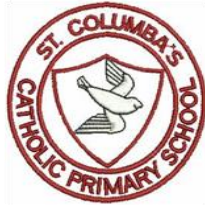


ST COLUMBA'S
CATHOLIC PRIMARY SCHOOL

Holding hands with Jesus as we Love, Learn and Grow together



HEADTEACHER
RECRUITMENT PACK



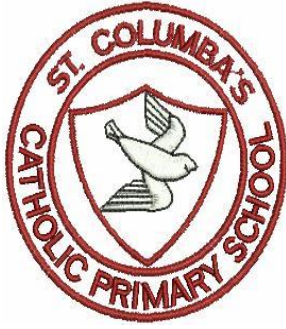
ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

Holding hands with Jesus as we Love, Learn and Grow together

Chair of Governors: Mrs Margaret Boardman

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<https://stcolumbasknowsley.co.uk/about-us/job-vacancies/>



St Columba's Catholic Primary School

Holding Hands with Jesus as we love, learn and grow together

Hillside Road, Huyton, Knowsley, L36 8BL
Tel: 0151 477 8360
email: stcolumbas@knowsley.gov.uk
Chair of Governors: Mrs Margaret Boardman

**HEADTEACHER
GROUP 2
ISR L15 – L21
£ 66,628- £77,195
N.O.R. 228 (including Nursery)
Starting date 1st September 2024**

Due to the forthcoming Retirement of our much loved and highly respected Headteacher, the Governing Body of St Columba's Catholic Primary School is seeking to appoint an enthusiastic, inspirational and dedicated individual, to join our School Family. We wish to appoint a Headteacher who leads by example, is kind, and reflective and will endeavour to provide the very best for each and all of our children

Our new Headteacher will be:

- ✓ A practising Catholic who demonstrates a strong, lived faith and deep commitment to Catholic Education and the Catholic ethos of our school.
- ✓ An exemplary role model who demonstrates their faith through their care and love of our children and all members of our school family.
- ✓ An individual who has extensive leadership experience and proven success in a senior leadership role in a Primary School setting.
- ✓ Able to build upon the existing rich curriculum with high expectations of children's attainment, achievement and behaviour, supporting each and every child to develop and reach their own unique, individual potential.
- ✓ An inclusive leader, with excellent interpersonal skills and the ability to encourage, enthuse and motivate an experienced and dedicated staff.
- ✓ Committed to continuing to promote strong relationships with parents, governors, the parish and Archdiocese, and the wider community.
- ✓ A leader who is who passionate, creative and innovative, open to new ideas and has a willingness to build on the existing excellence in our school.

We can offer:

- ✓ A vibrant, caring and encouraging environment for learning, where our strong Catholic ethos and values are truly lived.
- ✓ An inclusive, strong and caring school family with talented, hard-working, highly professional and committed staff.
- ✓ Happy, confident and enthusiastic children, who are eager to learn and who are proud of their school, have a high standard of good behaviour and are an absolute pleasure to teach.

- ✓ Supportive Parents and Carers, and a vibrant and strong Parish Community, with close links to our wider community.
- ✓ A committed and effective Governing Body, who provide positive challenge and support, with a clear vision for all our school family.
- ✓ Opportunities for continuous professional development.

St Columba's is an Outstanding Catholic School.

**“Pupils are happy, confident and secure in their own stage of physical, emotional and spiritual growth.... Uniqueness and difference are celebrated.”
(Archdiocese of Liverpool Inspection report 2019)**

St Columba's is rated a Good School by Ofsted and is Outstanding in Personal Development

“Pupils are at the heart of all the school does. They are happy and enjoy learning in a school where they feel safe and secure...The school's provision for pupil's personal development is excellent. Pupils are ambitious and have high aspirations for the future.” (Ofsted March 2020)

St Columba's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to relevant pre-employment checks - 2 satisfactory references, verification of qualifications and eligibility to work in the UK as set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

• Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

• By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance.

Only completed Catholic Education Service (CES) applications will be considered. The application pack is available on the school website alongside notes to applicants and application forms

<https://www.stcolumbasknowsley.co.uk> (click on **About** then **Job Vacancies**)

All completed applications to be submitted electronically to

recruitment.dccs@knowsley.gov.uk

Visits to our school are warmly welcomed and encouraged.

Please telephone the school office on 0151 477 8360 to arrange an appointment with Gemma Heywood.

Closing date: Friday 23rd February 2024 at 12 noon

Shortlisting date: Friday 1st March 2024

Interview Dates: Thursday 14th & Friday 15th March 2024



St. Columba's Catholic Primary School



We are looking for somebody who not only loves our school community but who is willing to become the beating heart of our school by carrying the flame of the Holy Spirit and being an excellent role model that guides us as we follow Jesus's footsteps.

You must be grateful, kind, trustworthy and loyal.



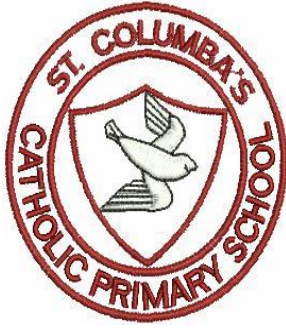
A great headteacher will be somebody who enjoys speaking to the children and staff, listens to them and asks about their family and interests. We would love to chat to you at lunch time and get to know you too.

God will have created you with good listening ears to listen to our problems, a lovely smile to greet children and families each morning, a kind and caring heart that is ready to be filled with pride and love, and a clear voice that loves to sing and teach.

We want you to enjoy being a part of our school family as much as we do so we want you to get excited about attendance, join us on trips and do drumrolls when presenting awards.

If we make a mistake, you will tell us about times when you too have made mistakes and will encourage us to turn over a new leaf, you might even use bible stories to teach us about this.





St Columba's Catholic Primary School

Holding Hands with Jesus as we love, learn and grow together

Hillside Road, Huyton, Knowsley, L36 8BL

Tel: 0151 477 8360

email: stcolumbas@knowsley.gov.uk

Chair of Governors: Mrs Margaret Boardman

On behalf of the Governing Body of St Columba's Catholic Primary School, I would like to thank you for your interest in the position of Headteacher.

We consider our school to be a very special family, which it is a privilege to be part of. Earlier this week I had the joy of meeting with the School Council to ask them what they, and their classmates were looking for in a new Headteacher and their requirements are a true reflection of our ethos.

Strong, caring relationships mean everything to each and every member of our School Family. Every member is known, listened to and loved for their uniqueness, and what they bring to our family is valued.

We are looking for a new Headteacher who is a highly motivated, energetic and positive individual, who will embrace and continue to develop our Catholic ethos and who will ensure that Christ remains at the centre of all that we do. We want somebody who is determined and committed to ensuring that all of our children achieve their very best and full potential, using and celebrating their gifts and talents and become confident and articulate, life-long learners.

You will need to be empathetic and compassionate, resilient and reflective. As the children have said you must be willing to become the beating heart of our family, an excellent role model, who guides not just the children, but all members of the family.

As a Governing Body we will support and challenge you to reach your full potential as our Headteacher and we will be proactive in looking for opportunities for you to further enhance your skills and expand your knowledge through CPD.

We feel that it is very important that you visit our very special school, where you will be given a warm welcome and have the opportunity to meet our amazing children and staff. Please contact the school directly and ask to speak to Gemma, to arrange a visit.

We look forward to meeting you,
Kindest Regards,
Margaret Boardman
Chair of Governors

Parish of St Columba and St John Fisher

Email: cjf@rcaol.org.uk

Website: www.columba-johnfisher.org.uk

Pope Francis tells us "Teaching is a beautiful job, as it allows you to see the growth day by day of the people entrusted to your care". Here in the Parish of St Columba and St Fisher we are blessed to have two parish primary schools filled with wonderful children and dedicated staff.

We are now looking for a new Headteacher at St Columba's Catholic Primary School and on behalf of the parish I thank you for your interest in the post – we see this role as a "beautiful job" for a gifted and compassionate Catholic leader of our school.

As a parish community we work in partnership with our schools and families on sacramental programmes, school masses and more. Just this past week our Year 4 children from St. Columba's attended a parish Mass and led us in our bidding prayers and sang so joyfully that we repeated our final hymn chorus twice! The development of the faith and spirituality of our children is at the heart of our school which enables them to grow, flourish and learn in knowledge and spirit each and every day. If you feel that you could be part of and lead this wonderful community come and visit our school.

As a parish community we are committed to supporting our school and our new headteacher on our journey together. We want to continue and build on the effective working we enjoy today. As a parish we will be praying for you and all involved in this process of finding our new headteacher. Thank you once again for your interest.

Yours in Christ



Canon Michael Fitzsimons

Parish Priest



Job Description

Headteacher

St Columba's Catholic Primary School

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out his/her duties the headteacher shall consult, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

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

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



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

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

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

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

Section 1: Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom.

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

² See *Diocesan Briefing Note On Practising Catholic*

³ The Gospel of Matthew 5:3-12



Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

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

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

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

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

⁴ The Book of Genesis 1:26-27

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

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



to the service of others in light of the Gospel.

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

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

Section 2: Headteacher's Standards

1. School Culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils **and staff** experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁷ and which prepare pupils from all backgrounds for their next phase of education and life

⁷ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles



- promote positive and respectful relationships across the school **and Parish** community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Headteachers:

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

3. Curriculum and Assessment

Headteachers:

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

⁸ The Gospel of John 10:10

4. Behaviours

Headteachers:

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

5. Additional and Special Educational Needs and Disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching⁹
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

⁹ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

6. Professional Development

Headteachers:

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

7. Organisation Management

Headteachers:

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

8. Continuous School Improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context



- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in Partnership

Headteachers:

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

10. Governance and Accountability

Headteachers:

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

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

Person Specification

Headteacher

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

School Leadership and Management Experience	E13	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R
	E15	To have successful experience as an effective deputy headteacher, assistant headteacher or head of school	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the headteacher and the board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of monitoring staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues	A/I/R
	E21	Evidence of managing people management issues and leading staff to achieve positive outcomes for the school.	A/I/R
Experience and Knowledge of Teaching	E22	Secure understanding of the requirements of the Religious Education Directory and the National Curriculum	A/I
	E23	Secure knowledge of statutory requirements relating to the curriculum and assessment.	A/I
	E24	Experience of teaching in either Early Years or Key Stage 1.	
Professional Attributes	E25	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
Application Form and Supporting Statement	E26	The form must be fully completed electronically.	A
	E27	The supporting statement should be clear, concise (within the required word count) and related to the specific post.	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in a parish community	A/I
Qualifications	D2	Recent experience in a Catholic school	A/I
	D3	Postgraduate level qualification	A/CC
	D4	National Professional Qualification for Headship (NPQH)	A/CC
	D5	Successful completion of Diocesan leadership programme	A/I
	D6	Understanding of budget planning, staff deployment and effective use of resources	

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