



St. Joseph's Catholic Primary School

115 St. Mary's Lane, Upminster, Essex RM14 2QB

Head Teacher

Mrs Bernadette Matthews B.Ed. (Hons)

Telephone: 01708 220277

Email: office@st-josephs.havering.sch.uk

Website: www.st-josephs-upminster.net/

February 2022

Dear Applicant,

Thank you for expressing an interest in applying for the position of Headteacher in our school.

St Joseph's is a vibrant nurturing school where Gospel values are at the centre of everything we do. We are very proud of our school and the wonderful children it serves. Ours is a dynamic and exciting place in which to grow and develop, where children are encouraged to become successful lifelong learners, responsible citizens and confident individuals.

Our committed and dedicated staff work hard to ensure that the school continues to improve and build on our Ofsted Monitoring report in which the reporting inspector wrote;

'I am of the opinion that the school has demonstrated strong practice and marked improvement.'

'Recent academic results overall show that progress in Key Stage 2 has been significantly above national average.'

We are looking to appoint a headteacher who is passionate in promoting a clear child-centred vision for St Joseph's, and one who will be aspirational and ambitious for all our children, staff and wider community. In return we offer a warm, caring and welcoming environment with committed staff, engaged parents, encouraging governors and most of all receptive children who are eager to learn and succeed.

We would encourage candidates to visit the school in order that they may have a better understanding of the ethos and family atmosphere that pervades our school.

I look forward to receiving your application.

Yours faithfully,

Angela Podmore

Chair of Governors

St. Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.





Job Description

JOB DESCRIPTION: PRIMARY HEAD TEACHER

LEADERSHIP SCALE: L18-24a (Outer London)

MISSION STATEMENT: St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.

RESPONSIBLE TO: The headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school.

Introduction

1. This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors/trustees as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.
2. The appointment 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.
3. This job description may be amended at any time, following consultation between the Headteacher and the Governors and will be reviewed annually.

Core Purpose of the Headteacher

1. To set the context, the core purpose of the headteacher is to provide professional leadership and management for a 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. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.
2. The core purpose of the Headteacher is to ensure that:
 - the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood;
 - religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
 - the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
 - the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
 - all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities

- To carry out the duties of the Headteacher as set out in the current School Teachers' Pay and Conditions Document.



Key Areas of Responsibility

- School culture

The school's culture 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.

Actions:

- Create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards of excellence which prepare pupils from all backgrounds for their next phase of education and life
- To work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Ensure a culture of high staff professionalism



Teaching

1. In a Catholic school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Actions:

- 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
- Secure high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
- Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Ensure teaching is supported by high levels of subject expertise
- Ensure effective formative assessment

Curriculum and assessment

Actions:

- Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional 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

Behaviour

Actions:

- Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school's behaviour policy
- Manage behaviour consistently, fairly and respectfully
- Ensure that adults within the school model and teach the behaviour of a good citizen

Additional and special educational needs and disabilities (SEND)

Actions:

- Ensure the school holds ambitious expectations for all pupils
- Create a culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties under the SEND code of practice



Professional development

Actions:

- Ensure staff have access to high-quality, sustained professional development opportunities
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with 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 nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

1. In a 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.

1. The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher deploys people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

Actions:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- 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
- Ensure rigorous approaches to identifying, managing and mitigating risk
- To ensure stewardship of the buildings and grounds in relation to Diocesan requirements
- To provide a safe and secure environment for all who work in and visit the school

Continuous school improvement

Actions:

- Identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- 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 context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time



Working in partnership

In a Catholic school, the headteacher shares responsibility for the mission of the school and the wider Diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate

Actions:

- To recognise the authority of the Bishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require
- Forge constructive relationships with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the school
- Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support
- Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and accountability

Actions:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Create professional working relationships with those responsible for governance
- 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

CONFIDENTIAL



SENIOR LEADERSHIP APPLICATION FORM

*(Before completing this form please read the **Notes to Applicants**)*

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Name of Candidate:

TO BE USED FOR THE FOLLOWING SENIOR LEADERSHIP POSITIONS ONLY:

Headteacher (including Principal or equivalent)

Acting Headteacher

Joint Headteacher

Deputy Headteacher / Vice-Principal

Assistant Headteacher / Associate Principal

Head of School

PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:

www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE
RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION
MAY NOT BE PROCESSED**

DETAILS OF ROLE APPLIED FOR:

Application for the position of:

Full Time ☐ Part Time ☐ Job Share ☐

At: School / Academy

At which the:

Governing Body ☐

Academy Trust Company ☐

Multi-Academy Trust Company ☐

is the employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone ☐ Email ☐

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes ☐ No ☐

QTS Certificate Number: Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

Details of Present Employment:

Are you presently employed: Yes ☐ No ☐

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if different):

Address:

Telephone Number:

Local Authority:

Archdiocese / Diocese:

Permanent ☐ Temporary ☐

Full time ☐ Part time ☐ Job share ☐

Date of appointment:

Notice required:

If notice already given, date
it is due to expire:

Reason for leaving:

Salary scale
(e.g. main / upper / leadership)

Group of school /
Number on role:

Spine Point:

Additional Allowances
(including inner / outer / fringe London):

Gross annual salary:

Employment History:

Please complete in chronological order, starting with the **most recent**:

Full name and address of school / college / academy (state whether nursery / primary / secondary / comprehensive / selective etc.) include details of local authority if relevant	Approx. number on roll	Age range taught & single sex / mixed	Post held and responsibilities including subjects taught and key stages taught	Dates employed month / year (from – to)	Reason for leaving

Other Employment / Work Experience:

Please complete in chronological order, starting with the **most recent**:

Employment / Experience	Employer / Location	Responsibilities	Dates employed month / year (from – to)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community please provide details here:

Post-11 education and training:

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification
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Desirable Qualifications (please note that NPQH is mandatory in Wales) please insert N/A if you do not have the qualifications listed in this section

					NPQH
					Catholic Certificate of Religious Studies (or, if equivalent, please state)

Other Post-Graduate Qualifications

Higher Education Qualifications

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School / College Qualifications

Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Please provide details of your most recent safeguarding training:

Professional Memberships:

Chartered College of Teaching:

Associate ☐ Member (MCCT) ☐ Fellow (FCCT) ☐ Chartered Teacher (CTeach) ☐

Please list any other professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

Supporting Statement:

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

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References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Most Senior Leadership posts require you to be a practising catholic and, therefore, one referee must be your Parish Priest / the Priest of the Parish where you regularly worship. In requesting a Priest's reference it is not our intention to deter applications. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present School / Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name:

Address:

Role:

Telephone:

Email:

Parish Priest / Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☐

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are St Joseph’s Catholic VA Primary School.
2. Being a Catholic education provider we work closely with the school’s Diocesan Authority, the school’s Governing Body, the Local Authority, the Department for Education, and the Catholic Education Service with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Marilyn Clay and you can contact them with any questions relating to our handling of your data. You can contact them by calling the school on 01708 220277.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation....”

7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by St Joseph's Catholic Primary School. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☐
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐

Right to work in the UK.

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐

Language requirements for public sector workers.

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).



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PERSON SPECIFICATION

Appointment of Headteacher for St Joseph's Catholic Primary School

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

	Essential	Desirable
Faith Commitment		
1. Practising and committed Catholic in good standing with the Church	✓ R	Evidence of participation in parish or Catholic community life
2. A secure understanding of the distinctive nature of the Catholic school	✓ A I	
3. Understanding of the headteacher's role as pastor	✓ A I	
4. Understanding of the school's role in the Catholic and wider community	✓ A I	
5. Ability to demonstrate care, compassion and reconciliation	✓ A	
6. Ability to lead acts of worship in the Catholic school	✓ I	
Qualifications and Training		
7. Degree + QTS	✓ A D	
8. Evidence of continuing professional development in preparation for Head Teacher post	✓ A	NPQH Post Grad level qualification MA in Catholic School Leadership
9. Catholic Certificate in Religious Studies (CCRS)		✓ D
10. Willingness to undertake CCRS within 2 years of appointment	✓ A	

Experience		
11. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range.	✓ A R I	Experience in a variety of schools
12. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher	✓ A R I	
13. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level	✓ A R I	
14. Experience of leadership role within a primary school;	✓ A R I	
Professional Knowledge and Understanding		
15. Understanding the expectations in the Ofsted Framework about what makes an effective school.	✓ A I	Understanding of the expectations of the S.48 denominational Inspection and new CSI Framework
16. Working knowledge of school planning, evaluation, assessment and accountability	✓ A R I	The ability to role model excellent teaching
17. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	✓ A I	
18. Thorough knowledge and understanding of current educational issues	✓ A I	
19. Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	✓ A I R	
Promoting the welfare of children		
20. A good understanding of up to date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils	✓ I	
Professional Skills and Abilities		
21. Evidence of working effectively with the Headteacher , staff, governors and parents	✓ R I	

22. Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	✓ A I	
23. Ability to produce clear reports, information and advice to staff and governors and to provide clear information to the Diocese and the CES when required	✓ I R	Understanding the criteria for evaluating a Catholic school
24. An understanding of the Diocese of Brentwood vision for education.	✓ A I	
Personal Qualities		
25. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓ R I	
26. Stamina, energy and resilience; confidence	✓ R I	
27. Optimistic outlook	✓ R	
28. Commitment to own work/life balance as well as that of others	✓ A I	
Other		
30. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	✓ A I R	
31. Evidence of a strong commitment to Catholic education;	✓ A I R	
32. Ability to develop relationships with the parish, deanery and wider community.	✓	

References

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
- Positive recommendations in professional references, without reservation.



Applicant Declaration

I,,
confirm that I have been provided with a sample copy of the model Catholic Education Service (CES) contract of employment particular to the post at the school/academy for which I am applying.

I confirm that:

- I have read the sample CES contract of employment;
- I have been afforded an opportunity to ask questions about the terms of the CES contract; and
- Where relevant, my questions have been answered to my satisfaction.

Signed:.....

Print name:

Dated:.....