

Application Pack

Headteacher St Wilfrid's Catholic Primary School









Message from the Chair of the Board of Directors

Dear Applicant,

Thank you for your interest in the post at St Wilfrid's Catholic Primary School, part of Our Lady and All Saints Catholic Multi Academy Company ("the MAC").

Our leaders share our vision of the MAC as an outstanding provider of education, but education that is not only excellent academically, but also offers every child the opportunity to develop as an individual in mind, body and spirit.

The MAC works in partnership with the Birmingham Diocesan Education Service.

As part of the teaching team, you will be bringing your educational expertise and experience to this role with an approach rooted in excellence, best able to meet the needs of every child within the MAC.

The candidate appointed will play a pivotal part in the development of the MAC both as an outstanding educational provider and delivering its Catholic mission to ensure that we provide the opportunity for every child and member of staff to experience being 'Strong in faith' together as a family of schools, parishes and communities.

We look forward to receiving your application.

Yours sincerely

Paul Grey

Paul Gray

Chair of the Board of Directors

Our Lady and All Saints Catholic Multi Academy Company





Contents

- Introduction Peter Davis, Catholic Senior Executive Leader
 - 2. School Context
 - 3. Job Person Summary
 - 4. Job description
 - 5. Person specification







Introduction

Our Lady and All Saints Catholic Multi Academy Company ("the MAC") was formed in April 2021 and comprises of 12 Catholic Primary Schools and 1 Catholic Secondary School across the Birmingham, Solihull, and Warwickshire areas.

With 93% of our schools already being 'Good or Outstanding', we have even higher expectations within our family of schools that each provide a fully inclusive and comprehensive Catholic Education offering in a diverse society. We are dedicated to developing all our children into successful, ambitious, and compassionate future leaders by securing the absolute best outcomes for all both in terms of their qualifications, as well as providing wider opportunities for them to develop as rounded and confident young people.

A sense of community is at the forefront of all that we do to ensure our children, our families and our parishes and communities can flourish. We are proud to serve our communities that include the full range of social demographics, each having their own challenges and unique opportunities. Christ is at the centre of all that we do.

Each school benefits educationally from the expertise within the MAC as a whole and practically from the services procured and provided centrally. For us it is a fantastic opportunity, and a privilege, to work with a team of over 700 staff to shape the future of Catholic education for over 4,500 children and young people across the Birmingham, Solihull, and Warwickshire areas.

Being an 'employer of choice' is important to us too. We need to retain and attract staff that are only of the highest quality. We are passionate to create a staff team reflective of our diversity and we actively welcome applications from all backgrounds.

We invite you to visit St Wilfrid's and learn about this exciting and challenging opportunity to work with our community.

Peter Davis

Pus . F. Jans

Catholic Senior Executive Leader

Our Lady and All Saints Catholic Multi Academy Company





School Context

We look forward to extending a very warm welcome to St. Wilfrid's Catholic Primary School.

Our aim is to provide a happy, safe, secure and stimulating environment where all our children are supported and encouraged to achieve their very best.

St Wilfrid's Mission Statement states – 'we strive to follow Christ's example to always do our best' and we feel that we can do this by having a strong partnership between home, school and the parish.

We pride ourselves on the good behaviour and strong relationships that the children have with their peers and adults in the school.









Job Person Summary

HEAD TEACHER FROM 25th April 2022

(ISR Salary Range: L19 to L27 £65,735 to £79,958)

Due to impending retirement of our current Headteacher, Mr Richard Baker, the Governing Body of St Wilfrid's Catholic Primary School wish to appoint a dedicated, inspirational and committed individual to the post of Head Teacher from 25th April 2022.

St Wilfrid's is a successful and highly respected Catholic school in the Castle Bromwich area of Birmingham, blessed with a strong history of leadership and Governorship, good academic results; a thriving and popular school in a diverse community setting; outstanding pastoral care; strong links with families and the parish community; hard working and well-behaved pupils and staff who work hard to enable pupils to achieve their full potential.

Our current Headteacher has been in post for 16 years and has established a strong catholic education offer and ethos for both children, parents and staff. Mr Baker is leaving a great legacy for the in-coming newly appointed Headteacher. In addition to helping pupils achieve well, staff, leaders and governors make a strong contribution to pupils' spiritual, moral, social and cultural development.

We are looking for somebody who:

- is a practising Catholic with a strong personal faith and solid moral and ethical principles and values
- has a clear understanding and vision of Catholic education and has the ability to further develop the Catholic life of the school in a community of ethnic diversity
- is passionate about education and the difference it makes to children's lives and puts the safety and wellbeing of children at the heart of all they do
- has an ambitious drive and high expectations of achievement for all pupils and has the motivation, organisation with the inter-personal skills to inspire this in others
- has initiative, drive, integrity and excellent interpersonal and communication skills
- is innovative and forward thinking and has the creativity and vision to inspire and lead change
- will embrace a new challenge and capitalise on opportunities presented
- is committed to working collaboratively with staff, parents/carers, governors, parish and local community





In return, we can offer:

- an inclusive school with amazing, truly diverse, well-motivated pupils who have a thirst for knowledge and learning and a respect for their peers and adults alike
- a caring and positive environment inspired by our strong Catholic ethos
- a well established and resourced school with high aspirations for pupils and staff
- a highly supportive, committed Governing Body
- a highly experienced Senior Leadership Team focused on continual school improvement
- a welcoming, friendly, hard-working, highly cohesive staff team who are dedicated to making a difference to the children in their care
- a commitment to your own continuing professional development

This is a great time to join a new MAC that is building our "family" of schools for the future. You will be expected to play your part in our strategic and operational development. It is fast paced but exciting and great time to join this Catholic MAC and further your development as a leader in Catholic education.

Further information and an application pack is available under the vacancies section of our website.

The application closing date is 5.00pm on Tuesday 4th January 2022- Please return your application to recruitment@olaas.co.uk

Shortlisting will take place on Wednesday 5th January, with proposed assessment and interview dates of 12th-14th January 2022..

If you have any questions please send these via email: enquiry@stwilfrd.bham.sch.uk Alternatively, you may wish to speak to the Headteacher or the Catholic Senior Executive Leader

Headteacher: Mr R. Baker 0121 675 3319

Catholic Senior Executive Leader: Peter Davis 07738 013672

St Wilfrid's Catholic Primary School Shawsdale Road Birmingham B36 8LY

Visits to school are warmly welcomed, please contact Mrs Caroline Harrison, School Business Manager via email or telephone 0121 675 3319 to make an appointment.

St Wilfrid's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The offer of employment is subject to the satisfactory completion of all necessary pre-employment checks. These checks include an enhanced DBS certificate, satisfactory references including absence, Childcare Disqualification check, Teacher Prohibition check, Qualifications, Health Questionnaire, Identity and the Right to Work in the UK.





St Wilfrid's Catholic Primary School Headteacher Job Description

(ISR Salary Range: L19 to L27 £65,735 to £79,958)

Responsible to: The Governing Body

Responsible for: All staff within the school

1. Introduction

- 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors 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 the life of the school.
- 1.2 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. In carrying out his/her duties the headteacher shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.
- 1.3 This job description may be amended at any time, following consultation between the headteacher and the governing body and will be reviewed annually.

2. Core Purpose of the Headteacher

- 2.1 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. This will include ensuring 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 Archdiocese of Birmingham;
- 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 develop fully as persons and to 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.
- 2.2 The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The headteacher working with others is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day to day management, organisation and administration of the school.
- 2.3 The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing the development of the education system as a whole and collaborate with others to raise standards locally.
- 2.4 Drawing on the support provided by members of the school community, the headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

3 General Duties and Responsibilities

3.1 To carry out the duties of the headteacher as set out in the current School Teachers' Pay & Conditions Document.

Key Areas of Responsibility





4 Creating the Vision

- 4.1 The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.
- 4.2 The headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

Actions

Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.

- 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.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and a self-improving school system.
- Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through personal conviction.
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.





5. Leading Teaching and Learning

- **5.1** In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.
- 5.2 Headteachers have a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Secure high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Personal, Social, Cultural, Moral and Values Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establish creative, responsive and effective approaches to learning and teaching.
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the school.
- Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.





- Implement strategies that secure high standards of behaviour and aπendance.
- Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

6. The Self Improving School System and Working with Others

- **6.1** In a Catholic school the role of headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership should take Christ as its inspiration. The headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.
- 6.2 The headteacher must manage themselves and their relationships well. Headship is about building a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the headteacher should support all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, headteachers should be committed to their own continuing professional development.

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.



- Ensure effective planning, allocation, support and evaluation of work undertakent by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

7 Creating Systems and Processes to Manage the Organisation

- 7.1 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.
- 7.2 The headteacher needs to provide effective systems and processes which are fit for purpose and which uphold the principles of transparency, integrity and probity. The Headteacher should also seek to build a successful organisation through effective collaboration with others.

- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.





- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement rigorous and fair systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

8 Ensuring accountability

- 8.1 In a Catholic school the headteacher fulfils his/her responsibilities in accordance with the mission of the school. The headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.
- 8.2 With Gospel values at the heart of his/her leadership, the headteacher has a responsibility to the whole school community. In carrying out this responsibility, the headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the DFE and the DES. He/she is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work.

- Fulfil commitments arising from contractual accountability to the governing body.
- Develop the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.





- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

9 Building Community

- 9.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.
- 9.2 The headteacher needs to commit to engage with the internal and external school community to secure equity and entitlement. The headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The headteacher should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The headteacher shares responsibility for leadership of the wider educational system and should be supportive of a self-improving school system.

- 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.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- Ensure a range of community-based learning experiences.





- Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seek opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

10 Safeguarding Children & Safer Recruitment

10.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The headteacher should ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice
 in regard to children, and such concerns are addressed sensitively and
 effectively in a timely manner in accordance with agreed disclosure policy.





St Wilfrid's Catholic Primary School Headteacher Person Specification

Category	Essential	Desirable
1. Faith Commitment	 A practising and committed Catholic Secure understanding of the distinctive nature of the Catholic school and Catholic education Understanding of leadership role in spiritual development of pupils and staff Understanding of the school's role in the parish and wider community and in promoting community cohesion 	 Evidence of participation in faith life of the community Experience in leading acts of worship in Catholic schools
2. Qualifications	Qualified teacher status	 Postgraduate level qualification CCRS or equivalent NPQH award
3. Experience	 Experience as an effective deputy or assistant headteacher or key stage leader Successful experience of leading one or more subject areas Substantial, successful teaching experience 	 Recent experience in a Catholic voluntary aided school or Academy Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2 Curriculum leadership in one or more core subjects Experience of teaching in more than one school Experience teaching mixed age classes





Category	Essential	Desirable
4. Professional Development	 Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning 	 Evidence of continuing professional development relating to Catholic ethos, mission and religious education
		 Experience of working with other schools /organisations /agencies
		Experience of leading/co-ordinating professional development opportunities
		Ability to identify own learning needs and to support others in identifying their learning needs
5. Strategic Leadership	 Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school Evidence of having successfully 	Knowledge of the role of the 'governing body' in a Catholic voluntary aided school or Academy
	translated vision into reality at whole-school level	
	Ability to inspire and motivate staff, pupils, parents and 'governors' to achieve the aims of Catholic education	
	 Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement 	





Category	Essential	Desirable
5. Strategic Leadership (continued)	 Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these 	
	Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils	
	 Understanding of and commitment to promoting and safeguarding the welfare of pupils' 	
6. Teaching and Learning	 A secure understanding of the requirements of the National Curriculum and Early Years development Knowledge and experience of a 	 A secure understanding of the requirements of the Curriculum Directory for Religious Education
	range of successful teaching and learning strategies to meet the needs of all pupils A secure understanding of assessment strategies and the	 Understanding of successful teaching and learning in religious education across the key stages
	use of assessment to inform the next stages of learning	Successful experience in creating an effective
	Experience of effective monitoring and evaluation of teaching and learning	learning environment and in developing and implementing policy and practice relating to behaviour management
	Secure knowledge of statutory requirements relating to the curriculum and assessment	





Category	Essential	Desirable
6. Teaching and Learning (continued)	Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	Desirable
7. Leading and Managing Staff	 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 	 Experience of working with 'governors' to enable them to fulfil whole-school responsibilities Successful involvement in staff recruitment,/induction, understanding needs of a Catholic school Understanding of how financial and resource management enable a school to achieve its educational priorities
8. Accountability	 Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, 'governors', parishioners and clergy Experience of effective wholeschool self-evaluation and improvement strategies Ability to provide clear information and advice to staff and governors Secure understanding of strategies for performance management 	 Experience of presenting reports to 'governors' Understanding the criteria for the evaluation of a Catholic school Leading sessions to inform parents Experience of offering challenge and support to improve performance





		AN EST OF
Category	Essential	Desirable
9. Skills,	High quality teaching skills	
Qualities & Abilities	Strong commitment to the mission of a Catholic school	
	Commitment to their own spiritual formation and that of pupils	
	High expectations of pupils' 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	
	Good communication skills	
	Good interpersonal skills	
	Stamina and resilience	
	Confidence	
10. References	 Positive and supportive faith reference from priest where applicant regularly worships Positive recommendation in 	 Faith reference without reservation Professional reference without reservation
	professional references	without reservation
	Satisfactory health and attendance record	







'We strive to follow Christ's example to always do our best.'



