



RECRUITMENT PACK

Head of School

Salary Range: Leadership 7-11



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



The commitment, care and support from the head of school, chair of governors and current interim executive head, ensures that the mission statement is alive within the school community.

St Marys Junior School Catholic Schools Inspectorate
September 2023



The caring staff who play alongside the pupils help them to organise games and make lots of friends.
St Mary's Infants Ofsted
June 2022



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Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

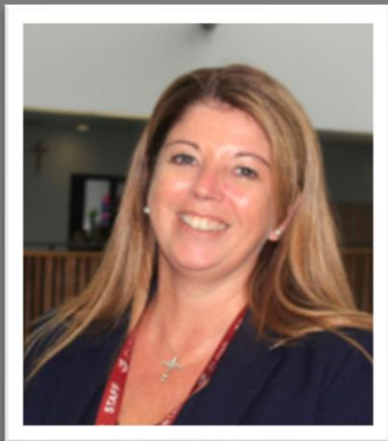
All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to St Marys Infant and Junior Academies and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential. Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



Heather Duggan
Chief Executive Officer

Letter from our Headteacher

Our ambition is for every child to fulfil their potential and we celebrate everyone's uniqueness and the gifts and talents they have. Every child is precious, and it is a privilege to play a part in their development.

The ambitious ethos of our schools encourages our school family to aim high and live up to our school Christian values as we believe, '***We can do all things through Christ who strengthens us.***' *Philippians 4:13.*

All our work with children and families, staff, governors, parishioners and the wider community is influenced by our core values which are: Compassion, Respect and Resilience.

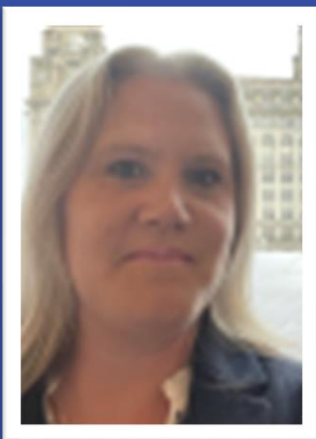
Our 2-form entry Academies work together on sites near to each other in Newton-Le-Willows. We aim to provide an excellent education for all our pupils in every area of the curriculum, within a caring Catholic community.

Our Infant School caters for children aged 3-7 across our Nursery provision and classes of Reception, Year 1 and Year 2 children.

Our Junior School caters for children aged 7-11 with two classes in each of the year groups 3, 4, 5 and 6.

The children are taught a broad and balanced curriculum by wonderful teachers who set high standards. We give all our children the opportunity to shine and be proud, having the confidence to have a go at anything and believe that they can succeed. We continue to teach our children to have pride in themselves and work harmoniously with each other.

We are proud of our schools and the personal and academic achievements of our children. We hope you can get a sense of our energy, ambition and ethos from our website. If you are interested in finding out more, do get in touch on 01744 678357. Our children and staff would love to show you around.



Samantha Birchall
Executive Head –St Mary's Catholic Academies

Trust Information

The All Saints Multi Academy Trust is jointly sponsored by both the Diocese and the Archdiocese of Liverpool and is inspired by the ecumenical vision of Bishops' Sheppard and Worlock that we are 'stronger and better together' placing partnership working at the heart of what we do! Community is at the heart of our family of Academies, and we are proud to work closely in partnership with the communities that we serve.

Each of our Academies is unique and has its own identity yet underpinned by the Christian values of the All Saints Multi Academy Trust. We work together to ensure that our Academies are places where academic success is achieved, belief is inspired, and opportunities are created. Most importantly, our Academies are safe and happy places where children can learn and thrive.

Our vision is to create a multi academy trust of exceptional and distinctive Christian schools which deliver outstanding education and learning, share best practice to raise standards and build aspiration for the children and members of its community while maintaining positive diversity and choice for parents – a vision that we are already well on our way to realising.

At present, the Trust is made up of five primary schools, four secondary schools, and three sixth form colleges. We will be welcoming more schools into the Trust family over the next 12 months, and we are excited at this prospect of growth.

To support our expansion, we are pleased to be part of The Church of England's Flourishing Trusts Network, which supports multi academy trusts from around the country, encouraging everyone to 'flourish together'.



Our Aims

Our Mission Statement

‘I can do all things through Christ who strengthens me.’

Our mission statement is at the heart of all that we do. We are a secure, friendly and faith-centered community where we seek to realise the full potential of all our family through the living love of Christ. Our work with children and their families, staff, governors, parishioners and the wider community is influenced by our core values of: Compassion, Respect, Resilience. We promote these values through our words and deeds.

Vision

As we aspire to an ever-stronger relationship with Christ, we walk hand in hand with Him, striving for excellence in all we do. In doing this, our vision is to deliver outstanding Catholic education for children which is rich in content and has high challenge with low risk. Our vision is to also create a secure and welcoming environment based on Gospel Values where everybody feels valued and is treated with dignity and respect. This vision is built on the firm belief that God continually guides us and gives us what we need.

Aims

We:

- Create a community that treats others the way we want to be treated
- Put Christ and our children at the heart of all we do
- Provide a warm welcome to all
- Build a happy, safe school filled with love and pride where children are excited to arrive and learn each day
- Create and develop a curriculum which encourages children to say, “I can” rather than, “I can’t”
- Foster a lifelong love of learning to give children the opportunity to achieve their God-given potential
- Give every child the opportunity to become a thinker, leader, organiser, communicator, explorer, creator, inventor, performer and artist
- Build a worshipping community that nurtures and supports everyone in their journey of faith.

We believe in, and actively promote, the **British Values** of

- **Democracy**
- **Rule of Law**
- **Individual Liberty**
- **Mutual Respect** for and **Tolerance** of those with different faiths and beliefs and those without faith.



Pupils help to make this school the friendly and happy place that it is. They readily welcome visitors and are keen to share their learning with them. Pupils are polite, thoughtful and considerate. They are respectful towards each other and to adults.

**St Mary's Junior School Ofsted
November 2022**



Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.



The children are proud of their school community and feel safe and happy.
St Mary's Junior School Catholic Schools Inspectorate
September 2023



Leaders carefully consider pupils' wider development. Pupils represent the school in a wide range of sporting and cultural events. This helps pupils, including those with SEND, to build their self-confidence.
St Mary's Junior School Ofsted
November 2022



ALL SAINTS
Multi Academy Trust

Vacancy Specific Information



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



Pupils appreciate, value and actively participate in the Catholic Life and mission of the school. A successful Mission Statement Day was held in October 2019. Consequently, the pupils know, own and live out their Mission Statement, 'I can do all things in Christ who strengthens me. Phil 4:13'.

St Mary's Infants Archdiocese of Liverpool s.48

November 2019





Job Vacancy

Role:	Head of School
Salary:	Leadership 7-11 (point scale dependent on experience)
Contract:	Permanent
Start Date:	01 January 2025 (or sooner if possible)

Applications are welcome from an ambitious, highly motivated Head of School to work with our Executive Headteacher and Infant Head of School.

The children, staff and governors of St Mary's Catholic Junior Academy, wish to invite applications from practising Catholics with successful senior leadership and management experience for the post of Head of School – Junior Academy, to join the Academy's Leadership and Management team at this well-established and happy school.

We would like to appoint a dynamic, committed and innovative leader with a resilient character, strong personal drive and great ideas. The main priorities of this post are to ensure effective teaching and learning across the school and secure the best outcomes for all our pupils. This is a great opportunity for a strong and effective leader to make a significant impact at a school which places children at the centre of all that it does.

We want someone who:

- Is a committed practising Catholic with a clear vision and strong commitment to Catholic Education, who will put our Catholic ethos at the heart of all they do.
- Has a clear vision of how to further improve the quality of teaching and learning across the school and be a key driver in this process.
- Is a highly motivated and inspirational leader with a successful track record in working with children of all abilities across a range of educational needs.
- Is a strategic thinker, able to lead, inspire and motivate both staff and pupils.
- Can demonstrate a commitment to Catholic Life and the teaching of Religious Education.
- Can demonstrate excellent interpersonal, organisational and communication skills.
- Can build warm, positive and inclusive relationships with all staff, pupils and parents.
- The ability to strategically lead areas of improvement with significant impact.
- Is committed to making a difference to the lives and achievements of all pupils at St Mary's.

The school community of St Mary's can offer:

A caring and safe community with a warm and nurturing ethos rooted in the Catholic faith, plus:

- Happy, enthusiastic children who are eager to learn and an absolute pleasure to teach.
- An innovative, dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children.
- A team of colleagues who work exceptionally hard and are committed to providing high quality education and experiences for all children.
- A commitment to your wellbeing and professional development.





Job Vacancy

We strongly recommend you arrange a visit to our school, and can be arranged by contacting contact Mrs Samantha Birchall Executive Headteacher birchalls@stm.allsaintsmat.org

Candidates should evidence their strengths in letters of application and address the person specification.

Closing date: 12 noon Friday 12 July 2024

Interviews: Tuesday 16 and Wednesday 17 July 2024

Application packs are available on the Trust website at www.allsaintsmat.org/vacancies.

Completed application forms should be forwarded to recruitment@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The Trust is an equal opportunities employer.





Job Description

Job Title: Head of School

Grade and Salary: Leadership 7-11

Reporting to: Executive Headteacher

Contract Type: Permanent

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 Catholic Church and the diocesan Trust Deed. 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 candidate who is 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 made by the governing body of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for deputy headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The Head of School must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

The Head of School will:

- Undertake the normal responsibilities of the class teacher.
- Be a member of the senior management team.
- Assist the executive headteacher in managing the school.
- Support and represent the executive headteacher at meetings as and when required.
- Undertake such duties as are delegated by the executive headteacher.
- Play a major role, under the overall direction of the executive headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement.

If the executive headteacher is absent from the school, the head of school must undertake such duties of the headteacher as the headteacher or the governing body shall require.





Job Description

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant headteacher.

1. Class teacher responsibilities

1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

2.1 To have specific responsibilities to be agreed upon appointment.

2.2 To contribute to:

- Fulfilling the school's Mission Statement.
- Maintaining and developing the Catholic ethos, values and overall purposes of the school.
- Formulating the aims and objectives of the school and policies for their implementation.
- A development plan which will translate school aims and policies into actions.
- Monitoring and evaluating the performance of the school and its achievements as a Catholic school.
- Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The efficient organisation, management and supervision of school routines.

3. Curriculum Development

3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum.
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting.
- Ensuring that the learning and teaching provided by different departments and teaching teams form a coordinated, coherent curriculum entitlement for individuals, including these with special educational needs.
- Ensuring that the diocesan policy on religious education is fulfilled.
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school.
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school.
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school.





Job Description

4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church.
- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good.
- The development among pupils of self-discipline.
- The handling of individual disciplinary cases.

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school.

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school.

5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff.
- The provision of professional advice and support and the identification of training needs.
- Students under training/work experience.

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.





Job Description

7. Relationships

7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with diocesan and local authority officers and support services.

7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.

7.5 To assist liaison with other professional bodies, agencies and services.

7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

- To promote a positive image of the school.
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy headteachers.



Job Description

Corporate Responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



Person Specification

Faith Commitment	Rank	Evidence
Practising Catholic	E	A/R
Involvement in parish community	D	
To be able to demonstrate knowledge and understanding of the following in the context of a Catholic school		
Leading Worship	E	A/I
Ways of developing religious education and worship	E	
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E	
How relationships should be fostered and developed between the school, parish, its community and the archdiocese	E	
Qualifications		
Qualified teacher status	E	A
Degree or equivalent	E	
Have completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers Certificate (CTC) or has a commitment to do so	E	
Professional Development		
Evidence of appropriate professional development for the role of Head of School	E	A/I
Evidence of recent leadership and management professional development	E	
Has successfully undertaken appropriate Child Protection training	E	
Has successfully undertaken appropriate Designated Safeguarding training and have undertaken Safer Recruitment training or have a willingness to do so	D	
Has undertaken or is willing to undertake a programme of study specifically focused on Catholic leadership (for example the CLP or CMLP)	D	
School leadership and management experience		
Recent successful leadership as a deputy Headteacher or assistant Headteacher.	E	A/I
Evidence of an active involvement in school self-evaluation and development planning	E	
Evidence of an involvement in or understanding of strategic financial management in a school in relation to their contribution to school improvement and pupil achievement	D	
To have had responsibility for policy development and implementation	E	
To understand how to work effectively with a governing Board	E	
To have had experience of and ability to contribute to staff development by, for example, coaching, mentoring, or the delivery of training.	E	



Person Specification

Experience and knowledge of teaching		
Experience of teaching in a Catholic school	D	A/I
Significant teaching experience within a primary school	E	
Experience of providing professional challenge and support to others through the performance management process	D	
A knowledge and understanding of all key stages in a primary school	E	
To have experience of advising a governing Board or one of its committees.	D	
To be able to use data, assessment and target setting effectively to raise standards/address weaknesses	E	
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E	
Professional Attributes		
To be able to demonstrate an understanding of the particular needs of pupils at this school and how these could be met	E	A/I/R
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E	
Excellent written and oral communication skills (which will be assessed at all stages of the process)	E	
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E	
Show a good commitment to sustained attendance at work	E	

Professional Skills.

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy headteacher must be exemplary and be able to

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities.





Person Specification

Personal Qualities

All of the following are considered to be essential for the post and will be assessed throughout the process.

- Continue to promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organize self and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their personal strengths and areas for development and listen to and reflect constructively and act upon, as appropriate, feedback from others
- Listen to, reflect on and respond to the views of others.
- Demonstrate a capacity for sustained hard work with energy and vigour

Confidential References and Reports

Positive and supportive references are required from

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic;
2. The applicant's current or most recent employer;
3. Another professional reference from a suitably qualified person. This may be a local authority adviser/inspector, a School Improvement Partner or another recent employer.

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

Final confirmation of the appointment is subject to satisfactory reports on health and attendance which will be requested only after the offer of appointment has been made.

Application Form and Supporting Statement

The CES application form must be fully completed and legible. The supporting statement should not exceed 1300. It should be clear, concise and related to the post and setting applied for.





ALL SAINTS

Multi Academy Trust

St Mary's Catholic Infant Academy
Victoria Road
Newton-le-Willows
WA12 9RX
Tel: 01744 678357

St Mary's Catholic Junior Academy
Barn Way
Newton-le-Willows
WA12 9QQ
Tel: 01744 678603

All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust
(Company Number 07007398).

51 Horrocks Avenue, Garston, Liverpool, L19 5NY.



PROUD TO BE PART OF

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