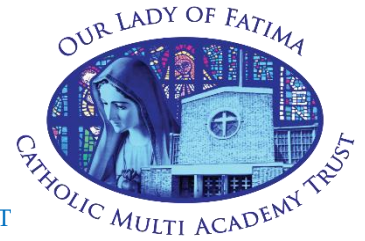




St John Fisher Catholic Primary School
Burney Drive, Loughton, Essex IG10 2DY
Tel.: 0208 508 6315

www.st-johnfisher.essex.sch.uk
admin@st-johnfisher.essex.sch.uk

Executive Headteacher: Mr I Kendal B.Ed. (Hons), M.A., NPQH, FCCT
Chair of Trustees: Mr G Reynolds BSc FCMA



Appointment of the Head of School

Candidate Pack





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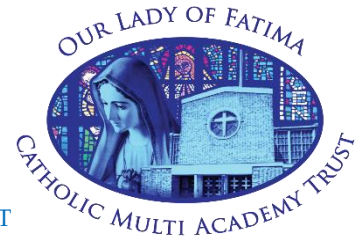
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Dear Candidate,

Thank you for your interest in the advertised position. The Trustees of Our Lady of Fatima Catholic Multi Academy Trust are seeking to appoint a Head of School for St John Fisher Catholic Primary school.

We are extremely proud of our school and are looking for an enthusiastic and inspirational Head of School to lead us forward, while building on existing relationships with our children, their parents and carers, the staff, the Parish, our trustees, governors and the wider community.

This is a wonderful opportunity to join an aspirational and vibrant Catholic Multi Academy Trust in the Diocese of Brentwood. The successful applicant will be working with committed, talented and dynamic staff, all of whom have a shared vision for success. As a member of a Catholic Multi Academy Trust, you will be fully supported by myself, as the Executive Headteacher, other Heads of school and dedicated committee of governors.

I am delighted that you are considering applying for this post. Please visit our website www.ourladyoffatimatrust.essex.sch.uk or www.st-johnfisher.essex.sch.uk where you will find the following information to assist you with your application.

- Head of School Advert
- Covering Letter
- Job Description
- Person Specification
- Application Form
- Model Recruitment Form
- Model Rehabilitation Form

All applications should be received by Monday 3rd October 2022, 12 noon. Visits to the school are warmly welcomed. Please contact me directly on 02085086315 or alternatively email finance@st-johnfisher.essex.sch.uk to make an appointment. We look forward to hearing from you.

Yours faithfully

Mr Ian Kendal
Executive Headteacher

Our Lady of Fatima Catholic Multi Academy Trust

Our Lady of Fatima Catholic Multi Academy Trust's aims and values:

We believe:

- Adults are to 'know' the child to ensure they are treated as individuals and recognised as unique. We believe the child and the divine are inseparable. Through this the children will come to know our love.
- Education is centred around the child. Children are taught to be the person they can be – realise their potential. Through Christ we value them as individuals. Through this the children will come to know equality.
- Every child can achieve something (show greatness), the curriculum explores and encourages the children's gifts. As adults, we celebrate their gifts and value them. Learning and education are about the children, not about the narrow measures of success. Our schools are assessment guided - not results driven. Through this the children will come to know they are to serve as witnesses, to proclaim the Love of God.
- Children are to be nurtured, encouraged, and supported. Mistakes, through which we learn, are celebrated. Children will develop a belief in themselves, a confidence to learn and persevere. Through this the children will know happiness.
- Learning is to be engaging, motivating, inspiring and life-long; reflecting high expectation and challenge. We believe in creative learning. Through this the children will love to learn.
- Children are to explore their world, we will promote child led learning – developing natural curiosity. We encourage children to ask questions, determine their own success and expect them to articulate what they need to do to achieve. Through this the children will know how to learn for life.
- A strong community is based love, partnership and on good communication. Through this the children will be part of a learning community founded on Gospel values.



Overview

Our Lady of Fatima Catholic Multi Academy Trust was formed in 2013 to serve the children of St Alban's Catholic Academy and St Luke's Catholic Academy, in Harlow. It is planned that St John Fisher will join Our Lady of Fatima Catholic Multi Academy Trust on the 1st October 2022

The Multi-Academy Trust Governance has a defined structure and a breadth of expertise in finance, business and education. The Trust Board have a clear strategic vision and desire to strive to meet the needs of all children at the school.

The Governors at St John Fisher are able to provide effective challenge and support through analysis of data and monitoring the impact of innovations and developments. The Governors are active in the life of the school and know the school well. Governors have allocated areas of responsibility to monitor and champion.

All staff across the three schools are united in the purpose to raise standards for the pupils.

There is a strong positive ethos across our schools with a strong sense of teamwork. The Leadership is well structured and organised with clear roles and responsibilities which help improve standards for pupils as detailed below.



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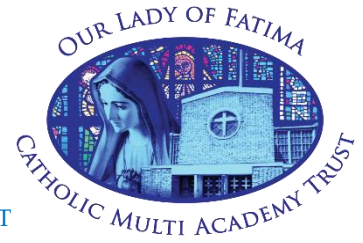
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HEAD OF SCHOOL

Required January 2023

Salary – L6 – 12

The Trustees of Our Lady of Fatima Catholic Multi Academy Trust are seeking to appoint a Head of School for St John Fisher Catholic Primary. This person will be an enthusiastic, inspirational leader, who is passionate about learning and who shares our values and lives our mission.

The successful applicant will be:

- A practising Catholic, committed to the ethos with a clear vision of leadership within our Catholic Trust
- An outstanding practitioner who is able to inspire and motivate children and adults
- A proven leader who is able to mirror the vision and values of the Executive Headteacher and the trustees to strategically lead St John Fisher forward
- Has high expectations of achievement, behaviour and of themselves

St John Fisher Primary school offers:

- A strong Catholic ethos where everyone is loved, valued, and respected
- Happy, confident children who are eager to learn
- Strong supportive Catholic community
- An excellent and experienced local governing body
- A friendly and supportive team with highly dedicated staff
- A strong commitment to professional development and learning
- Excellent IT, sports, music and creative curriculum facilities

If you have the ambition to lead as 'Head of School', to ensure our children achieve their best, we would be delighted to hear from you. Visits to the schools are encouraged.

Please contact the Executive Headteacher on 0208 508 6315 or alternatively email finance@st-johnfisher.essex.sch.uk to make an appointment.

To download an application pack please visit www.ourladyoffatimatrust.essex.sch.uk

Or www.st-johnfisher.essex.sch.uk

Our Lady of Fatima Catholic Multi Academy Trust is committed to safeguarding and promotes the welfare of children and expects all staff and volunteers to support this commitment. The successful applicant will be subject to satisfactory references, medical clearance, an enhanced DBS.

Closing Date: Monday 3rd October 2022, 12 noon

Shortlisting: Tuesday 4th October 2022

(Invitation to interview will be offered by phone before 9pm)

Interviews: Tuesday 11th October 2022

Head of School – Person Specification

Category	Essential	Desirable
Catholic Ethos	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Working towards NPQH • Postgraduate level qualification • Hold CCRS or equivalent or be engaged in a course of study to achieve it or be committed to undertake it within 2 years
Experience	<ul style="list-style-type: none"> • Successful and wide ranging experience as a member of a school leadership team with substantive experience as a successful Deputy or Assistant Headteacher • A good working knowledge of school planning, evaluation and assessment • Evidence of raising standards • Substantial successful teaching experience • A strong commitment to the safeguarding and wellbeing of both staff and children, with a knowledge of the procedures and guidance required 	<ul style="list-style-type: none"> • Experience of teaching in more than one school • Experience of teaching in more than one Key Stage • Successful experience of planning and implementing School Improvement strategies with a specific focus on raising achievement • Experience in Catholic education
Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to continuing professional development relating to school leadership, management, curriculum / teaching and learning with a view towards developing deeper leadership in education. 	<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

Leadership and Key Skills	<ul style="list-style-type: none"> • Ability to work with and under the strategic leadership of the Executive Headteacher • Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school • 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 	<ul style="list-style-type: none"> • Knowledge of the role of the Academy Trust in a Catholic Academy
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 	<ul style="list-style-type: none"> • Successful involvement in staff recruitment / appointment / induction, whilst understanding the needs of a Catholic school

	<ul style="list-style-type: none"> • 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"> • 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 	<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 	

The Trustees of Our Lady of Fatima Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Head of School - Job Description

The Head of School within in Our Lady of Fatima Catholic Multi Academy Trust, will have responsibility for ensuring the achievement of the highest possible spiritual and educational standards in the school. The successful candidate will work closely under the direction of the Executive Headteacher and will manage the day to day leadership of a school within the trust. It is expected that the successful candidate will have a teaching commitment. The Mission Statement and values, summarises the ethos which is at the centre of our Catholic Trust and the person appointed is expected to approach this post in the light of this statement. The Head of School will be expected to maintain and develop an atmosphere and structures where all children and adults are valued and enables them to fulfil the school's high expectations.

1. Introduction

- 1.1 This appointment is with the governors of the Trust 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 life in the Trust.
- 1.2 The appointment is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the Executive Headteacher and the Head of School and will be reviewed annually.

2. Core Purpose of the Head of School

- 2.1 To set the context, the core purpose of the Head of School is to provide professional leadership and management for a school within the Trust. 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 Head of School must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Head of School must establish a culture that promotes excellence, equality and high expectations of all pupils.
- 2.2 The core purpose of the Head of School is to support the Executive Headteacher in 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 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 leadership as set out in the current School Teachers' Pay and Conditions Document.

Key Areas of Responsibility

Shaping the future

1.

- 1.1 The 'preferred future', expressed in the strategic vision and development of a Catholic trust, stems from the educational mission of the Church, which is reflected in the trust's mission statement and trust improvement plan.

Actions

The Head of School supports the Executive Headteacher in:

- Ensuring 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.
- Creating 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
- Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the Trust's mission in partnership with the governing body and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Challenge, motivate and empower others to attain ambitious outcomes, to create a shared culture and positive climate.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

2. Leading Learning and Teaching

2.1 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

The Head of School supports the Executive Headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
 - Securing high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
 - Ensuring high quality Personal, Social and Health Education and Citizenship 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 Trust.
- Establishing creative, responsive and effective approaches to learning and teaching.
 - Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the Trust.
 - Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
 - Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
 - Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
 - Implementing strategies that secure high standards of behaviour and attendance.
 - Oversee a diverse, flexible curriculum and an effective assessment framework. Through monitoring and evaluation, identify and act on areas of improvement.
 - Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
 - Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
 - Challenging underperformance at all levels and ensuring effective corrective action and follow-up.
 - Develop an inclusive and supportive approach so that each Academy is a place where all young people feel welcome.
 - Ensure the successful creation, implementation and development of extra and cross curricular activities to enrich and broaden student experience.

3. Developing Self and Working with Others

3.1 In a Catholic school the role of Head of School is one of leadership of a learning community rooted in faith. The Head of School's leadership should take Christ as its inspiration. The Head of School's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Action

The Head of School supports the Executive Headteacher in:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the Trust and its mission.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation

4.1 In a Catholic Trust all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the Trust's mission.

4.2 The Head of School helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Head of School also helps deploy people and resources efficiently and effectively to secure the Trust's aims and mission through meeting specific objectives in line with the Trust's strategic plan and financial objectives.

Actions

The Head of School supports the Executive Headteacher in:

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

- Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the Trust, implementing successful performance management processes with all staff.
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring 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.
- Using and integrating a range of technologies effectively and efficiently to manage the school.

5. Securing accountability

5.1 In a Catholic school the Head of School fulfils his/her responsibilities in accordance with the mission of the Trust. The Head of School supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

Actions

The Head of School supports the Executive Headteacher in:

- Fulfilling commitments arising from contractual accountability to the governing body.
- Developing the Catholic ethos so that everyone understands the mission of the Trust, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Working 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.
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflecting on personal contribution to school achievements and taking account of feedback from others.
- Supporting the work of the Trust's Board.

6. Strengthening Community

6.1 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.

Actions

The Head of School supports the Executive Headteacher in:

- Building 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.
 - Building 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.

- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promoting commitment to serving the common good and communion with the wider-world.
- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining 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.
- Seeking 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.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

7. Safeguarding Children & Safer Recruitment

7.1 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 Head of School should support the Executive Headteacher in ensuring 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.
- All staff co-operate and work with relevant agencies to protect children.

The Trustees of Our Lady of Fatima Catholic Multi Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.