

St Joseph's Catholic Primary School



Headteacher Appointment

Recruitment Information Pack

Closing Date: 24th February 2025 – 8:00am

Candidates called for interview: 24th February – 11:00am

Interview Date: 25th February 2025



'At St Joseph's we live, love and learn by the example of Jesus'.

St Joseph's Catholic Primary School,
Royal Avenue, Waltham Cross, Hertfordshire, EN8 7EN
01992 629503
admin@stjosephs351.herts.sch.uk
www.stjosephsherts.co.uk



TABLE OF CONTENTS:

1. Letter from Mr Michael McKay, Chair of Governors of St Joseph’s Waltham Cross 3

2. Letter from Mr Andrew Celano, CEO, St Francis of Assisi Catholic Academy Trust 4

3. Information about St Joseph’s Catholic Primary School 5

4. The St Francis of Assisi Catholic Academy Trust 9

5. Recruitment Process11

6. Equality and Diversity12

7. Application12

8. Headteacher Job Description13

9. Headteacher Person Specification17





1. Letter from Mr Michael McKay, Chair of Governors of St Joseph's Waltham Cross



Dear Applicant,

Welcome to our excellent school, where we aspire for excellence for all.

We thank you for your interest in this challenging role at our wonderful school. This vacancy has arisen because of the promotion of the current Headteacher to a new role within the St Francis of Assisi Trust. It is an amazing opportunity for an individual to lead our school into the next phase of being an outstanding academy.

We hope that you will feel welcomed and inspired to apply to be led and be part of our school community.

St Joseph's is a one form entry Catholic primary school in Waltham Cross where we pride ourselves on working together as a community and celebrating our experiences and aspirations.

The governors at St. Joseph's Catholic Primary School are fully committed to supporting the Headteacher and Senior Leadership Team to continue to provide the very best education and school experience for our children. The relationship between the governors and the leadership team is positive and based upon trust, openness and transparency.

As our recent (November 2024) OFSTED demonstrates, "pupils are incredibly proud to be part of this welcoming and inclusive school".

Having been involved in the school initially as a parent and then a foundation governor since 2010 and Chair of Governors since 2018 I feel privileged to contribute to St Joseph's and I am repeatedly inspired by our pupils and the team that work here.

As our recent Ofsted visit reinforced my personal view that to be an outstanding school, it always requires a leader with unswerving focus on our aims and a deep commitment to our children and their families.

We have a thriving school community set within a very supportive Parish and we benefit from the opportunities created by proactive and engaged pupils, parents and teachers.

The role of the new Headteacher will be to continue the development of the talent at our disposal, to regularly benchmark attainment of academic achievement and to inspire our children to surpass expectations.

On behalf of the Board of Governors, thank you for your interest in our school. We look forward to hearing from you.

Yours faithfully,
Mr Michael McKay - Chair of Governors





2. Letter from Mr Andrew Celano, CEO, St Francis of Assisi Catholic Academy Trust



Dear Potential Candidate,

Thank you for your interest in this exciting opportunity. As you will have read - the vacancy arises owing to the promotion of the current Headteacher to Deputy CEO in our Trust. I'm confident you will have read up about the school already and therefore be unsurprised to hear me describe it as a flourishing community, comprising caring, and kind staff and governors, a very supportive Parish, and fantastic, responsive and engaged pupils and parents. The job of Headteacher at St. Joseph's will therefore be to make their own mark and to bring the school further forward, but we are not looking for revolution; we are looking for an individual who can curate, shepherd and finesse the excellence already on offer.

You will find a lot of useful information about the school on its website, but of course, if you want to find out more, I would welcome you getting touch with me directly on a.celano@stfrancistrust.net. I would be happy to speak with you at length, and perhaps even arrange a visit if you would like. A visit would certainly be the best way to get an experience of this special community.

As the new Headteacher at St. Joseph's you will also have the privilege of joining a supportive group of Headteacher colleagues in our Trust. Heads across our Trust work very closely together and they report that they find the support, practical school-improvement, financial benefits and experience of being in a Trust really invaluable. I find that my role in respect of doing all we can to help Heads feel this way is a particular privilege, and I'm very confident it is how you will feel if you join our group. You can find a lot more about the Scheme of Delegation, Roles and Responsibilities and other documentation on our Trust [website](#). I encourage you to have a look there, in fact you have not already done so!

I wish you the best in your deliberations - I hope you decide to apply - the role will be a fantastic privilege and opportunity.

With thanks,

Andrew
CEO, St Francis of Assisi Catholic Academy Trust



3. Information about St Joseph's Catholic Primary School

Welcome to St Joseph's Catholic Primary School, Waltham Cross ("St Joseph's"), we are part of the St Francis of Assisi Catholic Academy Trust ("the Trust"). We are a one form intake school and are one of eight, primary schools in the Trust within the Roman Catholic Deanery of the Lea Valley and whilst each school retains its own distinctive ethos and mission, we are united in our endeavours to deliver a Catholic education excelling in the academic, pastoral and spiritual life, and which produces fully flourishing pupils.

Uniquely placed on the outskirts of London Essex/Hertfordshire borders, with two train stations and direct access to the M25 we are an ideal location for families and staff alike. A vibrant and successful school, we are a 30 hours childcare provider, and welcome applications from children of all faiths to our Nursery. We have an established and over-subscribed before and after school provision based on the school site, providing wrap around care and offer a wide range of clubs and opportunities for our pupils.

Current Senior Staffing Structure for St Joseph's

Our previous Headteacher, Mrs Barbar O'Connor, having recently been promoted to Deputy Chief Executive Officer of the Trust, and officially taking up the post on 3rd February 2025. From 3rd February our substantive Deputy Head will become Interim Headteacher to bridge the gap between Barbara leaving and the permanent new Headteacher taking up post.

The current permanent Senior Leadership Team are set out below, they are supported by colleagues in the wider teaching team and the Trust as a whole.

- Deputy Head / DSL - Mrs Katie Moseley
- SLT -Miss K Entwisle
- SLT-Mrs Skelton
- SBM-Mrs Perone
- SENCO - Mrs R Rogers

We are fortunate to be supported by a team of colleagues, both teaching and support staff in various roles. Our Year Group Teachers are:

- Nursery Teacher - Mrs. Vinci
- Reception Teacher - Mrs Pisaturo
- Year 1 Teacher - Mrs Carpineta
- Year 2 Teacher – Miss Sekercileroglu
- Year 3 Teacher - Mrs Rowntree
- Year 4 Teacher - Miss Entwisle
- Year 5 Teacher - Mrs Howard
- Year 6 Teacher - Mrs Skelton (DDSL)





Ethos

St Joseph’s is built upon an ambitious mission for each and every young person: to fulfil academic potential; to be fully developed in the personal, social and spiritual areas of life; to achieve excellence in every area of life; and to be underpinned by Gospel Values, enabling each person to value individuals and contribute positively to society. We work in partnership with parents and the wider community to ensure that this mission is accomplished in the lives of all our young people, and in so doing, enable those young people to live life to the full.

Our Mission, Vision and Values

St Joseph’s is a one form entry Catholic primary school in Waltham Cross where we pride ourselves on working together as a community and celebrating our experiences and aspirations.

Our Mission Statement

'At St. Joseph’s we live, love and learn by the example of Jesus'.

Our School Vision

‘Aspiring for excellence for all, together as a Catholic community’.

Our School Values

- Resilience
- Self-belief
- Respect
- Faith
- Friendship
- Self-control
- Perseverance
- Aspiration





Catholic Life

The importance for us of Catholic life is something that permeates through everything we do. Our children lead by example in this and in everything, they do here at St Joseph's. It is through our Catholic life that the children are able to enhance their spirituality and to develop their faith further. Our work with our Parish and within our community exemplifies us as Catholic role models for all. Working with our Parish Priest who supports prayer services, class masses and Friday parish masses. Our Chaplaincy visit the parish group monthly, serves tea, and entertain.



Chaplaincy Team

We have an active pupil driven Chaplaincy team, who play a vital role in St Joseph's and in our community. The Chaplaincy team supports pupils across the whole school in developing and deepening their faith and community spirit, for example, during significant liturgical events in the year, such as Lent and Advent, the Chaplaincy team support pupils in developing their understanding of the importance of these by leading whole school acts of worship such as 'The Stations of the Cross' and The Rosary, they also organise the annual collection for the local food bank.

Our Chaplaincy team work with other schools in the Trust, taking part in regular retreat days, and other faith driven activities.





Curriculum Overview

It is the intention of St Joseph's staff to provide a safe, happy and aspirational environment for all with a curriculum that is rich, broad and balanced, filled with exciting learning opportunities and life experiences that enables all learners to achieve, aspire, have their mental wellbeing needs catered for and to succeed in every aspect of life, now and in the future. We will do this by;

- Using the national curriculum statements
- Ensuring clear progression in all subjects throughout the key stages
- Plan carefully thought-out medium term plans that ensure progression, opportunities to explore prior learning and to ensure new learning is exciting, memorable and inclusive of all styles and abilities
- Enable subject leaders to move learning forward within their subject areas and evaluate carefully the impact and implementation.
- Create a diverse curriculum that gives every child the opportunities to learn about History, cultures, equality and the richness of life.



SEND

'At St Joseph's, we live, love and learn by the example of Jesus.'

The SEN Code of Practice 2015 states: 'A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to pupils of the same age'.

This statement supports our ethos at St Josephs. We believe that every child deserves the best education while equipping them with the life skills to be successful on their life journey. We support and encourage our children to be independent learners and thinkers. To be caring individuals who put others first. We are passionate about supporting and listening to parents. This is none more important than with our work with SEND. Our team around SEND as are all of our staff, driven to look at the whole child and family.

We constantly assess and target set every child. Through regular conversations within class teams, Key stage and with SLT, everyone then understands the needs of all children. Learning is personalised from relevant provision mapping and intervention planning.

This inclusive ethos continues throughout the school. Pupils with special educational needs and/or disabilities (SEND) achieve well across the curriculum. This is because their individual needs are swiftly identified, and effective support is put in place. (Ofsted November 2024)



Physical Education

At St Joseph's, we intend to provide high quality, inspiring PE lessons, which allow children to learn the skills and knowledge required by the national curriculum in a fun and engaging way. We intend to teach children how to remain physically fit and healthy through a balanced program of physical activity and through making healthy eating and lifestyle choices. We intend to provide opportunities for all children to improve both their fitness levels and their physical and mental well-being through daily activities such as "Fit in 15," and "Fitness Fridays" (during the summer term). We aim to give children opportunities to experience a wide range and variety of sports and physical activities to find out which sports inspire them. We encourage children to join sports clubs and to be physically active out of school as well.

4. The St Francis of Assisi Catholic Academy Trust

Formed in 2021, the St Francis of Assisi Catholic Academy Trust ("the Trust") is a family of eight (soon to be nine) schools within the Lea Valley Catholic Deanery and whilst each school retains its own distinctive ethos and mission, we are united in our endeavours to deliver a Catholic education excelling in the academic, pastoral and spiritual life, and which produces fully flourishing pupils. The Trust schools work together to deliver the very best Catholic education now, and for generations to come.

We take much inspiration from the charisma of St Francis:

- To be caring towards everyone in the community.
- Being compassionate - standing up especially for the poor and oppressed.
- Acting with reverence towards all creation.
- Being peacemakers, reconcilers, and healers to all those in need.

At the heart of our mission and purpose is the belief that every child has a right to educational excellence through high quality teaching and pastoral care.

Through our support for the spiritual, moral, social, cultural and physical development of each child, we will ensure their intellectual growth, progress and achievements meet their aspirations.

We take particular inspiration from the words of St Francis: "Start by doing what is necessary, then what is possible, and suddenly you are doing the impossible".

Our Mission, Vision and Strategy

Mission

To realise the Bishop's vision and our own belief that as schools we will be stronger together.

Vision

To deliver the very best possible Catholic education now and for generations to come.

Strategy

To implement a detailed school to school, Trust-wide educational 'Trust Development Plan', alongside a business model that harnesses savings and efficiencies by working collaboratively





Our Values

Community

We build supportive and encouraging communities by celebrating achievements, recognising individuality, and keeping our Chaplaincy teams at the heart of school life.



Compassion

We show the love of Christ by working for the Common Good through supporting charities locally, within our diocese and internationally, both practically and through fundraising initiatives.



St Francis of Assisi CATHOLIC ACADEMY TRUST

Creation

As caretakers of God's creation, we recognise it is our responsibility to care for the world around us. We model behaviour that inspires students to take this from the classroom and into their lives.



Peacemakers

We show the love of God by offering forgiveness, supporting each other through mentoring and anti-bullying schemes, and give opportunities to reflect prayerfully on resilience, positive mental health and wellbeing.



We are a caring community

- Achievement awards
- Acts of kindness & respect
- Buddy systems for students
- Celebrate diversity
- Chaplaincy team offers opportunities for prayer, reflection and mindfulness
- Class ambassadors
- Parents playing an active role in school life
- Supporting local organisations (e.g. visiting local care homes and writing to residents)

We are compassionate

- Curriculum & PSHE focus on the Common Good
- Fundraising for local and international charities (e.g. CAFOD, Caritas)
- Giving practical support to local food banks and homeless shelters
- Helping others & sharing what we have
- Involvement in global events (e.g. Remembrance Day, climate change)

We care for creation

- Caring for animals (e.g. Bug Hotels, school pets)
- Cross-curriculum focus on the environment
- Eco councils & gardening clubs
- Forest School
- Growing plants & vegetables
- Recycling, minimising waste & purchasing ethical items

We aim to be peacemakers

- Anti-Bullying initiatives
- Buddying schemes & mini Police/Peacemakers at break time
- Focus on forgiveness & saying sorry
- Mental health & wellbeing (e.g. Worry Boxes, counsellors, times of reflection)
- Modelling positive behaviours through buddying & mentoring
- Sacrament of Reconciliation

Our 2024/2025 Trust Development Plan aims to:

1. To develop the Catholic Life across the Trust and improve outcomes for children in RE.
2. To develop opportunities to reflect and incorporate RJED across the curriculum.
3. To raise pupil outcomes in science and developing subject leader expertise.
4. To improve outcomes for all children through a Trust focus on Oracy.
5. Trust-wide CPD opportunities to enhance staff professional development.
6. To develop sustainability leadership through a Trust-wide commitment to climate change.



Our 2024/2025 Trust Strategic Objectives are to:

1. Deliver ever better School Improvement initiatives via the 24/25 Trust Development Plan's ambitious programme of educational cross-school collaboration.
2. Caring for Creation; effective environmental stewardship in every school, based on the example of St Francis (this will be included within the TDP, but also in our Trust Policies and Practices regarding procurement and contracting).
3. To grow by welcoming St Paul's into the Trust, and by continued active engagement with the Director of Education at RCDOE and the Bishop's strategy for Diocesan-wide Academisation.
4. To support the Interim Leadership at St Joseph's and St Mary's in Bishop's Stortford, and recruit substantive Headteachers for those posts during 2024/25.
5. To use the new Government-approved employment flexibilities to create a unique flexible working package to encourage the best recruitment and retention.
6. To participate in and contribute to St Mary's University system-wide research and collaboration on the distinctiveness of Catholic Trusts.
7. To successfully install five new Central Team posts (Exec Assistant/Governance Professional; HR; deputy CFO; Chaplain 0.5fte and SEND Director 0.2fte) to provide increasing levels of service to schools through aligning the central team work with the DfE's Trust Quality Descriptors.
8. Realise ever-increasing savings, identify and win new funding-streams, and secure more efficient HR processes through the capacity brought by the new DCFO and our experienced CFO.
9. Deliver more effective communication to 'tell our story'; building confidence across the Trust and beyond.
10. To use the CEO's commencing work as an OFSTED Inspector to help schools prepare for the new Framework of Inspection launching September 2025.

The full Trust Development Plan can be found [here](#).

5. Recruitment Process

Applications are only accepted on the St Joseph's CES application form (Senior Leadership) and supplementary forms (Consent to References, Rehabilitation of Offenders, and Recruitment Monitoring) which can be found on the vacancy listing on MyNewTerm or on the Trust website [here](#).

Applicants are reminded that they should complete the forms in full and in as much detail as possible, ensuring a full chronology from school onwards.

Shortlisted candidates will be notified of shortlisting and invitation to interview at 11:00am on 24th February, with interviews expected on 25th February 2025.



St Francis of Assisi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the DBS.

For more information, please refer to the Policies [here](#) and in particular candidates should ensure they are familiar with:

- St Francis Child Protection Policy
- Keeping Children Safe in Education

6. Equality and Diversity

St Joseph's Catholic Primary School values all its stakeholders, irrespective of gender, race or disability. It aims to live according to the values of Jesus Christ – to love thy neighbour as thyself. We see all learners, and their parents and carers, as being of equal value. Our policies, procedures and activities must not discriminate and will take account of differences of life-experience, outlook and background.

7. Application

In accordance with the Catholic Education Service, Bishop's Memorandum on appointing staff in Catholic Schools ("the Bishop's Memorandum"), applications for this role are open to Practising Catholics only.

Candidates should familiarise themselves with the Bishop's Memorandum which can be accessed here: <https://www.catholiceducation.org.uk/employment-documents/bishops-memorandum>.

Please see the Headteacher Job Description and Person Specification overleaf.

Please complete the Application Form (Senior Leadership) and ancillary documents (Rehabilitation of Offenders Act 1974, Recruitment Monitoring and Consent to Obtain References forms), which are available [here](#), CVs will not be accepted. Please also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

Andrew Celano, CEO - c/o Karen Yung HR Executive k.yung@stfrancistrust.net
St Francis of Assisi Catholic Academy Trust
c/o St Mary's Catholic School
Bishop's Stortford
Herts
CM23 2NQ

Application closing date: 24th February 2025 – 8:00am

Shortlisting date: 24th February 2025 – 8:15am

Calls to candidates selected for interview: 24th February 2025 – 11:00am

Interview date: 25th February 2025





8. Headteacher Job Description

Job Title:	Headteacher – St Joseph’s Catholic Primary School, Waltham Cross
Role:	Full Time, Permanent
Grade:	Competitive and negotiable depending on experience
Responsible to:	Chief Executive Officer of the St Francis of Assisi Catholic Academy Trust / Local Governing Body of St Joseph’s Catholic Primary School
Main Purpose:	The core purpose of the Headteacher is to provide effective leadership and management for St Joseph’s Catholic Primary School

The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

The Headteacher will:

- Effectively manage teaching and learning at St Joseph’s Catholic Primary School.
- Establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.
- Develop a strategy with our community and other schools.
- Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the Headteachers’ and Teachers’ Standards.
- Promote excellence, equality and high expectations for all pupils.
- Provide vision, leadership and direction to St Joseph’s Catholic Primary School.
- Evaluate the school’s performance, identify priorities for continuous improvement and provide strategic leadership to secure these.
- Deploy resources in an effective manner to support excellent outcomes.
- Develop positive relationships and engagement of the wider community, including local Bishop’s Stortford schools, as well as liaising closely with the other Trust Academies.
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils, including managing student behaviour.
- Work effectively with the CEO, Trust Executive Team, Senior Leadership Team, Directors and the St Joseph’s Catholic Primary School Local Governing Body.

Main Responsibilities

Strategic Development and Leadership:

- Understand, contribute to, and promote, the school’s vision and values through personal work and teaching practice.
- Work with the Local Governing body and other relevant stakeholders to create a shared vision and strategic plan to develop St Joseph’s Catholic Primary School in line with the Trust’s core aims and values.
- Secure the understanding and commitment of all members of the school community to the direction of travel and particularly those holding posts of responsibility.
- Be responsible for the St Joseph’s Catholic Primary School aspects of overall trust performance plan, using appropriate data to understand the strengths and weaknesses of the school.





- Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
- Analyse and plan for the future needs of St Joseph's Catholic Primary School.
- Maximise the educational opportunities arising from the unique context of the Academy and trust to ensure that curriculum intent and implementation is of the highest possible standard and leads to strong outcomes for all groups of students.
- Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the vision for the Academy and the overall trust.
- To support the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners and to take responsibility for key areas of whole school working (to be agreed with the leadership team).

Leading Learning and Teaching:

- Determine, implement and review a broad curriculum, ensuring its breadth, balance, relevance and effectiveness for all pupils.
- Managing and developing the curriculum in accordance with the policies applicable to the school and taking account of relevant advice given by national bodies.
- Be responsible for ensuring the high quality of teaching and learning within a successful learning culture, encouraging the development of teaching methods which promote effective learning by all.
- Demonstrate the principles and practice of effective teaching and learning and contribute to active delivery in the classroom and/or lead teacher CPD, where necessary.
- Monitor and evaluate the quality of teaching and learning ensuring the progress of pupils is monitored, recorded and reported to parents and others who have a right to know.
- Determine and implement any appropriate mechanisms to achieve continuous improvements in teaching and learning, thereby supporting improved pupil attainment and progress.

Staff Management:

- Develop effective relationships and communication which underpin a professional learning community that enables everyone who works at St Joseph's to achieve and thrive.
- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the St Joseph's and the Trust.
- Actively participate in recruitment and selection and other staffing matters in relation to St Joseph's as appropriate.
- Give and receive effective feedback and act to improve personal performance.
- Grow and develop a highly effective senior team and cultivate leaders at all levels.

Managing Pupil Matters:

- Cultivate an environment which promotes equality, respect and diversity.
- Engage parents, carers and families to help children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.
- Ensure they and the staff listen, question and respond to what is being communicated by children, young people and those caring for them.
- Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.



- Develop and implement effective mechanisms to monitor and track pupil progress, continuously striving for improved pupil attainment and progress.
- Work successfully on a multi-agency basis.
- To be child protection trained.
- To oversee behaviour management systems, to monitor student conduct and liaise with the SLT and inform the CEO over serious student behaviour matters, in the (very rare) event of permanent exclusion/managed move.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Financial and Resource Management:

- To work effectively with the Trust's CEO / CFO and their delegates to manage the budget for St Joseph's.
- Ensuring that the appropriate arrangements are made for the management of the school budget and other school finances including proper procedures to account for these.
- To work effectively with the Trust's Central Team senior leaders to manage St Joseph's resources effectively to best support the success of the school.

Community:

- Foster a culture of collaborative working both within the school and amongst the local community.
- Build and maintain effective relationships with parents, carers, partners, stakeholders and the local community, seeking and reflecting on feedback.
- Develop our links with other schools in the area, facilitating positive and mutually beneficial relationships.
- Recognise the role of St Joseph's to enhance the well-being of all children and develop services to meet the needs of the community.

Accountability:

- The Headteacher will be accountable to the CEO, Local Governing Body, Executive Team and the Trust Board.
- Lead the preparation for OFSTED and Section 48 inspections and be accountable for effective OFSTED and Section 48 preparation.
- To be accountable for student achievement and progress.

Professional development:

- Take part in St Joseph's appraisal procedures.
- Take part in further training and development in order to improve overall performance.
- Where appropriate, take part in the appraisal and professional development of others.





Shaping the Future:

- Work within St Joseph's and parish communities to articulate and promote educational vision and values for the St Joseph's that takes into account its Catholic mission, the values and experiences of the St Joseph's, and the communities it serves.
- Lead this vision with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Ensure that strategic planning and procedures promote sustained school improvement.
- Motivate and lead to create a shared culture and a positive climate consistent with the agreed educational vision and values of St Joseph's.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

General Notes:

- The responsibilities set out herein are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher.
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the postholder.

St Joseph'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. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

January 2025



9. Headteacher Person Specification

The Governors and the Trust wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that he or she meets all of the essential criteria listed below and at least some of the desirable criteria.

Key: A = Application Form L = Letter/Statement R = References I = Interview

1. Training and qualifications

Essential

- Practising Catholic. (R)
- Qualified Teacher Status. (A)
- Degree. (A)
- Serving or experience as Assistant/Deputy Headteacher. (A/L)

Desirable

- Professional development or training undertaken in preparation for senior leadership in a Catholic school. (A/L/R)
- Catholic Certificate of Religious Studies or equivalent. (A)
- NPQH or equivalent qualification (or working towards). (A)

2. Experience of teaching and Educational Leadership

Essential

- Evidence of positive impact in both Pastoral and Academic matters at Senior Leader level. (A/L/R/I)
- Experience of evaluating teachers' performance in accordance with OFSTED framework. (A/L/R/I)
- Proven track record in school improvement. (A/I)
- Other leadership and management experience, for example:
 - a. Experience of successfully dealing with difficult staffing issues. (A/I)
 - b. Experience of managing staff in a manner that empowers them and encourages continuous professional development. (A/I)
 - c. Experience in team leadership. (A/I)
 - d. Experience in curriculum planning and school development, including pastoral development. (A/I)
 - e. Experience in working with external agencies. (A/I)
 - f. Experience of timetabling/organisational planning, monitoring and evaluation, data analysing and target setting. (A/I)
 - g. Experience of collaborative working and engagement with a school's wider community. (A/I)
 - h. Experience of effective liaison with a Governing Body. (A/I)



Desirable

- Experience as a Senior Leader in one or more schools. (A)
- Experience in a Catholic school. (A/L/R)
- Specific teaching experience required for post: successful primary school experience. (A/L/R)
- Senior Leadership experience in an outstanding school. (A/L)
- Experience of working in a Multi Academy Trust. (A)
- Experience in managing a major change project. (A/I)

3. Professional knowledge and understanding

The successful candidate will be able to demonstrate skill, knowledge and understanding in the following:

a) Distinctive personal vision for a Catholic school

Essential

- Have a clear vision for an effective Catholic school. (L/I)
- Experience of leading collective worship. (R/I)
- Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools. (L/I)
- Understanding of the role of the Headteacher in leading the spiritual development of pupils. (L/I)
- Understand the central place of Religious Education as a core subject in the school's curriculum. (L/I)
- Experience and understanding of the strategies and procedures to ensure the safeguarding of children and young people. (I)
- Secure understanding of the statutory requirements of legislation concerning Equal Opportunities Health & Safety, SEN and Child Protection. (L/I)

Desirable

- Knowledge of the role of the Governing Body in a Multi Academy Trust. (I)
- Vision for strengthening an Academy's links with the wider community, including parents, carers and parishes. (L/R/I)

b) The process of strategic planning for school improvement

Essential

- Understanding of the principles and practice of effective school self-evaluation, including data analysis in order to inform on school improvement. (L/R/I)
- Knowledge and understanding of the principles and practice of effective teaching, learning and assessment. (L/R/I)
- Knowledge and understanding of the strategies used to promote and sustain individual and team professional development. (L/R/I)
- Detailed knowledge and understanding of the current OFSTED framework. (L/A/I)



c) Resource management and planning

Essential

- Successful experience of managing a budget. (L/A/I)
- Knowledge of recruiting and retaining staff. (L/A/I)
- Understanding of performance management process. (L/A/I)

4. Personal and professional qualities and attributes

The successful candidate will be able to provide evidence of:

Essential

- First rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a willingness to work fast at all times; a deep understanding and experience of the personal challenges of senior leadership in a faith school. (A/L/R/I)
- Diplomacy, the ability to promote harmony, and excellent inter-personal skills. (A/L/R/I)
- Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure. (I/R)
- Aware of the need for, and use of, appropriate channels of communication. (L/R/I)
- Communicate effectively with a range of audiences and in a range of media. (L/R/I)
- Convey personal enthusiasm and commitment. (L/R/I)
- Be honest, trustworthy and caring. (L/R/I)
- Build and maintain effective relationships. (L/R/I)
- Prioritise, plan and organise themselves and others. (L/R/I)
- Seek and take account of the views of others. (L/R/I)
- Develop effective teamwork. (L/R/I)
- The ability to promote and publicly represent St. Joseph's in the best possible light on every occasion. (A/L/R/I)

5. Application form and letter

Essential

- Application form should be completed in full. (A)
- Supporting statement should be clear and concise. (L)
- Supporting statement should address the job description and criteria in the person specification. (A)

6. Confidential references and reports

Essential

- Positive and supportive faith reference from the parish where the candidate worships. (R)
- Positive recommendation from current employer or Headteacher. (R)
- A second professional reference. (R)
- DBS check (prior to appointment).

January 2025



St Joseph's Catholic Primary School, Waltham Cross



'At St Joseph's we live, love and learn by the example of Jesus'.

**St Joseph's Catholic Primary School,
Royal Avenue, Waltham Cross, Hertfordshire, EN8 7EN
01992 629503
admin@stjosephs351.herts.sch.uk
www.stjosephsherts.co.uk**

Where to find us:

