



KNOW • LOVE • SERVE

St Richard's Catholic Primary School Chichester



Head of School Application Pack

Introduction

At St Richard's Catholic primary school, pupils and staff try to live out Gospel values as demonstrated by St Richard of Chichester: To know Jesus more clearly, love Him more dearly and follow Him more nearly, day by day.

We are an inclusive school and welcome all members of the community in accordance with Diocese of Arundel and Brighton values. At all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects. We are embarking on a new phase of our school's journey by working closely with another local Catholic school and sharing an Executive Headteacher. This means that the new Head of School will receive support and mentoring and can work closely with the Head of School in our partner school. St Richard's has started the journey to join the Bosco Catholic Education Trust, comprising Catholic primaries and secondary schools across Sussex, which will provide additional support and career development for the successful candidate.

We can offer the successful candidate a school with happy and enthusiastic pupils, hard-working staff and supportive parents and governors. We were rated 'Good' in our Ofsted inspection in February 2022 and 'Outstanding' in our last Catholic School Inspection. We serve an area bordering the beautiful South Downs National Park, which includes the historic city of Chichester as well as beautiful coastal communities such as Bosham and West Wittering.

Our school has a Pupil Admission Number of 45 and we have 11 classes. In Early Years our two parallel classes are no more than 23 children whilst we have mixed-aged classes in phases through key stages one and two. Our curriculum reflects our Catholic ethos, our inclusive values and our coastal location. We are always looking for ways to develop children's independence and creativity and seek a Head of School who shares those values but can bring his or her own experience and ideas.

Our grounds are a key feature of our school and the children enjoy regular Forest School sessions. We are blessed to have plenty of space and equipment for the children to enjoy break times and lunchtimes and trips to local sites of interests are a key part of our curriculum offer. We are an international school with children from more than twenty home countries. As such our children have the opportunity to experience the different cultures and languages that are a feature of Britain today.

We welcome visits from interested candidates and we will be happy to provide you with more information at that point. Please contact Mrs Farrands in our School Office if you would like to visit by calling 01243 784549.

Section 1: Ethics and professional conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes¹ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom.

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

- ✦ selflessness
 - ✦ integrity
 - ✦ objectivity
 - ✦ accountability
 - ✦ openness
 - ✦ honesty
 - ✦ leadership
-
- ✦ Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:
 - ✦ build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God⁴ and at all times observe proper boundaries appropriate to their professional position
 - ✦ show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
 - ✦ uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁵ and the Church's social teaching².
 - ✦ ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel

¹ The Gospel of Matthew 5:3-12

² *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

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

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

⁴ The Book of Genesis 1:26-27

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

Section 2: Headteachers' Standards

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

1. School culture

Head of School

- ✦ establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- ✦ create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- ✦ uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education³ and which prepare pupils from all backgrounds for their next phase of education and life
- ✦ promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ✦ ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Head of School

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

³ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles ⁸ The Gospel of John 10:10

3. Curriculum and assessment

Head of School

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

4. Behaviour

Head of School:

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

5. Additional and special educational needs and disabilities

Head of School:

- ✦ ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social teaching⁴
- ✦ establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ✦ ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ✦ ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

Head of School:

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

7. Organisational management

Head of School

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

⁴ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

8. Continuous school improvement

Head of School

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

9. Working in partnership

Head of School

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

10. Governance and accountability

Head of School

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

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

Person Specification

Head of School

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
QUALIFICATIONS	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
PROFESSIONAL DEVELOPMENT	E7	Evidence of appropriate professional development for the role of headteacher	A
	E8	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E9	Evidence of recent leadership and management professional development	A

	E10	Evidence of working with other schools/organisations/ agencies	A/I/CC
	E11	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E12	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E13	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R
	E14	To have successful experience as an effective deputy headteacher/deputy head of school or assistant head of school/assistant headteacher	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the head of school and the board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of monitoring staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues	A/I/R
EXPERIENCE AND KNOWLEDGE OF TEACHING	E21	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I
	E22	Secure knowledge of statutory requirements relating to the curriculum and assessment	A/I

PROFESSIONAL ATTRIBUTES	E23	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Postgraduate level qualification	A/CC
	D3	National Professional Qualification for Headship (NPQH)	A/CC
	D4	Successful completion of Diocesan leadership programme	A/CC
	D5	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	D5	Recent experience in a Catholic school	A/I
	D6	Understanding of budget planning, staff deployment and effective use of resources	A/I

KEY – STAGE IDENTIFIED			
A	Application Form	R	References
I	Interview	CC	Checking Certificates