

# Headteacher Application Pack

*Serviam... I will serve, today, tomorrow and always.*



**St Ursula's Convent School**

A Humanities College and Teaching School

70 Crooms Hill  
Greenwich  
SE10 8HN

|                    |   |
|--------------------|---|
| School visits:     | Monday 9 <sup>th</sup> and Tuesday 10 <sup>th</sup> September 2024 by appointment   |
| Closing Date:      | Friday 13 <sup>th</sup> September 2024 at 12 noon                                   |
| Shortlisting Date: | Friday 13 <sup>th</sup> September 5pm   |
| Interview Dates:   | Thursday 19 <sup>th</sup> September 2024 and Friday 20 <sup>th</sup> September 2024 |



## Welcome to St Ursula's Convent School.



Dear Applicant,

I would like to thank you for the interest you have shown in the post of Headteacher at St Ursula's and I extend a warm welcome to our school which is at a new stage of its development.

St Ursula's Convent School for Girls' aged 11-16 is located in Greenwich Local Authority under the Archdiocese of Southwark. It was opened in 1877 on the current site and has been a centre of excellence. More recently, it has experienced somewhat of a turbulent period hence it is now ready for the next chapter in its history. We are therefore looking for an experienced inspirational leader with vision, strong diplomatic skills, energy, a passion for excellence in everything they do and someone who shares our distinctive Catholic values and educational philosophy. We seek to appoint a confident and outstanding candidate not only to take the school forward and to lead St Ursula's on its next chapter but also to enable our girls to become whatever they want to be as strong female role models. Courage, faith, and wisdom are seen as key to this outcome, while as a Catholic school we hold the care of the whole person as central to all we do.

The strength of the Ursuline community and charism for over 145 years has been found within the intentional act of service, *SERVIAM, I will serve...today, tomorrow and always*. Students at our school strive to live this by the sharing of their gifts, talents, and achievements that are recognised and celebrated. As part of the Catholic life and mission, *Serviam* remains at the heart of every decision within St Ursula's and is echoed in the lived experience of the students. Our diverse educational community mirrors the international nature of Ursuline Schools, found in 72 countries around the world and upholds a tradition of very high outcomes, as the school remains in the top ten Catholic schools in our Diocese (2023 outcomes).

However, the most recent Ofsted Inspection of January 2024 graded the school as 'Requires Improvement'. The inspection highlighted that there is a great deal of work to do in terms of improving the quality of education at the school so that we deliver consistently good teaching and learning. Our current immediate priority is therefore to improve to good, but our purpose remains the same. We wish to deliver excellence in all aspects of this wonderful school which we believe we will do by nurturing and empowering our excellent staff, by fostering a culture of ideas, energy and possibilities, and by a relentless focus on developing each of our students to the best of their ability. Until 2024 our examination results have been exceptional as we pride ourselves in instilling a love of learning.

The Headteacher appointed to St Ursula's must be a practising Catholic, adhere to the teachings of the Church and have the ability to shape the needs of the community through their faith and spirituality. Our substantive Headteacher must have the ambition, drive, strategy, and humility to bring our school community together so that it can move forward with confidence and hope.

The school has a strong relationship with the parish community hence the new Headteacher will lead and support the development of outreach to both the parish and wider stakeholders. Growing unity through communication with the families of our students is a priority.

We warmly welcome conversations with anyone interested in the post and encourage a visit to the school prior to application. Please email Mrs Pat Barber, Vice Chair of Governors, to arrange a visit or for an informal discussion on [PBarber@stursulas.com](mailto:PBarber@stursulas.com) We look forward to welcoming you to our school and the support and challenge that you could bring as our Headteacher.

Conor Mahon

Chair of Governors

St Ursula's Convent School, 70 Crooms Hill Greenwich London, SE 10 8HN T: 0208 858 4613  
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## St. Ursula's Convent School



St Ursula's Convent Girls' School has been designated a school with a religious character. Its Instrument of Governance 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 as a Voluntary Aided school. It is part of the Ursuline Education Community and has a distinctive religious charism with the ethos being centred around Serviam- the desire to serve as a live reality. As Ursulines we continue the approach to ministry which draws its life and vision from St Angela's spirit and philosophy. Inspired by the call of the same Gospel, and challenged by the needs of our time, we, like Angela, ground our mission in the following core values:

- Spiritual formation and faith development
- Respect for the uniqueness of the individual
- Development of the whole person
- Development of a nurturing community spirit
- Commitment to peace-making
- Serviam (I will serve) as a lived reality
- Development of leadership skills for every individual

A hallmark of an Ursuline school is academic excellence and a shared vision and profile.

At all times the school is to live out and witness to the teaching of St Angela Merici, passing on the torch to student and serve as a witness to the Catholic Faith in our Lord Jesus Christ. The Governing body will appoint a practising Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all its aspects.

To nurture and further develop the school's Ursuline ethos of service and love for one another, guiding the strategic direction together with the governing board and through consultation with the school community.

The Governing Body know the importance of the role of the Catholic Headteacher and will actively offer continued support, encouragement, affirmation, and realistic challenge to the successful candidate.

The appointment is subject, where applicable, to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation and statutory guidance. This job description utilises the key areas identified in the National Standards of Excellence for Headteachers (2020). *Headteachers' standards 2020 - GOV.UK* ([www.gov.uk](http://www.gov.uk))

St Ursula's Convent Girls' School is committed to safeguarding and promoting the welfare of children and young people. The Headteacher 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.

This job description identifies the responsibilities attached to this post. This job description is also subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

## Job Description

**Job Title: Headteacher, full-time, permanent contract.**

As a leader of a Catholic school community, a Headteacher:

- The Headteacher will promote and support the vision and direction of the school, providing day-to-day leadership that be responsible for leading Catholic education based on Gospel Values, will enable the school to build success and provide the highest quality education for the best interests of the school's students. The Headteacher leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school.
- Working with Governors to create the strategic vision for the school in the partnership and promote the vision of Catholic education, values and ethos to students, staff, Governors, parents, parish and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals in the school.
- Develop a shared expectation of outstanding teaching and learning, with opportunities for shared learning and Continued Professional Development. (CPD)
- Monitor progress against targets for pupil achievement and make suggestions to improve teaching and learning practices accordingly.

- Set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim. Uphold their duty to give account and accept responsibility.
- Monitor school leaders' performance and conduct reviews of performance – offer support and training as appropriate. Set high expectations and challenging targets for the school.
- Create an inspiring, professional work environment consistent with the school's values and aspirations.
- Be responsive to the needs of students, listen to pupil voice surveys and suggest adjustments to improve teaching strategies accordingly. Create a curriculum that is child centred and inspiring so that high standards in attainment and achievement are reached and maintained.
- Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities. Articulate the school's vision as a provider of Catholic education to key stakeholders within the partnership and ensure the vision is regularly reviewed.

### **Section 1: Ethics and Professional Conduct.**

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

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

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

A Catholic Headteacher:

- Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.

- Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
- Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic social teaching.

## **Section 2: Headteacher Standards.**

### **School Culture**

- To establish and sustain a Christ-centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust (If appropriate), governors, the school community and the Archdiocese.
- To create a Christ-inspired culture where students experience a positive and enriching school life, enabling them to flourish.
- To uphold aspirational educational standards, which reflect the distinctive nature of Catholic education and which prepares students from all backgrounds for their future.
- To ensure a culture of professionalism based on mutual respect and the pursuit of excellence.

### **Teaching**

- To establish and sustain high-quality teaching, across all subjects and phases, built on evidence and research-based understanding.
- To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of the subject or specialism and demonstrates how each subject and discipline, contributing to the Christian vision of human flourishing.

### **Curriculum and Assessment**

- To ensure a broad, structured and coherent curriculum entitlement, grounded in the distinctive characteristics of Catholic education which clearly sets out the knowledge, skills and values that will be taught.
- To establish and develop effective curricular leadership, developing the expertise of subject leaders, providing access to a range of networks and communities.
- To ensure valid, reliable and accurate approaches are used when assessing students' knowledge and understanding of the curriculum.

### **Behaviour:**

- To develop and establish high expectations of behaviour, based on love, justice and reconciliation, built upon relationships and rules that are understood by all.
- To ensure high standards of behaviour through the promotion of the school's values, ethos and mission, in accordance with the school's behaviour policy.
- To adopt a consistent approach to the application of behaviour management.

### **SEND:**

- To ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities in light of the principles of Catholic Social Teaching.

- To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
- To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

#### **Professional Development:**

- To ensure that staff are provided with high-quality CPD, in all areas of practice and that is aligned to the school development areas.
- To make sure that all CPD is strategically planned, sequenced and evaluated. That is consistent with the approaches laid out in the standards for teachers' professional development
- To draw on experts to provide high-quality CPD, including diocesan and nationally recognised career and professional frameworks and programmes.
- To ensure the building of capacity and to support succession planning.

#### **Organisation and Management:**

- To have an effective approach to safeguarding, to ensure the protection and safety of both staff and students.
- To allocate and prioritise financial resources, ensuring efficiency, probity and effectiveness. The use of public funds should reflect the school's Catholic mission.
- To ensure a good work/life balance for staff, through effective management and deployment.
- To develop and oversee systems, processes and policies that enable the school to operate effectively, where there is a clear understanding of the Church's mission in education.
- To have a robust approach in identifying, managing and mitigating any risks

#### **Continuous School Improvement:**

- To identify, evaluate and analyse any persistent problems and barriers which limit the effectiveness of the school, identifying key areas for improvement.
- To develop evidenced based and well-targeted plans that are both timely and realistic and which are suited to the school's Catholic context.
- To ensure careful and effective implementation of improvement strategies, which lead to improvement over time.

#### **Working in Partnership:**

- To develop strong relationships with the wider community, working in partnership with parents, carers, the parish, diocese and the local community.
- To develop the network of Catholic schools, other schools and organisations, in a spirit of challenge and support.
- To develop relationships with other professionals in a range of public services, to improve the educational outcome for all students.

**Governance and Accountability:**

- To embrace the contribution of effective governance, rooted in strategic stewardship of Catholic mission in education, upholding the obligation to give account and accept responsibility.
- To develop and nurture a professional and appropriate relationship with governors which is inspired by a Christ centred vision for human formation.
- To ensure that staff are clear on their professional responsibilities and that they are held to account.
- To ensure that the school operates within the required regulatory frameworks and meets all of its statutory duties.

*Based on the 2020 DfE Headteachers' Standards. These have been amended to reflect the distinctive nature of Catholic leadership and the role of a Catholic leader in upholding the mission of the Church.*

**Job Description-Headteacher St Ursula's Convent School**

| <b>Job Description -Main Duties and Responsibilities</b>  |
|---|
| The purpose of the role of the Headteacher is to provide professional leadership and management of the school, to provide a Catholic educational community in which all are enabled to achieve their highest potential.   |
| The Headteacher's leadership and management will reflect and give effect to our Mission and Aims. The Headteacher shares responsibility for the mission of the school and the wider Ursuline Education Community and Diocesan educational system.   |
| In a Catholic school, the role of the Headteacher is one of leadership of a learning community rooted in faith. In a Catholic school, the Headteacher fulfils their responsibilities in accordance with the Instrument of Government. The Headteacher supports the Governing Body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation.   |
| The successful candidate will carry out their professional duties in accordance and subject to: The provision of the Education Acts. Any orders and regulations having effect here under. Any rules, regulations and policies laid down by the Governing Body under its powers as derived from any of the sources specified above. The terms of their appointment under the Catholic Education Service contract. The requirements of the Diocesan Education Service and the Code of Canon Law of the Catholic Church. Any communication, instruction or visit from Ofsted (including CSI Inspections) or other external Governmental organisations such as the HSE and PSE. |
| <b>Purpose of Post</b>  |
| To be responsible for promoting the Mission and Catholic character of the school.   |
| To have ultimate whole school teaching and learning responsibility across the school to secure excellent student progress and attainment.   |
| To develop the Leadership of Teaching and Learning to be innovative, cutting edge, and inspires all students.   |
| To ensure Leadership at all levels monitors, evaluates, and reviews robustly to enhance performance and outcomes across the school.   |
| To have direct line management responsibility for the Senior Leadership Team and School Business Manager  |



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| To ensure that the curriculum offered by the school is, appropriate, broad, and balanced and matches the needs of all students.  |
| <b>Finance</b>   |
| To work with strategic partners to ensure fiscal management of school funds.   |
| To ensure that the school provides value for money delivering a world class education.   |
| <b>Teaching</b>  |
| To undertake a programme of teaching if required in accordance with the STPCD.   |
| To further develop a culture and curriculum which takes account of the diversity and richness of the school's communities.   |
| To identify, evaluate and analyse any persistent problems and barriers which limit the effectiveness of the school, identifying key areas for improvement.   |
| To ensure careful and effective implementation of improvement strategies, which lead to improvement over time  |
| To develop evidenced based and well-targeted plans that are both timely and realistic and which are suited to the school's Catholic context.   |
| <b>Key Responsibilities and Accountabilities</b>   |
| To carry out the general and specific professional duties as set out in the current 'School Teachers' Pay and Conditions Documents'.   |
| To work with the Governing Body to create a vision for an outstanding Catholic in the school.  |
| To act as an excellent Catholic role model.  |
| To work effectively with Senior Leadership to create a collaborative and collegiate team which is forward-thinking and facilitates growth.   |
| To continue to create an excellent organisational structure which reflects the school's Catholic, Christian values and enables the management systems and processes to work effectively in compliance with statutory requirements.   |
| Work with School Improvement professionals to undertake regular self-evaluation to set the strategic direction of the whole school via a development plan which ensures that a shared vision can be implemented and identifies clear priorities for improvement which are incisively acted upon.   |
| Lead and Manage staff and students daily, while taking responsibility for the Health and Safety of the whole community.  |
| To oversee exemplary behaviour in all areas of the school and the local community and ensure the implementation of an effective Behaviour Policy so that it is supportive of student learning, up to date, and consistently applied by every member of staff.  |
| Deploy all staff successfully across the whole school to support a good work/life balance and their well-being.  |
| Set directed time for all members of the school staff, ensuring it meets the expectations of the STPCD, while also considering its impact, so that time allocation is always proportionate.  |
| <b>Specific Duties-The Headteacher will:</b>   |
| Oversee the line management of all departments and take responsibility for the achievement of targets and student progress in every curriculum area. Develop the role of the Senior Leaders and Middle Leaders in monitoring and assessing the work of their team to secure outstanding outcomes for students, teaching, learning, and curriculum, enrichment. |
| Develop the role of the pastoral team ensuring effective management of discipline, performance, attendance, professional development, and recruitment. Lead school assemblies as required.   |
| Chair staff meetings, SLT meetings, middle leadership meetings as required.  |

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| Work collaboratively with governors and other stakeholders.   |
| Safeguarding Students and Safer Recruitment Uphold all relevant school and trust policies in respect of child protection and safeguarding, which are based on KCSIE (2023) and Working Together to Safeguard Children (2023).   |
| Demonstrate and model the Nolan Principles (The Seven Principles of Public Life): Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.  |
| Demonstrate your commitment to the school's equality policy and all related work to promote diversity, inclusion and belonging.   |
| St Ursula's Convent School for Girls' 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.   |
| <b>Health and Safety</b> The Headteacher will:  |
| Be fully responsible for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.  |
| Work flexibly in order to support staff / children at times of crisis, in order to maintain the smooth running of the school and safety of the school community.  |
| <b>Staffing &amp; CPD:</b> The Headteacher will:  |
| Implement continual professional development which considers the formation of all teaching and support staff plus students.   |
| Take responsibility for personal and whole school professional development, keeping up to date with research and developments in pedagogy, practice, technology, and any future initiatives in a rapidly changing world.  |
| Undertake any necessary personal professional development as identified by themselves or governors  |
| Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, ECTs are appropriately monitored, supported, and assessed in relation to the Teaching Standards.   |
| To develop and maintain positive relationships with parishes, the wider Catholic community, and other local schools.  |
| <b>Additional Duties for this Post</b> -The Headteacher will:   |
| Be aware that this job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.  |
| This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties, including ensuring the provision of high-quality teaching and learning across the school and the pastoral care of the students in their charge. |
| It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with. Elements of this job description may be subject to change through a collaborative process.  |

## Person Specification

### Introduction

- The core purpose of the Headteacher in a Catholic school is to provide leadership in the context of a community rooted in the Christian faith. Thus, it is an essential requirement the person appointed to the post at St Ursula's Convent School has a strong, personal faith and recognises the opportunities and challenges facing our school as a vibrant part of the mission of the Church in education.
- The Governing Board is seeking to appoint a highly effective, dynamic and inspirational Catholic leader with a passion for inclusive community building to lead St Ursula's Convent School on its improvement journey. The successful applicant will be a practising Catholic who can demonstrate how this can be achieved by making the school's values, aims and purpose a reality for all the students, staff and the wider community.
- The successful candidate will have strong leadership skills, a deep understanding of educational best practices and a commitment to fostering a positive and inclusive learning environment for all students and staff. If you are ready to take on this rewarding and influential role, we encourage you to apply and be part of our community.
- We encourage qualified candidates with a passion for education, strong leadership skills, and a commitment to fostering a culture of inclusivity and academic excellence to apply for the position. The successful candidate will have the opportunity to build upon the foundation has been laid and lead St Ursula's Convent into its next chapter of success.

"A practising Catholic is someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church."

*Christ at the Centre Pg29*

### **Person Specification- Headteacher St Ursula's Convent School**

Evidence: AF = Application Form, Cert = Certificate, I = Interview, Ref = Reference

| <b>Qualities and Knowledge</b>  | <b>Essential or Desirable</b> | <b>Evidence</b> |
|---|-------------------------------|-----------------|
| A practising Catholic, evidenced by a priest reference  | E                             | I/R             |
| Qualified Teacher Status  | E                             | A               |
| Degree  | E                             | A               |
| NPQH or similar   | D                             | A               |
| CCRS  | D                             | A               |
| Teaching and leadership experience in one or more Catholic primary/secondary schools  | D                             | A/I/R           |
| Lead by example and be a positive role model with excellent communication skills  | E                             | I/R             |
| Ability to articulate a clear vision and purpose for Catholic education and to share their Catholic faith with a range of colleagues who may or may not be Catholic | E                             | A/I/R           |
| Positive personal impact and presence   | E                             | I/R             |
| Participation in a parish community   | E                             | A/I/R           |
| Ability to lead the spiritual development of staff and students   | E                             | I/R             |
| Understand the current educational provision and the wider school systems   | E                             | A/I             |
| Political and financial astuteness  | E                             | A/I/R           |
| Demonstrate and experience of working alongside clergy and faith leaders.   | E                             | A/I/R           |
| Have excellent communication skills   | E                             | A/I/R           |
| Build and nurture effective relationships in order to develop cohesive teams  | E                             | A/I/R           |
| <b>Students, Parents and Staff</b>  | <b>Essential or Desirable</b> | <b>Evidence</b> |
| Have ambitious standards and high expectations for all students   | E                             | A/I/R           |
| Excellent understanding of high-quality teaching and learning   | E                             | A/I/R           |
| Promote the development of the whole child  | E                             | A/I/R           |
| Use data analysis to effectively drive whole school improvement   | E                             | A/I/R           |
| Encourage staff and students to develop their unique potential, character   | E                             | A/I/R           |
| Identify emerging talent, develop excellence and clear succession planning  | E                             | A/I/R           |
| Ability to work effectively and empathetically with parents who are the first educators of the students   | E                             | A/I/R           |
| <b>Systems and Process</b>  | <b>Essential or Desirable</b> | <b>Evidence</b> |
| Effective strategic leadership and astute and substantial understanding of school financial management and sustainability   | E                             | A/I/R           |
| Ensure the safety of all staff and students, at all times   | E                             | A/I/R           |
| Promote excellent behaviour and positive attitudes to school life   | E                             | A/I/R           |

|  |                               |                 |
|--|-------------------------------|-----------------|
| Systems for appraisals to hold all staff to account  | E                             | A/I/R           |
| Skills to challenge underperformance   | E                             | A/I/R           |
| Understanding the importance of strong governance to hold the school to account  | E                             | A/I/R           |
| Ensure value for money in deploying resources and budgets, for the best outcomes for all   | E                             | A/I/R           |
| Promote distributive leadership throughout the school  | E                             | A/I/R           |
| <b>School Improvement</b>  | <b>Essential or Desirable</b> | <b>Evidence</b> |
| Knowledge and experience of working with other schools and organisation  | E                             | A/I/R           |
| Develop effective partnerships with other professionals  | E                             | A/I/R           |
| Use evidence-based research to achieve excellence  | D                             | A/I/R           |
| Provide opportunities for high quality staff development   | E                             | A/I/R           |
| A confident and innovative approach to school improvement  | E                             | A/I/R           |
| Provide inspiration and encouragement for all members of the community   | E                             | A/I/R           |
| <b>Safeguarding including Child Protection</b>   | <b>Essential or Desirable</b> | <b>Evidence</b> |
| Ensure all Safeguarding policies and procedures adopted by governors are fully implemented and adhered to by staff                         | E                             | A/I/R           |
| Ensure that sufficient resources and time are allocated to enable staff to perform their Safeguarding related responsibilities effectively | E                             | A/I/R           |
| <b>Securing Accountability</b>   | <b>Essential or Desirable</b> | <b>Evidence</b> |
| Fulfil all commitments arising from contractual accountability to the governing body   | E                             | A/I/R           |
| Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated   | E                             | A/I/R           |
| Work with the governing body to enable it to meet its statutory responsibilities   | E                             | A/I/R           |
| Develop an accurate and understandable account of the school's performance for a range of stakeholders                                     | E                             | A/I/R           |
| Personally contribute to school achievement, taking account of feedback from others  | E                             | A/I/R           |
| <b>Strengthening the Community</b>   | <b>Essential or Desirable</b> | <b>Evidence</b> |
| Build a culture and curriculum which takes account of the richness and diversity of the community's Catholic faith                         | E                             | A/I/R           |
| Create and promote strategies for challenging racial and other prejudices  | E                             | A/I/R           |
| Ensure that learning experiences are enriching and are linked into and integrated with the wider community                                 | E                             | A/I/R           |
| Collaborate with agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of all                 | E                             | A/I/R           |
| Develop and maintain an effective partnership with parents and carers  | E                             | A/I/R           |
| Share effective practice, working in partnership with other schools  | E                             | A/I/R           |

| <b>Application Form and Letter</b>  | <b>Essential or Desirable</b> | <b>Evidence</b> |
|---|-------------------------------|-----------------|
| The appropriate form to be completed in full and legible  | <b>E</b>                      | <b>A</b>        |
| Supporting statement to be clear, concise and related to the post being applied for and appointment criteria (No more than 2 sides of A4 in font size 11) | <b>E</b>                      | <b>L</b>        |
| <b>Confidential References and Reports</b>  | <b>Essential or Desirable</b> | <b>Evidence</b> |
| A positive and supportive written faith reference from a priest where the applicant regularly worships  | <b>E</b>                      | <b>R</b>        |
| A positive recommendation from current employer   | <b>E</b>                      | <b>R</b>        |
| A second professional reference   | <b>E</b>                      | <b>R</b>        |

## Working in the Archdiocese of Southwark



Dear Applicant,

Thank you for applying for the post of headteacher in our wonderful Archdiocese.

There are currently 2 all-through schools, 31 secondary schools, 2 tertiary establishments and 127 primary schools serving 68,033 children and young people.

The Archbishop's vision is that our Archdiocese will be home to five Catholic Academy Trusts. At present, we have three established, they are Kent Catholic Schools' Partnership, South East London Catholic Academy Trust and St Benedict Catholic Academy Trust. Our other emerging CATS are Sancta Familia and Christ the Redeemer.

There are a variety of ways in which we encourage our staff to network with one another. All new head teachers are allocated a mentor, join in with a five-part induction process, as well as a variety of spiritual opportunities to meet with and form relationships with other leaders across our wide and diverse Archdiocese.

Should you be making the decision on whether working in one of our Catholic schools would be right for you, we would urge you to visit the school, talk to the current leadership and the parish priest to ensure that you are making the right decision in your career's journey. It is a rewarding commitment, one that will fulfil you professionally and spiritually. If you have any queries about the commitment required, please contact one of our Education Service staff who will be happy to support and advise.

Sincerely in Christ

Canon Victor Darlington  
Episcopal Vicar for Education Archdiocese of Southwark

| St Edward's House, St Paul's Wood Hill, Orpington, BR5 2SR  
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A Commission of the Roman Catholic Archdiocese of Southwark CID Registered Incorporated Charity Number 1173050

## Headteacher Wellbeing Offer

Our offer is available to any serving Headteacher in the diocese and is provided by the Education Service



The service is:

- Designed and structured to meet the needs of Headteachers in the Archdiocese
- A confidential provision for Headteachers in all phases
- An opportunity to talk confidentially on a personal and professional basis
- Created to facilitate and nurture links with other Headteachers and professionals

### The Aims of the Service:

The service:

- Promotes the wellbeing of Headteachers in the Archdiocese
- Provides support for individual Headteachers
- Assists the Headteacher in the resolution of issues
- Enables the development of networks
- Supports the development of networks and relationships between Headteachers, Governors and diocesan and local authority personnel

### The role of the Archdiocese

- The Archdiocese is committed to supporting Headteachers in their role and to working in partnership with its trusts and schools
- The Education Service acts as the agent in the employment of a coordinator for Headteacher wellbeing