

St John Fisher Catholic Primary School



At St John Fisher Catholic School, the love of God helps us all to live, learn and grow to be a happy caring and welcoming community.

Appointment of Headteacher

Information for Candidates



Essex County Council



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Appointment of Headteacher

School	St John Fisher Catholic Primary School
Telephone	0208 508 6315
Website	www.st-johnfisher.essex.sch.uk
School Group Size	Group 3 NOR 329
Salary Range	L14 - L20 outer fringe £56,168 - £64,914
Start Date	01 September 2019

Selection Arrangements - The Process

Thank you for your interest in the St John Fisher Catholic Primary School Headteacher post.

To apply for the post, please follow this procedure:

- Download and save the Catholic Education Service Leadership Application Form from the advertisement along with the guidance notes provided at <http://www.essexschoolsjobs.co.uk/Vacancies/SearchResults.aspx?VacancyType=Leadership&Position=Headteacher>
- Complete the form in Microsoft Word on a PC and email it to headships@essex.gov.uk with your completed forms and any additional documents.
- A recruitment monitoring form is supplied.
- Attached to the advert please download and complete the Rehabilitation of Offenders 1974 Disclosure Form.

If you are shortlisted, you will be sent a childcare disqualification form which you will need to complete and return to this office prior to interview.

Prior to appointment, the successful candidate will be sent an occupational health questionnaire which they will need to complete and return to this office.

We look forward to receiving your application; please do not hesitate to contact Liz Whitelock on 033301 30777 if you have any queries.

Closing date: 18 March 2019 (midday)

Interview date: 25 April 2019

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school
 - One reference from the Authority
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:
 - One reference from their current headteacher
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.

*Father,
you confirm the true faith
with the crown of martyrdom.
May the example of Saint John Fisher
give us the courage to proclaim our faith
by the witness of our lives.*

St John Fisher Catholic Primary School
www.st-johnfisher.essex.sch.uk
Burney Drive Loughton Essex IG10 2DY
Tel: 0208 508 6315



February 2019

Dear Applicant,

Thank you for your interest in the role of Headteacher at our School. I am pleased to enclose an application pack. Please see the Job Description and Person Specification contained to help you in your application.

Downloadable from the online advert at:

<http://www.essexschoolsjobs.co.uk/Vacancies/SearchResults.aspx?VacancyType=Leadership&Position=Headteacher>

You will find:

- CES Senior Leadership Application Form
- CES Notes to Applicants
- Recruitment Monitoring Form
- Rehabilitation of Offenders 1974 Disclosure Form

Completed applications and supporting documentation should be sent to headships@essex.gov.uk by noon on 18 March 2019.

Do consider taking the opportunity to visit us if possible. Visits are encouraged and warmly welcomed. Mrs Binazir will be happy to make you an appointment on 02 08 508 6315.

I wish you success in your application.

Yours sincerely

Hugh Arthur

Hugh Arthur
Chair of the Governing Body



Headteacher – Job Description St John Fisher



The Headteacher will have overall responsibility for ensuring the achievement of the highest possible spiritual and educational standards in the school. Our Mission Statement summarises the ethos which is at the centre of our Catholic School, and the person appointed is expected to approach the post of Headteacher in the light of this statement. The Headteacher will be expected to maintain and develop an atmosphere and structures in which pupils and staff can flourish and achieve their full potential in accordance with the School's high expectations.

Catholic ethos

- To reflect and develop the Catholic ethos and identity of the School.
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are fostered.
- To maintain high personal, moral standards and to set an example of these standards to others whilst demonstrating high quality leadership.
- To ensure that the vision of the School is reflected in strategic and development planning and in a consistent performance management structure.
- To engage pro-actively with the Diocese in implementing its vision for the organisation of Schools under its supervision.

Curriculum

- To ensure that the teaching of Religious Education is at the core of the curriculum.
- To be responsible for maintaining and developing a broad, balanced and cohesive curriculum suitable for children of the full range of abilities and backgrounds, and meeting national guidelines.
- To ensure that the curriculum is regularly reviewed, evaluated and applied.
- To ensure that the assessment requirements of the curriculum are appropriately carried out.

Children

- To ensure that our children receive high quality education designed to promote excitement, enjoyment and enthusiasm in learning, consistent with the pursuit of excellence.
- To ensure equality of opportunity for all through the School's policies, procedures and practices.
- To ensure that the progress of each child is monitored and recorded so that the most appropriate decisions can be taken regarding their education.
- To ensure that the activities in which our children are engaged are conducted in a caring, disciplined, safe and healthy environment.
- To ensure that all our children are valued as individuals and develop the necessary confidence to achieve their full potential.
- To maintain an environmental and pastoral framework in which the needs of individual children are recognised and which contributes positively towards their spiritual, social, cultural and moral development.

Staff

- To assume responsibility for the appointment of teaching and non-teaching staff and all related personnel issues.
- To ensure levels of performance necessary to achieve the agreed aims and objectives of the School.
- To lead, motivate, encourage, support, monitor and evaluate to ensure continuing School improvement following the recent Ofsted report (September 2018) which rated the School 'good' following a period as 'requiring improvement'.
- To ensure that all staff have access to regular advice and have a training and development plan in place appropriate to the needs of the School and to their stage of development.
- To be responsible for the annual performance management cycle for all teachers and to report to the Governing Body on the professional development of all teachers in the School.
- To ensure that all staff are valued as individuals and receive courtesy and respect at all times.

Teaching

- To contribute, where appropriate, to the teaching programme of the School and to encourage the development of outstanding teaching practice.
- To contribute to and ensure monitoring of classroom practice and the appraisal of the overall quality of teaching in the School at regular intervals.

Safeguarding

- To ensure that safeguarding is regarded as of paramount importance in our School.
- To ensure that the commitment of the Governing Body to safeguarding and promoting the welfare of our children is at the heart of the School and to engage all staff and volunteers in sharing this commitment.

Health & Safety

- To undertake Health & Safety policy-making and management, including emergency and contingency planning, throughout the School.
- To ensure the maintenance of a high standard of care in the School environment, including the grounds, buildings, furniture, equipment and learning materials.

Governing Body

- To advise, assist and inform the Governing Body in the fulfilment of its responsibilities, demonstrating an understanding of the statutory role of Governors in a Catholic Voluntary Aided School.
- To work in partnership with the Governing Body in developing their strategic plan for the School and to secure its implementation with the collective support of staff, parents and children.

- To plan effectively and to assist the Governing Body in the development of School-based indicators as a basis for monitoring and evaluating educational performance and the use of resources.

Finance

- To have management responsibility, with the Governing Body, for the allocation of the delegated budget to all areas of School life.
- To ensure that the day-to-day financial management of the School is conducted in accordance with the Financial Regulations approved by the Governing Body.
- To ensure that all financial returns are submitted on time as required by the Local Authority.
- To have overall responsibility for the management of the Governors' School Fund.

Parents, Parish & Community

- To encourage and develop positive co-operation between the School, home, parishes and the wider community.
- To ensure that parents have timely access to appropriate information about the school and the curriculum.
- To maintain accessibility to parents, particularly at the end of the school day, where possible.
- To maintain effective relationships with the local parishes, the Diocese, the Local Authority, the local community and other agencies.

Personal Development

- In co-operation with the Governing Body to have responsibility for their own personal development plan.
- As leader of the School community, to demonstrate awareness of their own requirement to grow in faith and understanding in order to effectively discharge the responsibilities of Headteacher of a Catholic school.

General

- To take overall responsibility for the organisation, management and conduct of the School in accordance with the Articles of Government and the statutory Conditions of Employment of Headteachers.
- To understand the appropriate levels of responsibility and accountability to the Governing Body, the Diocese, the Local Authority and their representatives.

February 2019

St John Fisher Headteacher – Person specification



Category	Essential	Desirable
Catholic ethos	<ul style="list-style-type: none"> • A practising and committed Catholic. • Secure understanding of the distinctive nature of the Catholic School and Catholic education. • Understanding of the leadership role in the spiritual development of children and staff. • Understanding of the role of the school in the parishes and wider community. 	<ul style="list-style-type: none"> • Evidence of participation in the faith life of the community. • Experience in leading acts of worship in Catholic schools.
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Willingness to undertake CCRS within 2 years if not held already 	<ul style="list-style-type: none"> • Postgraduate level qualification. • CCRS or equivalent. • Hold NPQH
Experience	<ul style="list-style-type: none"> • Experience as a successful Headteacher, Deputy or Assistant Headteacher. • Experience in Catholic education. • Substantial successful teaching experience. • Demonstrate a commitment to the safeguarding and wellbeing of both staff and children, with a knowledge of the procedures and guidance required. • A working knowledge of school planning, evaluation and assessment. 	<ul style="list-style-type: none"> • Experience of teaching in more than one school. • Experience of teaching in more than one Key Stage.
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to school leadership and management and curriculum / teaching and learning. • A willingness to continue their professional development. 	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to Catholic ethos, mission and religious education. • Experience of working with other schools / organisations / agencies. • Experience of leading or co-ordinating continuing professional development opportunities for others. • Ability to identify own learning needs and to support others in identifying their learning needs.
Strategic Leadership	<ul style="list-style-type: none"> • Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school. 	<ul style="list-style-type: none"> • Knowledge of the role of the Governing Body in a Catholic Voluntary Aided school.

	<ul style="list-style-type: none"> • Evidence of having successfully translated vision to reality at whole school level. • Ability to enthuse, inspire and motivate children, staff, parents and governors to achieve the aims of Catholic education. • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. • Ability to analyse data, develop strategic plans, set targets and monitor / evaluate progress. • Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all children. • Demonstrated experience of working and liaising with a school Governing Body to enable it to fulfil its responsibilities to the School. 	
Teaching and Learning	<ul style="list-style-type: none"> • A secure understanding of the requirements of the Curriculum Directory for Religious Education and primary curriculum at a national level. • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management. • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning. • Experience of effective monitoring and evaluation of teaching and learning. • Secure knowledge of statutory requirements relating to the curriculum and assessment. • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all children. 	<ul style="list-style-type: none"> • Understanding of successful teaching and learning in Religious Education across the key stages. • Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management.
Leading and Managing Staff	<ul style="list-style-type: none"> • Experience of working in and leading staff teams. • Ability to delegate work and support colleagues in undertaking responsibilities. • Experience of Performance Management and supporting the continuing professional development of colleagues. • Understanding of effective budget planning and resource deployment. 	<ul style="list-style-type: none"> • Successful involvement in staff recruitment / appointment / induction, whilst understanding the needs of a Catholic school. • Understanding of how financial and resource management enable a school to achieve its education priorities.

Accountability	<ul style="list-style-type: none"> • Ability to lead, model and manage positive behaviour, good order and assertive discipline in the school. • Experience of whole school self-evaluation and improvement strategies. • Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, children, parents, governors, parishioners and clergy • Ability to provide clear information and advice to staff, governors and parents. • Secure understanding of strategies for Performance Management. 	<ul style="list-style-type: none"> • Experience of presenting reports to governors.
Skills, qualities and abilities	<ul style="list-style-type: none"> • High quality teaching skills. • Strong commitment to the mission of our Catholic school. • Commitment to their own spiritual formation and that of children and staff. • High expectations of children's learning and attainment. • Strong commitment to school improvement and raising achievement for all. • Ability to build and maintain good relationships. • Ability to remain positive and enthusiastic when working under pressure. • Ability to organise work, prioritise tasks, make decisions and manage time effectively. • Empathy with children and parents / carers. • Good communication skills. • Good interpersonal skills. • Stamina and resilience. • Confidence. 	
References	<ul style="list-style-type: none"> • Positive and supportive faith reference from the Priest where the applicant regularly worships without reservation. • Positive recommendations in professional references without reservation. 	

February 2018

Recruitment and Selection Policy Statement

1. The Governing Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children, verification that you are not prohibited from teaching, verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period

- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.

