Chair of Governors



TOGETHER WE LOVE, LEARN AND FOLLOW JESUS WISH LISTS

Our whole school community has come together to think about the skills, qualities, experience, knowledge and understanding that we are seeking from our new Headteacher. We don't expect that our new Headteacher will have all of these attributes, but if you feel that you can demonstrate and empathise with many of the requests below, we would welcome an application from you.

Our Pupils are keen to see the following qualities in their new Headteacher:

School Council's 'Top 10'

We have spent lots of time talking to our peers about the personal qualities that we wish to see in our new headteacher.
Here are our top ten:

1. To be strict, fair and someone who will sort out any of our problems quickly.
2. To be kind and understanding.
3. Someone who is fun!
4. Someone who treats everyone fairly.
5. Someone who is full of creative ideas!
6. Someone who promotes resilience.
7. Treat everybody how they want to be treated.
8. Respect all staff and visitors.
9. To be calm and positive.
10. To support our small but mighty school community with fundraising events.



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Our Staff are keen that their new Headteacher understands the context of our school and is:

- a team player - someone that realises they will need to plug gaps due to working in a small school;
- reflective - becomes aware of the challenges and changes made in recent years and continues to drive the school forward;
- child-centered - understands that the children are our up most priority and therefore staff go above and beyond in order to provide them with the best opportunities;
- able to prioritise staff CPD by continuing to provide staff with the opportunities to develop their knowledge and skills;
- understanding of the varying roles staff have in our school and mindful of workload and wellbeing.

Our Parents and our PTFA are keen for our new Headteacher to have:

- an understanding and experience of children with additional needs provide a safe, nurturing environment where our children continue to thrive;
- maximise the potential of gifted and talented children in school; and
- work alongside the PTFA to deliver a range of successful fundraising events and other awareness raising events to help support school and to raise



its profile in our local community and parish.

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Our Governors are keen for our new Headteacher to have:

- A commitment to nurture and further develop the strong Catholic ethos of the school and its connection to the church of Brindle
St Joseph's and to encourage, at every opportunity, links with the parish including visits by the children to church for mass and on other occasions and by the Parish Priest to School;
- A compassionate approach to all whom they meet and a desire to seek cordial resolution to any situations that arise;
- A desire to maintain the happy environment of Brindle St Joseph's Primary School whilst continuing to develop the school further;
- An understanding of the central role Brindle St Joseph's Primary School plays not only in our parish community but also in our village.





TOGETHER WE LOVE, LEARN AND FOLLOW JESUS
BRINDLE ST JOSEPH'S
CATHOLIC PRIMARY SCHOOL



OUR MISSION, VALUES AND GOVERNING BOARD VISION

Mission

Together we love, learn, follow Jesus.

Vision

At St Joseph's Catholic Primary School, through an open and generous heart, we learn together as a family in faith, following the gospel values of love.

This Mission is then exemplified through our school community demonstrating the following school values:

Values

Hope, Thankfulness, Collaboration, Compassion, Friendship, Resilience, Empathy, Creativity, Justice and Respect

Our Governing Board has also identified the Vision below for our school which we thread through all that we do.



TOGETHER WE LOVE, LEARN AND FOLLOW JESUS

Governing Body Vision 2024-2025

At St Joseph's Catholic Primary School, we provide our pupils with a rich, varied and balanced curriculum in a safe, caring and nurturing environment which is underpinned by our Mission Statement:
Together we love, learn and follow Jesus.

INTENT - What is the medium/long term plan for our School? Where are we going as a school?

- Continuing to have the highest aspirations for our pupils
- Ensuring that education provides our pupils with learning to keep themselves safe in a variety of contexts
- Maintaining our "Good" Ofsted grading
- Ensuring consistency in Teaching & Learning for our pupils
- Promoting our school within our local community and Parish as an inclusive school, ensuring consistency in the number of successful applications
- Retaining and developing further our strong links with the Parish Priest and the Parish of Brindle St Joseph's
- Developing the leadership, skills, knowledge, confidence of and ownership of the curriculum by our Subject Leaders
- Developing our Governors' knowledge of our school and increasing Governor experience in being able to talk about our strengths and areas of development, and to challenge where necessary
- Promoting tolerance and inclusivity amongst our pupils as values to be lived out within their lifetime
- Celebrating our pupils when they demonstrate and live out our Values



St. Joseph's Catholic Primary School



Together, we love, learn and follow Jesus

Governing Body Vision 2024-2025

IMPLEMENTATION - What do our pupils need?

- The best teachers and teaching
- Access to a wide range of opportunities within and outside the curriculum and school day
- A great curriculum that feeds their interest in the world and in lifelong learning (sticky knowledge)

IMPLEMENTATION - How does our curriculum reflect this?

- Forest School
- Music, sports and dance opportunities
- Houghton centric topics

Impact – How will we know we have achieved it?

- Our school will be full
- We will have an exciting curriculum for our pupils that ignites their curiosity in the world (and apply knowledge)
- Subject Leaders will confidently lead and develop their subjects with minimal support or intervention
- Governors will speak confidently about our school, its strengths and areas of development
- Our pupils will speak of their curriculum with excitement and interest (knowledge)



St. Joseph's Catholic Primary School



Together, we love, learn and follow Jesus



TOGETHER WE LOVE, LEARN AND FOLLOW JESUS

INFORMATION ABOUT BRINDLE ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

There has been a Catholic school in Brindle since at least 1831, when a school was built in what is now the Parish Hall at St Joseph's Church. In 1975, our school community moved into a newly constructed building in what is its current location on Bournes Row in the village, and therefore celebrates its fiftieth birthday next year!

Our school was, for almost two centuries, part of the Ampleforth Trust, and in recent years, has transferred fully to the trusteeship of Liverpool ArchDiocese. School has strong links with both our Parish Priest and the Children's Liturgy Group at our church of Brindle St Joseph's and children celebrate mass on a regular basis, both in school and at the Church,



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Our school occupies large, enviable grounds with our own Forest School area, large fields and playground space.



We currently teach our children in three mixed age classes which fosters collaborative working and mixed friendship groups amongst our children. We have a strong and professional teaching staff who work extremely hard to best support and encourage our children. Year on year, our assessment outcomes have continued to develop and our results in 2024 were particularly pleasing.

Pupils are heavily involved in sporting endeavors, both in and outside school including football, cricket, athletics, swimming, gymnastics and dance and for its size, our school has enjoyed significant sporting success in and outside of school.

St Joseph's pupils have a long-standing tradition of musical involvement and children enjoy a range of musical tuition and opportunities to make music together within and outside of the school day.



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A private Nursery is located on site and many of their pupils apply to join the Reception class at St Joseph's. The Nursery enjoys large classroom space and a beautiful grassed outdoor play space.

Parental involvement is strong and our PTFA works closely with school for the benefit of our pupils. We are rightly proud of our staff and pupil community and the time that our parents give to supporting their children's education.



JOB DESCRIPTION: Headteacher

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 Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires a 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 with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out his/her duties the headteacher shall consult, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020).

(N.B. Other specific tasks e.g. designated safeguarding officer should be added here as required).

The board and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation, and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in



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all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool. **Therefore, the post of headteacher must be filled by a practising Catholic² who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**

Section 1: Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- ✦ selflessness
- ✦ integrity
- ✦ objectivity
- ✦ accountability
- ✦ openness
- ✦ honesty
- ✦ leadership

¹ The term school refers to both voluntary aided schools and academies

² See *Diocesan Briefing Note On Practising Catholic*

³ The Gospel of Matthew 5:3-12



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Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:

- ✦ build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God⁴ and at all times observe proper boundaries appropriate to their professional position.
- ✦ show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- ✦ uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁵ and the Church's Social Teaching⁶.
- ✦ ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, headteachers:

- ✦ serve in the best interests of the school's pupils
- ✦ conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- ✦ uphold their obligation to give account and accept responsibility
- ✦ know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- ✦ take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- ✦ make a positive contribution to the wider education system within and without the Catholic sector

⁴ The Book of Genesis 1:26-27

⁵ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁶ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.



Section 2: Headteacher's Standards

1. School Culture Headteachers:

- ✦ establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- ✦ create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- ✦ uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁶ and which prepare pupils from all backgrounds for their next phase of education and life
- ✦ promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ✦ ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Headteachers:

- ✦ establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ✦ ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.⁸
- ✦ ensure effective use is made of formative assessment

⁶ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles ⁸ The Gospel of John 10:10



3. Curriculum and Assessment

Headteachers:

- ✦ ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- ✦ establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ✦ ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ✦ ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviours Headteachers:

- ✦ establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ✦ ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- ✦ implement consistent, fair and respectful approaches to managing behaviour
- ✦ ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. Additional and Special Educational Needs and Disabilities Headteachers:

- ✦ ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching⁷
- ✦ establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ✦

⁷ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

- ✦ ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ✦ ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional Development

Headteachers:

- ✦ ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- ✦ prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ✦ ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisation Management

Headteachers:

- ✦ ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- ✦ prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ✦ ensure staff are deployed and managed well with due attention paid to workload
- ✦ establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ✦ ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous School Improvement

Headteachers:

- ✦ make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement



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- ✦ develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ✦ ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in Partnership Headteachers:

- ✦ forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community
- ✦ commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- ✦ establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and Accountability

Headteachers:

- ✦ understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- ✦ establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ✦ ensure that staff know and understand their professional responsibilities and are held to account
- ✦ ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church



PERSON SPECIFICATION: Headteacher

| Essential Criteria | Criterion No. | Attribute | Stage Identified |
|--------------------------|---------------|--|------------------|
| Faith Commitment | E1 | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note) | A/I/R |
| | E2 | Secure understanding of the distinctive nature of the Catholic school and Catholic education | A/I/R |
| | E3 | Understanding of the leadership role in spiritual development of pupils and staff Experience | A/I/R |
| | E4 | of leading school worship | A/I |
| Qualifications | E5 | Qualified teacher status | A/CC |
| | E6 | Degree | A/CC |
| | E7 | CCRS/CTC (or equivalent) or commitment to obtaining the certificate | A/CC/I |
| Professional Development | E8 | Evidence of appropriate professional development for the role of headteacher | A |
| | E9 | Evidence of professional development relating to Catholic ethos, mission and religious education | A/I/CC |
| | E10 | Evidence of recent leadership and management professional development | A |
| | E11 | Evidence of working with other schools/organisations/agencies | A/I/CC |
| | E12 | Evidence of appropriate safeguarding training | A/I/CC |

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| | | | |
|---|-----|---|----------------|
| School Leadership and Management Experience | E13 | Ability to articulate and share a vision for education within the context and mission of a Catholic school | A/I/R |
| | E14 | Ability to inspire and motivate staff, pupils, parents and the governing body to achieve the aims of Catholic education | A/I/R A/I/R |
| | E15 | To have taken a key role in aspects of school selfevaluation and development planning | A/I/R |
| | E16 | An understanding of the relationship between the headteacher and the governing body in a Catholic school | A/I/R |
| | E17 | Experience of working constructively with parents | A/I/R |
| | E18 | Thorough knowledge and understanding of current educational issues that would relate to St Joseph's Primary school | A/I/R |
| | E19 | Demonstrate a willingness to support the governing body's commitment to wellbeing. | A/I/R |
| Experience and Knowledge of Teaching | E21 | Awareness of the requirements of the Religious Education Curriculum Directory and secure knowledge of the National Curriculum | A/I |
| | E22 | Secure knowledge of statutory requirements relating to the curriculum and assessment | A/I |
| | E23 | To have knowledge and understanding of effective provision in all three key stages of the primary school | A/I/R |
| Professional Attributes | E24 | To have excellent written and oral communication skills in English (which will be assessed at all stages of the process) | A/I |
| | E25 | Be able to demonstrate an ambitious and inclusive approach to education for all pupils. | A/I/R |



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| | | | |
|---|-----|---|---|
| Application Form and Supporting Statement | E26 | The form must be fully completed and legible | A |
| | E27 | The supporting statement should be clear, concise (within the required word count) and related to the specific post | A |

| Desirable Criteria | Criterion No. | Attribute | Stage Identified |
|--------------------|---------------|---|------------------|
| Faith Commitment | D1 | Involvement in home parish community | A/I |
| Qualifications | D2 | Recent experience in a Catholic school | A/I |
| | D3 | Postgraduate level qualification | A/CC |
| | D4 | National Professional Qualification for Headship (NPQH) | A/CC |
| | D5 | Successful completion of Diocesan leadership programme | A/CC |
| Curriculum | D6 | Continue work around the wider curriculum and the success this has brought the school | A/I |
| | D7 | Experience of sequencing curriculum in mixed age classes and mixed key stages | A/I |
| Teaching | D8 | An inspiring and motivating teacher with excellent classroom practice | A/I/R |



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| | | | |
|------------|-----|---|-----|
| Leadership | D9 | Understanding of budget planning, staff deployment and effective use of resources | A/I |
| | D10 | Understanding of the management of extended provision including Nursery, After School and Breakfast Club. | A/I |
| | D11 | Experience of contributing to the strategic leadership in a primary school | A/I |
| | D12 | Experience of monitoring staff performance | A/I |
| | D13 | Evidence of working with other schools'/organisations/ agencies to develop an outward looking school | A/I |

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| Key – Stage Identified | |
|------------------------|-----------------------|
| A | Application Form |
| I | Interview |
| R | References |
| CC | Checking Certificates |



HOW TO APPLY AND SAFEGUARDING INFORMATION

School Visits:

Prospective applicants are warmly invited to visit us at school on the morning of Tuesday 11th February 2025 from 9.30am onwards, where we are confident that our school community, our staff, Governors, Parish Priest and most importantly the children, will speak for themselves.

To arrange a convenient time to visit that morning, please contact Natalie Cox, our school's Business Support Officer via secretary@st-josephs-hoghton.lancs.sch.uk. If you are unavailable on the 11th of February 2025, do let us know and we can arrange another mutually convenient time.

Prior to applying:

If you need any further information regarding any aspect of the application process, please contact Kate Armstrong, Chair of Governors via k.armstrong@st-josephs-hoghton.lancs.sch.uk

Application Process:

Please send your completed Catholic Education Service application form (attached to the advert on the Lancashire County Council vacancy website) to schoolsrecruitment@lancashire.gov.uk by 12 noon on 24th February 2025. Applications will not be accepted on any other format of application form.

Please note that the governing board is only able to pay within the salary range advertised.

Please ensure you receive an automated acknowledgement that your application has been received.



Closing Date: 12 noon on the 24th February 2025.

Shortlisting will take place on the 6th March 2025.

Interviews will be held on the 18th March 2025

Should you decide to apply for this position, please ensure your availability for the above interview dates when submitting your application.

Please note that in line with keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

Rehabilitation - 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 DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.

Lancashire County Council has a Policy Statement on the Recruitment of Ex-offenders which is available to all applicants upon request.



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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 these forms.

Please note CVs are not accepted. To apply for this vacancy you need to complete the Catholic Education Service application form attached.

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 interview.

