



St. Augustine's
Catholic Primary School



“Hand in hand, we listen to God’s call, we learn from God’s word and we share God’s love through service.”

Headteacher Application Pack

September 2021



St Augustine’s Catholic Primary School
part of Holy Cross Catholic
Multi Academy Company

Achieving together in faith



Achieving together in faith

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Dear Candidate

Thank you for your interest in the position of Headteacher at St Augustine's Catholic Primary School. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019. St Augustine's is a very popular, two form entry, 3 - 11 Catholic Primary School that has a strong commitment to the further development of its Catholic ethos.

Holy Cross Catholic MAC Directors and the Local Governing Body of St Augustine's are seeking to appoint a Headteacher to lead the further development of the school with effect from January or April 2022 (or other negotiable date).

We wish to appoint a practising Catholic who is an innovative and inspirational leader, self-motivated and ambitious. The successful candidate will drive the vision of the school, developing a rich and challenging curriculum combined with a culture of high expectations and opportunity. They will provide Catholic professional leadership for the school within the multi academy company as well as contributing to the mission of the MAC and its values.

The successful candidate will bring a strong track record of school improvement and will actively embrace working closely and collaboratively with the Directors, the Local Governing Body, the Catholic Senior Executive Leader (CSEL), the Diocese, staff and pupils to develop St Augustine's into a truly outstanding school. You will have a natural flair for harnessing team talent and an unrelenting commitment to the best possible outcomes and progress for all, regardless of background or ability, to ensure all pupils achieve their full potential in all aspects of their lives.

To the right candidate, this post will be an extremely rewarding experience, an opportunity to really make a difference and to lead the school into the next exciting phase of its development with the support of the Multi Academy Company and a mentor.

For further details about the school please visit the school website <https://www.staugustinesprimary.net> or for further details regarding the MAC visit <https://www.hcmac.co.uk>

Application forms and details regarding the post are available from Holy Cross Catholic MAC website at <https://www.hcmac.co.uk>. Visits to the school are warmly welcomed, please contact Debbie Hetherington (debbie.hetherington@hcmac.co.uk, 02475186513) to arrange a convenient time.

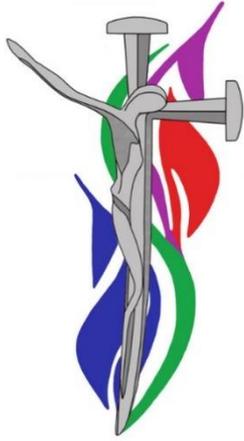
For further information please contact Marina Kelly by email: marina.kelly@hcmac.co.uk.

We look forward to receiving your application.

Yours faithfully

John Teahan
Chair of the Board of Directors
Holy Cross Catholic MAC

Father Chris Yule
Chair of Local Governing Body
St Augustine's Catholic Primary School



Holy Cross Catholic Multi Academy Company

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

- H High aspirations for all
- O Outstanding education - To create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C Community - strengthening and nurturing the Catholic life of our schools
- R Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O Optimising our resources to realise best-value by sharing assets and using economies of scale
- S Standards - To maintain the highest quality of Catholic education by ensuring accountability at all levels
- S Service to God by serving others in our school and local communities and national and international communities in need.

ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

'To listen to God's call, to learn from God's word and to share God's love through service.'

St Augustine's Catholic Primary is located in the heart of Radford in Coventry. We are a happy and vibrant two form of entry school with a Nursery. As a school we aim to work in partnership with parents, guardians, the parish and the Academy family of schools to support our children and families on their journey of Faith.

The School became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Bishop Ullathorne Catholic Secondary School, Cardinal Newman Catholic Secondary School and Christ the King, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools, which are all located in Coventry.

St Augustine's is a multi-cultural school with children from many different nations, cultures and religions. It is 62% Catholic and enjoys a vibrant Catholic Life working with the Parish and the wider community.

The school is located on the same site as St Augustine's Chapel of Ease and St Augustine's sports Centre which is available for use by the school when free.



There is a strong link between the Church and the school. Our Chair of Governors, Fr Chris Yule, and former Chair of Governors, Canon Tom Farrell are both frequent visitors to school. The school joins with the Parish every Wednesday to celebrate Mass and there are many other school celebrations in conjunction with the Parish that take place in the Church. All our employees uphold the Catholic ethos of the schools regardless of their own belief system, as we work together to provide the best education for our young people.



The school is situated on a large site and our extensive grounds include a Forest School site which is used to develop a range of skills with pupils. We also benefit from a nurture room, a sports MUGA and counselling facilities.

The curriculum at St Augustine's has been reviewed in consultation with subject experts over the last two Academic years. The curriculum is knowledge based and subjects are taught discretely. The school has a resident artist and a full-time member of staff who specializes in PE. MFL is also taught by a subject specialist throughout upper key stage two.



The school has a strong and established senior leadership team who ably support the current Headteacher both in the day to day management of the school and leading the school forward.

Our staff here are committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced curriculum that will both engage and educate our pupils shaping them into caring future disciples and knowledgeable, responsible citizens.



Advert

Number on roll 374

Required for January or April 2022 – negotiable

Headteacher

Salary: Group 3 L18-24



The Board of Directors of the Holy Cross Multi Catholic Academy Company and the Governors of this popular and successful Catholic school are looking to appoint an experienced, ambitious and exceptional leader with a proven track record of success. We require an outstanding leader capable of inspiring, motivating and supporting pupils and staff to achieve their full potential. This is an exciting opportunity for an experienced leader able to strategically lead our school in the next phase of its development.

The successful applicant will be someone who:

- Is a practising Catholic.
- Is committed to and understands Catholic education.
- Is an inspirational leader with a clear vision for the future of the school.
- Is committed to improving the outcomes for all our pupils.
- Is able to lead, motivate and inspire pupils and staff.
- Has a proven track record of raising standards in teaching and learning.
- Has the energy, resilience and determination to succeed.
- Is a creative and strategic thinker, able to see through and sustain initiatives.
- Has excellent communication, organisational and inter-personal skills.

St Augustine's is a successful Catholic primary school set in Radford Ward, Coventry. This is a fantastic opportunity for the right person to help lead the school into the next phase of its development and make a significant contribution to the future success of the school. We are located within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.

For further information or an informal discussion about the post please contact Marina Kelly by email: marina.kelly@hcmac.co.uk

Application forms and details regarding the post are available from Holy Cross Catholic MAC website at <https://www.hcmac.co.uk>

Completed application forms should be returned to **Mr John Teahan, Chair of Board of Directors of the Holy Cross Catholic MAC**
c/o Debbie Hetherington, Debbie.hetherington@hcmac.co.uk.

Closing date for applications: Monday 11 October 2021 at 9.00am

Shortlisting will take place: Monday 11 October 2021

Interview dates: Monday 18 and Tuesday 19 October 2021

We are committed to safeguarding and promoting the welfare and safety of young people and expect all staff to share this commitment. Offer of a position is subject to receiving satisfactory references and enhanced DBS clearance.

Headteacher Job Description

Indicative Salary Range (ISR): Group 3 Leadership Range L18 – L24

Responsible to: The Board of Directors

Responsible for: All staff within the school¹

1 Introduction

- 1.1 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.
- 1.2 The 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, the Board of Directors, the diocese, the staff of the school, the parents of its pupils and the parish/es served by the school.
- 1.3 This job description may be amended at any time, following consultation between the Headteacher and the Board of Directors and will be reviewed annually.

2 Core Purpose of the Headteacher

- 2.1 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. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

¹ 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.

- 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.

2.2 The Headteacher is the leading professional in the school. Accountable to the Board of Directors and the Local Governing Body, 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.

2.3 As one of the Headteachers in a multi academy, the Headteacher will support 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.

2.4 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 collaborate with others to raise standards locally.

- 2.5 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.

3 General Duties and Responsibilities

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

Key Areas of Responsibility

4 Creating the Vision

- 4.1 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.
- 4.2 The Headteacher, working with the Board of Directors the Local Governing Body 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 Local Governing Body and through personal conviction.
- 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 that the strategic planning takes account of the diversity, values and experience of the school and community at large.

5 Leading Teaching and Learning

5.1 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.

5.2 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.
- 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.

6 The Self-Improving School System and Working with Others

- 6.1 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.
- 6.2 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.
- 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.

7 Creating Systems and Processes to Manage the Organisation

- 7.1 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.
- 7.2 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.

8 Ensuring accountability

- 8.1 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.
- 8.2 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 Local Governing Body (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.

9 Building Community

- 9.1 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.
- 9.2 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.

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

10 Safeguarding Children & Safer Recruitment

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 person 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.

PERSON SPECIFICATION - PRIMARY HEADTEACHER

Category	Essential	Desirable
1. Faith Commitment	<ul style="list-style-type: none"> • A practising and committed Catholic • Secure understanding of the distinctive nature of the Catholic school and Catholic education • Understanding of leadership role in spiritual development of pupils and staff • Understanding of the school's role in the parish and wider community and in promoting community cohesion 	<ul style="list-style-type: none"> • Evidence of participation in faith life of the community • Experience in leading acts of worship in Catholic schools
2. Qualifications	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • Postgraduate level qualification • CCRS or equivalent • NPQH award
3. Experience	<ul style="list-style-type: none"> • Experience as an effective deputy or assistant headteacher or key stage leader • Successful experience of leading one or more subject areas • Substantial, successful teaching experience 	<ul style="list-style-type: none"> • Recent experience in a Catholic voluntary aided school or Academy • Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2 • Curriculum leadership in one or more core subjects • Experience of teaching in more than one school • Experience teaching mixed age classes

Category	Essential	Desirable
<p>4. Professional Development</p>	<p>Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning</p>	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to Catholic ethos, mission and religious education • Experience of working with other schools /organisations /agencies • Experience of leading/co-ordinating professional development opportunities • Ability to identify own learning needs and to support others in identifying their learning needs
<p>5. Strategic Leadership</p>	<ul style="list-style-type: none"> • Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school • Evidence of having successfully translated vision into reality at whole school level • Ability to inspire and motivate staff, pupils, parents and 'governors'²to achieve the aims of Catholic education • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these • Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising 	<p>Knowledge of the role of governance in a Catholic voluntary aided school or Academy</p>

² The general term 'governor' includes directors or local governing body members in schools

Category	Essential	Desirable
	<p>standards and the achievement of all pupils</p> <ul style="list-style-type: none"> • Understanding of and commitment to promoting and safeguarding the welfare of pupils' 	
6. Teaching and Learning	<ul style="list-style-type: none"> • A secure understanding of the requirements of the National Curriculum and Early Years development • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning • Experience of effective monitoring and evaluation of teaching and learning • Secure knowledge of statutory requirements relating to the curriculum and assessment • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	<ul style="list-style-type: none"> • A secure understanding of the requirements of the Curriculum Directory for Religious Education • Understanding of successful teaching and learning in religious education across the key stages • Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management
7. Leading and Managing Staff	<ul style="list-style-type: none"> • Experience of working in and leading staff teams • Ability to delegate work and support colleagues in undertaking responsibilities 	<ul style="list-style-type: none"> • Experience of working with 'governors' to enable them to fulfil whole-school responsibilities • Successful involvement in staff recruitment/ induction, understanding needs of a Catholic school

Category	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of performance management and supporting the continuing professional development of colleagues • Understanding of effective budget planning and resource deployment 	<ul style="list-style-type: none"> • Understanding of how financial and resource management enable a school to achieve its educational priorities
8. Accountability	<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, ‘governors’, parishioners and clergy • Experience of effective whole-school self-evaluation and improvement strategies • Ability to provide clear information and advice to staff and governors • Secure understanding of strategies for performance management 	<ul style="list-style-type: none"> • Experience of presenting reports to ‘governors’ • Understanding the criteria for the evaluation of a Catholic school • Leading sessions to inform parents • Experience of offering challenge and support to improve performance
9. Skills, Qualities & Abilities	<ul style="list-style-type: none"> • High quality teaching skills • Strong commitment to the mission of a Catholic school • Commitment to their own spiritual formation and that of pupils • High expectations of pupils’ learning and attainment • Strong commitment to school improvement and raising achievement for all • Ability to build and maintain good relationships • Ability to remain positive and enthusiastic when working under pressure 	

Category	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Empathy with children • Good communication skills • Good interpersonal skills • Stamina and resilience • Confidence 	
10. References	<ul style="list-style-type: none"> • Positive and supportive faith reference from priest where applicant regularly worships • Positive recommendation in professional references • Satisfactory health and attendance record 	<ul style="list-style-type: none"> • Faith reference without reservation • Professional reference without reservation

NOTE:

- The panel are advised to focus on determining whether the candidates meet the requirements in relation to the ten broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- The panel may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.



St. Augustine's Catholic Primary School



**St Augustine's Catholic Primary School
part of Holy Cross Catholic
Multi Academy Company**

Achieving together in faith

St. Augustine's Catholic Primary School
Heathcote Street
Radford
Coventry, CV6 3BL

Please refer to our website for further details about our school:
<https://www.staugustinesprimary.net>