



**Blessed George Napier  
Catholic School**

# Headteacher Candidate Pack

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# Welcome Letter

Dear Candidate

## Headteacher at Blessed George Napier Catholic School

Thank you for your interest in applying for the post of Headteacher at Blessed George Napier Catholic School. We are a community in Banbury, North Oxfordshire. Banbury is a rapidly expanding town, centrally placed within easy reach of Northamptonshire, Gloucester, the West Midlands and London. BGN is situated in North Oxfordshire, surrounded by villages and on the edge of the Cotswolds.

BGN is part of The Pope Francis Catholic MAC, which is a successful and growing Catholic Multi Academy Company situated in Oxfordshire. The Trust was founded in 2014 from a partnership involving Blessed George Napier Catholic School and two local primary schools. Since then, it has grown to include nine primaries and two secondaries. This is an exciting time to join the PFMAC, as we continue to expand from 12 to 17 schools, making it one of the largest Trusts in the Birmingham Diocese.

We have a very supportive community with strong parish links. The first Catholic primary school in Banbury was founded in 1844 and was then taken over by Sr Geneviève Dupuis of the Sisters of Charity of St Paul the Apostle. This was a school for children up to 14 years of age. BGN was founded in 1962 and, during the whole of its existence, has only had six Headteachers. We work very closely with the other secondary school in our Trust, Greyfriars in Oxford, and have incredibly good links with the primaries and Diocese.

The PFMAC understands the position of a Headteacher is a vital role in the leadership of a Catholic school, and the MAT is highly devolved, which means we have solidarity, but subsidiarity. Our local governance is also a key factor in our success.

As a Trust, we believe fundamentally in the education of the whole child, each of whom is unique and made in the image and likeness of God. We are committed to working together as one family across all our schools and we recognise the importance that strong leadership plays in achieving this. Our approach to continual professional development and collaboration between the leaders in all our schools reflects this vision.

Leaders and staff in our schools are supported by an experienced and dedicated support team which offers help and advice on all aspects of school business including finance, HR, H&S and governance.



## Blessed George Napier Catholic School

BGN has recently completed a ten-class expansion, including a newly built Sixth Form area and hall, which will accommodate the whole community for Mass and assembly. This year, our Yr7 cohort has risen from 150 to 180, and will rise to 210, along with the expansion of its thriving Sixth Form. This is a wonderful opportunity for someone to come to BGN, take us forward to the next stage in our development, and really shape the future for years to come. The school is known for its outstanding Catholic ethos and the strength of the relationships between pupils, parents and staff. We are a unique school and are looking for the right candidate to lead us and continue to inspire all our community in knowing and understanding that everyone is made in the image and likeness of God.

Applications will be:

- Screened
- Shortlisted in accordance with selection criteria and the safer recruitment process
- Successful candidates invited to attend interview will be given further information confirming the process, interview panel and any documents they are required to bring with them

We would recommend you visit the 'vacancies' tab on the school website: [www.bgn.oxon.sch.uk](http://www.bgn.oxon.sch.uk) before you apply where there is further information on safeguarding. You will also be able to reference the DfE Guidance for Educational Establishments and their Employees 'Keeping Children Safe in Education'.

If there is anything further that you wish to discuss with the school regarding the post and the information enclosed, we shall be happy to assist. We would very much welcome the opportunity to talk with you prior to your application, so please do not hesitate to contact us on the mobile number given below.

With our very best wishes

Mr Fraser Long  
CEO  
M: 07712 089212

Mr Paul Concannon  
Chair of the PFMAC Directors

# Why should I work at Blessed George Napier Catholic School?



Blessed George Napier  
Catholic School

BGN is a popular, over-subscribed, Catholic school in Banbury. It has an excellent reputation for both academic achievement and student welfare, with our team being at the heart of our success. We have a wonderful track record of academic excellence, preparing our students for a successful future, and this starts with ensuring we recruit high quality staff in our school. BGN is part of The Pope Francis Catholic MAC, also based in Banbury.

**“ Pupils are keen to describe what it means to be part of this thoughtful and inclusive school. Making friends, enjoying learning and showing kindness are part of everyday life... They know staff have the highest expectations of them in terms of their conduct and they consistently strive to meet these... There is a common understanding of the importance of working together as a school community to ensure that all pupils receive the very best education. ”**

*[Ofsted Inspection, November 2022]*

**“ A strong sense of community is led by highly committed staff at all levels, who work hard to ensure Blessed George Napier Catholic School is an inclusive, loving community. ”**

*[CSI Inspection, September 2023]*

BGN is a community driven by the example of Christ and his teaching; a place where young people come to recognise their own worth and gain confidence to face the challenges of the 21st Century.

Being a Catholic school, we are deeply aware of the unique nature of each individual and the purpose that each one of us has in bringing about the Kingdom of God. Providing a first-class education for all our pupils so they can use their talents and skills for the good of others is very much part of our Christian Mission.

Following our last inspection, Ofsted commented:

***Senior leaders demonstrate full and passionate commitment to the values on which the school is founded. They want the best for every pupil and seek to promote the well-being of all...At Blessed George Napier, outstanding behaviour is much more than just the absence of poor conduct. Pupils positively go out of their way to do good things... Students told Inspectors that they were encouraged to aim high in accordance with the school's commitment to their success. They also commented on how much they appreciate the wide range of opportunities during their time in school.***

In our last Diocesan Inspection it stated: “The Catholic life of the school is outstanding... Students are encouraged to develop their considerable gifts and talents and to be of service to others. This aspect of school life is often inspirational...Pupils speak very highly of all the staff who are approachable and compassionate...Students receive outstanding support that ensures the vast majority of them make excellent progress and reach their potential”.

We have had some wonderful exam results this year, with a large proportion of students achieving their first-choice university place. We are delighted that all who left Sixth Form went into education, employment or training and many are now attending Russell Group Universities, and some of the most prestigious academic institutions in the country. They are a credit to themselves, their families, and BGN.

We have a history of strong GCSE results and this continues due to the hard work and dedication of our staff and students.

***May God continue to bless this very special school.***



# Why should I work at Blessed George Napier Catholic School? *continued*



**Blessed George Napier  
Catholic School**

## Why should I work in Banbury?

Banbury is a historic town on the edge of the Cotswolds. It is an hour by train to London and 40 minutes to Birmingham International by train.

## What professional development opportunities will I receive?

Here at BGN we have a successful record of training and development. We offer a comprehensive professional development programme, having previously been a teaching school. We have strong relationships with our nearest universities and the Oxfordshire Teaching Schools Alliance [OTSA].

It is important for us to carefully manage the work-life balance of our team and therefore we offer collaborative PPA time every Wednesday afternoon from 2.30-4 pm. This gives our teaching staff the opportunity to work in departmental teams to develop and share common resources. Our mantra is you should always feel part of the team, especially in the classroom.

## What makes BGN unique?

As a Catholic school, these five Gospel values are at the centre of everything we do. BGN is a school where staff and students are 'known, valued, challenged and supported'. This is reflected in the way pastoral care of our staff is delivered, offering a caring community and an environment in which both staff and students can be the very best they can be.

Our staff benefits include:

- Teachers' Pension Scheme – with employer pension contributions rising to 28.68%
- Well-being support via our Employee Assistance Programme
- Excellent canteen facilities
- Free parking
- A rich culture of staff opportunities including:
  - Staff and student choir, which includes visits to local community nursing homes, along with various events during Advent, as part of our commitment to serving the community
  - Foreign school trips including our annual pilgrimage to Lourdes where staff and students help care for pilgrims from parishes across the Diocese
  - Opportunity to support our sports clubs and extra-curricular activities

# Imago

## Dignity

Everyone is made in the image and likeness of God and has their own unique talents and gifts to share with the world. We treat everyone with respect, whatever their role. The best interests of the children are at the heart of everything we do.

**“ People have a dignity that is priceless and worth far more than things**

*Pope Francis*

”

## Excellence

We believe each child is unique and precious and has the right to receive the best education we can provide, spiritually, morally, academically and culturally. Together, our family of schools works to enable everyone to follow the path that God intended.

**“ We must live the Faith, not only with our words but with our actions**

*Pope Francis*

”

## Unity

Each school is part of the PFMAC family. We share collective responsibility for each other and freely offer support so that each school can grow as they learn from others. We celebrate our individuals and collective successes and understand that our strength comes from our unity.

**“ Unity happens when we walk together**

*Pope Francis*

”



The  
Pope Francis Catholic  
Multi Academy Company





# Headteacher Job Description

**Indicative Salary Range (ISR):** LD 29-35

**Responsible to:** The Board of Directors and the Governors

**Responsible for:** All staff within the school<sup>1</sup>

## Introduction

1. This appointment is with the Board of Directors of the Multi Academy under the terms of the Catholic Education Service contract signed with the Board of Directors as employers. The Board of Directors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
2. This appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, with the Board of Directors, the Governors, the Diocese, the staff of the school, the parents of its pupils and the parish/es served by the school.
3. This job description may be amended at any time, following consultation between the Headteacher, the Governors and the Board of Directors and will be reviewed annually.

<sup>1</sup> The term school is used throughout this document rather than academy, to indicate the individual institution to which the Headteacher is appointed and to avoid confusion with the Multi-Academy as a whole.







## Headteacher Job Description *continued*

### Core Purpose of the Headteacher

1. The core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. A Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:
  - The school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham;
  - Religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
  - Religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
  - The school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
  - The school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God;
  - All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.
2. The Headteacher is the leading professional in the school. Accountable to the Board of Directors and the Governors, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.
3. As one of the Headteachers in a multi academy, the Headteacher will support the Governors and the Board of Directors in ensuring that they and their school collaborate with the other schools in the multi academy for their mutual benefit in enhancing the Catholic life of the multi academy and improving standards.





## Headteacher Job Description *continued*

4. The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and to collaborating with others to raise standards locally.
5. Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

### General Duties and Responsibilities

1. To carry out the duties of a Headteacher as set out in the current School Teachers' Pay & Conditions Document.

### Key Areas of Responsibility

#### Creating the Vision

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

#### Actions

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote a self-improving school system.
- Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the Board of Directors, the Governors and through personal conviction.





## Headteacher Job Description *continued*

- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure the strategic planning takes account of the diversity, values and experience of the school and community at large.

### Leading Teaching and Learning

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

### Actions

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





## Headteacher Job Description *continued*

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

### The Self-Improving School System and Working with Others

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

### Actions

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.





## Headteacher Job Description *continued*

- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

### Creating Systems and Processes to Manage the Organisation

1. In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.
2. The Headteacher needs to provide effective systems and processes which are fit for purpose and which uphold the principles of transparency, integrity and probity. The Headteacher should also seek to build a successful organisation through effective collaboration with others.

### Actions

- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement rigorous and fair systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.





## Headteacher Job Description *continued*

### Ensuring accountability

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

### Actions

- Fulfil commitments arising from contractual accountability to the Board of Directors
- Develop the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board of Directors and the Governors (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

### Building Community

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





## Headteacher Job Description *continued*

### Actions

- Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seek opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

### Safeguarding Children & Safer Recruitment

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

### Actions

The Headteacher should ensure that:

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

# Headteacher Person Specification



Category	Essential	Desirable
Faith Commitment	<ul style="list-style-type: none"> <li>■ A practising and committed Catholic</li> <li>■ Secure understanding of the distinctive nature of the Catholic school and Catholic education</li> <li>■ Understanding of leadership role in spiritual development of pupils and staff</li> <li>■ Understanding of the school's role in the parish and wider community and in promoting community cohesion</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of participation in faith life of the community</li> <li>■ Experience in leading acts of worship in Catholic schools</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>■ Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>■ Postgraduate level qualification</li> <li>■ Catholic Certificate of Religious Studies or equivalent</li> <li>■ NPQH award</li> </ul>
Experience	<ul style="list-style-type: none"> <li>■ Experience as an effective deputy or assistant headteacher</li> <li>■ Successful experience of leading one or more subject areas</li> <li>■ Substantial, successful teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>■ Recent experience in a Catholic voluntary aided school or academy</li> <li>■ Teaching experience in at least 2 of the 3 key stages: KS3, KS4 and post 16</li> <li>■ Curriculum leadership in one or more core subjects</li> <li>■ Experience of teaching in more than one school</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>■ Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of continuing professional development relating to Catholic ethos, mission and religious education</li> <li>■ Experience of working with other schools/organisations /agencies</li> <li>■ Experience of leading/co-ordinating professional development opportunities</li> <li>■ Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>
Strategic Leadership	<ul style="list-style-type: none"> <li>■ Ability to articulate and share a vision of secondary education within the context of the mission of a Catholic school</li> <li>■ Evidence of having successfully translated vision into reality at whole-school level</li> <li>■ Ability to inspire and motivate staff, pupils, parents and governors<sup>1</sup> to achieve the aims of Catholic education</li> <li>■ Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</li> <li>■ Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> <li>■ Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils</li> <li>■ Understanding of and commitment to promoting and safeguarding the welfare of pupils'</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge of the role of the 'governing body' in a Catholic voluntary aided school or academy</li> <li>■ Knowledge of up to date child protection practice and legislation</li> <li>■ Safer Recruitment Training</li> <li>■ Prevent Training</li> </ul>

<sup>1</sup> The general terms 'governing body' and 'governors' also includes, in the case of academies, the Board of directors and the representatives on local academy committees.



# Headteacher Person Specification



Category	Essential	Desirable
Teaching and Learning	<ul style="list-style-type: none"> <li>■ A secure understanding of the requirements of the National Curriculum</li> <li>■ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>■ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>■ Experience of effective monitoring and evaluation of teaching and learning.</li> <li>■ Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>■ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>■ A secure understanding of the requirements of the Curriculum Directory for Religious Education</li> <li>■ Understanding of successful teaching and learning in religious education across the key stages</li> <li>■ Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> </ul>
Leading and Managing Staff	<ul style="list-style-type: none"> <li>■ Experience of working in and leading staff teams</li> <li>■ Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>■ Experience of performance management and supporting the continuing professional development of colleagues</li> <li>■ Understanding of effective budget planning and resource deployment</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience of working with governors to enable them to fulfil whole-school responsibilities</li> <li>■ Successful involvement in staff recruitment, /induction, understanding needs of a Catholic school</li> <li>■ Understanding of how financial and resource management enable a school to achieve its educational priorities</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>■ Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, ‘governors’, parishioners and clergy</li> <li>■ Experience of effective whole-school self-evaluation and improvement strategies</li> <li>■ Ability to provide clear information and advice to staff and ‘governors’</li> <li>■ Secure understanding of strategies for performance management</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience of presenting reports to ‘governors’</li> <li>■ Understanding the criteria for the evaluation of a Catholic school</li> <li>■ Leading sessions to inform parents</li> <li>■ Experience of offering challenge and support to improve performance</li> </ul>
Skills, Qualities & Abilities	<ul style="list-style-type: none"> <li>■ High quality teaching skills</li> <li>■ Strong commitment to the mission of a Catholic school</li> <li>■ Commitment to their own spiritual formation and that of pupils</li> <li>■ High expectations of pupils’ learning and attainment</li> <li>■ Strong commitment to school improvement and raising achievement for all</li> <li>■ Ability to build and maintain good relationships</li> <li>■ Ability to remain positive and enthusiastic when working under pressure</li> <li>■ Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>■ Empathy with children</li> <li>■ Good communication skills</li> <li>■ Good interpersonal skills</li> <li>■ Stamina and resilience</li> <li>■ Confidence</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of continuing professional development relating to Catholic ethos, mission and religious education</li> <li>■ Experience of working with other schools/organisations /agencies</li> <li>■ Experience of leading/co-ordinating professional development opportunities</li> <li>■ Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>



## How to Apply

If you would like to discover more about this exciting opportunity, need any further information or have an informal discussion, please contact our retained consultant at Academicis, Ross Laird:

rlaird@academicis.co.uk or 01223 907979 / 07901 585959

Please email your application to, Ross Laird: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk)

Closing date: 3rd February 2025

Shortlisting: 5th February 2025

Interview dates: 13th & 14th February 2025



**Blessed George Napier  
Catholic School**

