



**Romero**  
Catholic Academy Trust

# Recruitment Pack



DIOCESE of SALFORD



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## Welcome from Sinead Colbeck, Executive Headteacher

Thank you for your interest in the position of Deputy Headteacher at our very special school. I feel extremely blessed to be the Executive Headteacher at St Anne's and St Joseph's, leading the school on the next stage in its journey. We are looking for a determined, dedicated and innovative Deputy Headteacher to assist in delivering our vision of a high-quality Catholic education for all where each pupil can flourish.

This is a unique opportunity for a leader ready to take the next step on their Catholic leadership journey. You will be an integral part of our leadership team, responsible for driving the continued improvements across the school and deputising in my absence. You will work closely with leaders from St Augustine's as we find and develop new ways of working across both schools, as well as working with other leaders across our Trust. The final areas of responsibility for the position will be decided based upon the strengths of the successful candidate.

My vision for St Anne's and St Joseph's is to be the school of choice in our area, offering an excellent and ambitious Catholic education whilst nurturing and supporting each individual child to be safe, happy and successful. I am excited about finding the right person to work alongside me to bring this vision to fruition.

We can offer you:

- The opportunity to work alongside myself to create a leadership team committed to setting and delivering ambitious goals;
- A growing and flourishing relationship with our parish and the Parish Priest;
- A strong, supportive and dedicated staff team;
- Unique provision which includes a forest school, 6 acres of land including woodland, a waterfall and deep, with opportunities for developing to support Pope Francis' vision within Laudato Si;
- As part of the Trust, support from the Central Team;
- Committed pupils who are eager to learn, in an atmosphere where they all feel safe, valued and respected;
- The opportunity to make a real difference to lives of the pupils and community we serve;
- The opportunity to play a pivotal role in sustained school improvement.

Visits to the school are warmly welcomed, in fact encouraged, and can be arranged by contacting the school office on 01254 233019.

## Welcome from Des Callaghan, CEO Romero Catholic Academy Trust

Thank you for your interest in this post. Due to the appointment of an Executive Headteacher, we have an exciting opportunity for a dynamic and inspirational leader to join St Anne's and St Joseph's RC Primary School. SASJ is entering an incredibly exciting stage of its development which presents a suitable candidate with a unique opportunity to shape the direction of the school and to enact your vision for its staff, pupils and parents.

The school has the full support of the Romero Academy Trust (RCAT) with a comprehensive school improvement offer to help you, working with the newly appointed Headteacher, to move the school forward with a structured network of support from serving practitioners. You will also have the support from our HR, finance and governance teams.

Romero is a rapidly growing Catholic Academy Trust covering the schools of the Diocese of Salford in Blackburn with Darwen, Calderdale and Lancashire. We began as a collaboration of six schools that came together to support each other and although we will grow to become one of the largest Trusts in the region, we still uphold the core principles on which we were established. This means you will have the support of the growing network of senior leaders across the Trust with huge potential benefits for each of our schools.

Inspired by our patron, St Oscar Romero, we '*aspire not to have more, but to be more*', which means our schools are joyful and happy places of learning.

Romero is a dynamic, vibrant and outward facing Catholic Academy Trust, that is powered by the remarkably talented people who work in our schools and amazing pupils who we serve and who deserve the very best we can offer.

As we always say, 'Isn't it exciting and aren't we lucky?'

**Des Callaghan**  
**CEO Romero Catholic Academy Trust**

## Welcome from the School Governors

Hello and welcome,

On behalf of the governing body, I would like to extend a heartfelt welcome to our magnificent school St Anne's and St Joseph's RC Primary School; we are delighted to be part of Romero Catholic Academy Trust.

Allow me to introduce myself. My name is Rebecca Nightingale and I feel tremendously blessed and honoured to serve our whole school community in my role as chair of governors.

It's a true privilege to serve alongside a team of highly inspirational individuals, collaborating strengths and skills in a benevolent manner as we strive to provide a safe and positive environment for our children and the wider school family to learn and grow together.

With Jesus as our guide and role model, we journey forward with unconditional positive regard; supporting, uplifting, and empowering one another to become the best unique versions of ourselves. We are a family full of love, shining and sharing our lights to brighten up the world around us and we're immensely proud of our beautiful school.

As we look forward, we are excited for the adventures ahead, grateful for each other and the experiences we encounter as we step forwards together. "Nihil Sine Deo"

Finally, we would like to say Thank you. We appreciate the time you have invested to consider our wonderful school. If you would like to embark on this voyage with us, we invite you to reach out and very much look forward to aligning with you in the future.

"Lord stay with us on our journey"

God Bless.

**Rebecca Nightingale**  
**Chair of Governors**

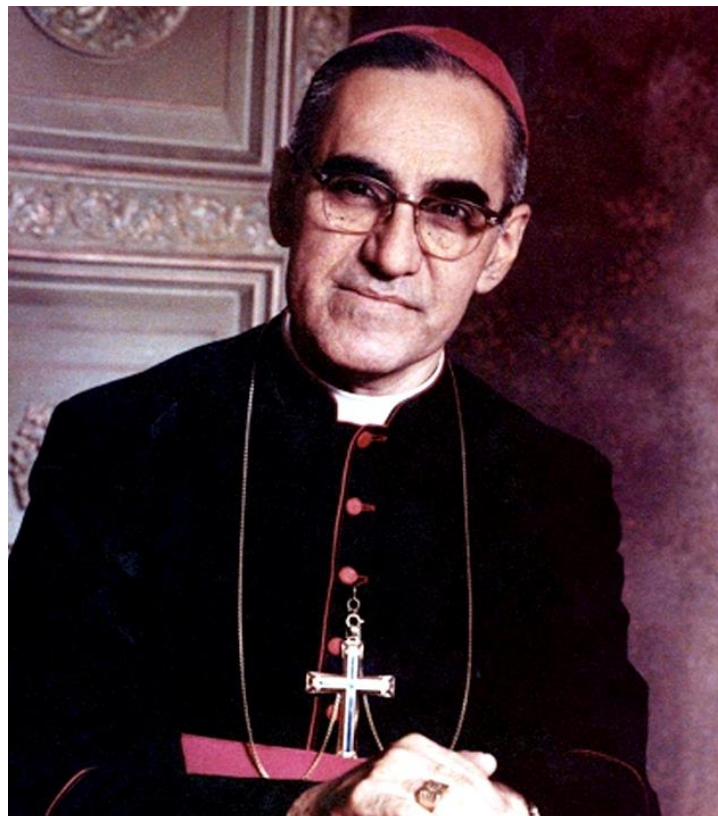


## About Romero CAT

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.



***'Aspire not to have more, but to be more'***  
***- St Oscar Arnulfo Romero***

## Vision and Values

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

**Faith:** to nurture our belief in God

**Service:** to live out the responsibilities of our faith by serving others

**Aspiration:** to aspire to fulfil the potential of each individual, created uniquely in the image of God

**Collaboration:** to work collaboratively; sharing and fostering the strengths and expertise of all.

### Faith

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

### Service

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

### Aspiration

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)



- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

### Collaboration

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.





## Deputy Headteacher

Leadership Spine Points L5-L9

**Required to commence 1<sup>st</sup> September 2024**

**Closing Date: Monday 25<sup>nd</sup> March 2024**

**Shortlisting Date: W/C 15<sup>th</sup> April 2024**

**Interview Date: Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> April**

St Anne's and St Joseph's RC Primary School is a small and friendly school which welcomes pupils of all Christian denominations and world faiths or no faith. Our community is one in which everyone is cherished and cared for and we are ambitious and determined to make a difference for all of our families.

The Board of Directors and Board of Governors are seeking to appoint an outstanding, inspirational and highly motivated individual who will work with a newly appointed Executive Headteacher to shape your joint vision for the school, and to work with staff to build on the school's most recent achievements, utilising the unique provision we are gifted with.

The person appointed will need to have proven experience of whole school impact in raising standards along with a commitment to delivering the highest quality teaching and learning within a Catholic context.

The successful candidate will work alongside the Executive Headteacher in driving standards and progress; roles and responsibilities will be confirmed based on the areas of strength of the successful candidate.

This is a fantastic opportunity for an individual who wants to help us shape the exciting future of our very special school.

Visits to the school are warmly welcomed, in fact encouraged, and can be arranged by contacting the school office on 01254 233019.

**Full details and application forms are available from our website: [www.romerocat.com](http://www.romerocat.com)**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

## Job Description

<b>Post Title:</b>	Deputy Headteacher
<b>Responsible To:</b>	Executive Headteacher

### Core Purpose:

To support the Executive Headteacher in contributing to the strategic direction and development of the school and the development, implementation and monitoring of school improvement plans, based on school self-evaluation.

To support the strategic development and operational management of the curriculum provision to reflect both school, local and national priorities ensuring that curriculum provision maximises the opportunities for student achievement.

To support the quality of pastoral provision that is offered to the students through the Relationship and Behaviour. To deputise in the absence of the Executive Headteacher and take a major role in the day-to-day running of the school.

*The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards.*

### Quality of Education Accountabilities

- To support other members of the senior leadership team to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- To have overall responsibility for the monitoring and evaluation of the quality of teaching and of student achievement and using benchmarks and target setting for school improvement.
- To take a lead in ensuring that the financial implications of curricular developments are delivered within budgetary constraints.
- To be accountable in leading the development of the teaching and learning provision which meets the needs of all students through:
  - meeting all statutory requirements
  - offering equal opportunities to all students; including those with special and additional needs and providing stretch and challenge to students of all abilities and across all year groups
  - fostering student enthusiasm for learning and recognising progress and achievement
  - ensuring that data is accurate and analysed to target interventions appropriately
- To ensure a thorough analysis of data to identify trends and anomalies in order to deliver improved outcomes for students
- To have responsibility in supporting the headteacher in the self-evaluation of the school and subsequent improvement planning; taking responsibility for several areas of the School Improvement Plan
- To ensure the implementation of support plans for individuals/groups that are designed to accelerate rates of progress and evaluate the impact
- To have overall accountability for the leadership of curriculum developments at whole school and subject level
- To be responsible for ensuring that the curriculum delivers the quality of education required to ensure that all students make excellent progress, meet or exceed their targets and successfully access the next stage of their education
- To be responsible for leading and developing the CPD offer; ensuring that it is of the highest quality, meets the needs of the school and is targeted at need

- To lead the appraisal process for all teaching staff and providing recommendations for progression to the Headteacher and governing body in line with the school policy
- To directly line manage the assistant headteachers and middle leaders and undertake appraisals as appropriate
- To have responsibility for ensuring the smooth process of transition across all age phases

#### **Leading and Managing Staff**

- Promote the ethos of the school in which the highest achievements are expected from all members of the school community.
- Lead by example with integrity, creativity, resilience, and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards, students, staff, parents and wider members of the school community.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Create and maintain good working relationships among all members of the school community.
- Contribute to an effective and rigorous performance management process.

#### **Other Responsibilities**

- To play a lead role in the leadership and management of the School to ensure good working relationships with and between all students and staff
- To support the Executive Headteacher and Governors in annual budget planning and monitoring
- Contribute to the strategic thinking required to deliver our vision
- Act as a strong presence and role-model during the school day and at whole school events
- To share whole school responsibility for the safeguarding, wellbeing, health and safety and data protection by implementing agreed school policies and codes of practice.
- Act as a role-model during the school day and at whole school events
- Monitor and challenge professional standards across the school
- Participate in, and lead, whole school marketing events and information evenings, as appropriate
- Participate in, and engage with, workplace learning and development opportunities, continually working to improve your own performance and that of the school
- Undertake any other reasonable duties requested by the Executive Headteacher

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

This Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **Attendance**

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Prepared by:

RCAT HR Department

Date: Feb 2024

## Person Specification Deputy Headteacher

***As the Academy is a Catholic school, designated as such, the Directors are accountable to the Bishop to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Roman Catholic Church so that, at all times, the Academy may 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 they will ensure that the school is distinctively Catholic in all its aspects.***

***St Anne's and St Joseph's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

***The applicant will be required to safeguard and promote the welfare of children and young people.***

Source Key: AF = Application Form I = Interview R = References CC = Checking Certificates

### Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		AF/I/R
Involvement in parish community		D	AF/I/R

### Qualifications

	Essential	Desirable	Source
Degree and Teaching qualification	E		AF/I/CC
QTS	E		AF/I/CC
Strong track record of professional development or further professional study and ability to evidence the impact on school effectiveness	E		AF/I/R
NPQH qualification or willingness to complete	E		AF/I/CC
Post-graduate qualification		D	AF/I/CC
Professional qualification – NPQSL		D	AF/I/CC
CCRS or a commitment to obtaining this	E		AF/I/CC

	Essential	Desirable	Source
Evidence of impacting positively on student outcomes	E		AF/I
Up to date and relevant pedagogical knowledge in order to successfully inform the teaching and learning approach across the school	E		AF/I
Evidence of the ability to manage change effectively	E		AF/I
Evidence of inspiring confident in staff and students so they succeed and achieve their personal best	E		AF/I
Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain a school's progress and outcomes	E		AF/I
Evidence of successful delivery of CPD	E		AF/I
A comprehensive understanding of both national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward improvements	E		AF/I
Knowledge and understanding of attachment and trauma sensitive practice	E		AF/I
An understanding of all ages phases within primary school	E		AF/I
Experience of implementing strategies and interventions to improve behaviour, achievement and standards.		D	AF/I
Experience of pastoral work in a school setting		D	AF/I
Experience in more than one school		D	AF/I

### Leadership and management, experience and skills

	Essential	Desirable	Source
Successful teaching experience	E		AF/I
Leadership experience	E		AF/I
Successful experience of managing, motivating and supporting others to improve	E		AF/I/R
Ability to work as part of a team and to lead others by example	E		AF/I/R
Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change	E		AF/I
An ability to work autonomously and prioritise conflicting demands	E		AF/I
An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources	E		AF/I

An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives	E		AF/I
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## Others

	Essential	Desirable	Source
A commitment to school / Trust vision and values	E		A/I/R
A commitment to safeguarding and promoting the welfare of pupils	E		AF/I/R
A passionate commitment to developing the best in all young people	E		AF/I/R
A positive approach to challenge; seeking solutions to problems	E		AF/I/R
To be prepared to work flexibly outside of the school's usual hours	E		AF/I/R



## Application process

Please ensure that you provide a separate, personalised supporting letter, bespoke St Anne's and St Joseph's to accompany your application form. The letter should be a maximum of 1,300 words with normal margin settings and Arial font size 10.

## Candidate advice and guidance from the Diocese

Thank you for your interest in the post of Headteacher at All Saints' Roman Catholic High School, which is part of the diocesan Romero Catholic Academy Trust and one of our diocesan schools.

Within this information pack prepared by the school, you will have a copy of the Diocesan Equal Opportunities Statement adopted by the Trust and school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website.

The Trust's Board and the School's Governors will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous teaching experience, especially if you are not currently teaching in a Catholic school. The diocese and the school's governors are fully aware that everyone's experience and circumstances are unique, and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore, we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact the Diocese prior to making your application or at any time during the appointment process.

## Important advice regarding faith references

As you are aware, the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)- your present post - school, areas of responsibility- the post to which you are applying - name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

## Definition of practising Catholic

“Christ at the Centre” is the adopted Salford Diocesan guidance which sets out our understanding of what it means to be a “practising Catholic” in relation to Catholic schools. The document can be accessed via the Catholic Education Service website.

## Bishop’s Memorandum

As a minimum requirement it is the ‘Bishops’ Conference of England and Wales that expects that the posts of Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education are to be filled by practising Catholics. Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice, often as a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not defined in legislation for example: Executive Headteacher, Associate Headteacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day-to-day management of the school, and the person who is the second most senior person in the leadership team.

## North West Diocesan statement on equal opportunities in employment

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender reassignment, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.



We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases, there will be a requirement that the successful candidate is a baptised and practising Catholic.

