



Sacred Heart Catholic VA Primary School

Service before self

Sporle Road, Swaffham, Norfolk, PE37 7HL

Website: [www.shcprimary.co.uk](http://www.shcprimary.co.uk)



# HEADTEACHER RECRUITMENT PACK

*Jan/Feb 2021*

***Mission Statement:***

*The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.*

***Aims***

*To foster spiritual growth in Christian faith and values*

*To value, appreciate and enjoy learning*

*To work for excellence*

*To further curiosity and creativity*

*To aspire to high ideals*

*To stimulate generous service to others*

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*Please note that due to Covid-19 our recruitment process will be different from what we would normally expect. Site visits are restrictive. However please do get in contact as we may be able to facilitate a site visit out of hours (Covid-19 H & S precautions permitting). Our priority is to keep everyone safe.*

All correspondence in relation to the job should be emailed to: Jane Delph: [ssc@rcdea.org.uk](mailto:ssc@rcdea.org.uk)

Closing Date: Friday 19<sup>th</sup> February 2021, Midday

Shortlisting Date: Week commencing 22<sup>nd</sup> February 2021

Interview Dates: Wednesday 3<sup>rd</sup> & Thursday 4<sup>th</sup> March 2021

School Visit Window: Date of Advert through to 18<sup>th</sup> February 2021 all covid permitting

All Applications must be returned to Jane Delph [ssc@rcdea.org.uk](mailto:ssc@rcdea.org.uk)

All Details regarding the post can be found on RC Diocesan Website:

<https://www.rcdea.org.uk/schools/school-vacancies/>, School Website:

<http://www.shcprimary.co.uk/job-vacancies/>, Norfolk Jobs Finder: [Homepage | Educator Solutions \(educationjobfinder.org.uk\)](http://Homepage | Educator Solutions (educationjobfinder.org.uk)), <https://teaching-vacancies.service.gov.uk/> Catholic Teachers Gazette: <https://www.ctgonline.co.uk/>

You should use and follow the important information at the back of the pack concerning formulating and submitting your Application for consideration.



## Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in headship at Sacred Heart, Catholic Primary School. We hope you find this brochure a useful introduction to our School.

Sacred Heart Swaffham has been in existence for over 100 years. The school was first established on this wonderful site in the historic town of Swaffham in 1914 by the Daughters of Divine Charity. The successful independent all through school and the tremendous work of the Sisters has meant that the school and the Daughters of Divine Charity have an integral and special place in the heart of the town and the community. We want to ensure that the Charism 'Make God's love visible' continues and flourishes within the school.

From September 2019 the school became a Voluntary Aided Primary School, now fully funded by the Government and supported by the Catholic Diocese of East Anglia. School numbers are increasing and the potential for further numbers both from the growing local community and also the Catholic population from further afield mean that the school is in a position to grow and develop long into the future.

The school is ideally situated within the centre of the town and enjoys considerable grounds and facilities including a sports hall, science rooms, library, extensive hard play area and generous teaching rooms. There is no shortage of space and development opportunities for the school are opportune. The Church of Our Lady of Pity is a very short walk away from the school and Canon Mark Hackeson works closely with the school to continually develop the Catholic nature of Sacred Heart and the children we serve.

The school is part of the Catholic Diocese of East Anglia which represents nearly thirty schools across Norfolk, Suffolk, Peterborough and Cambridgeshire. The Diocese has voluntary aided schools, academies and two successful Catholic Multi Academy Trusts. Within time it is envisaged that Sacred Heart will join St John the Baptist Multi Academy Trust.

We look forward to appointing, and supporting, our new Headteacher in leading our school, driving forward academic and pastoral excellence, and nurturing the ethos and Catholic values that make our school so special.

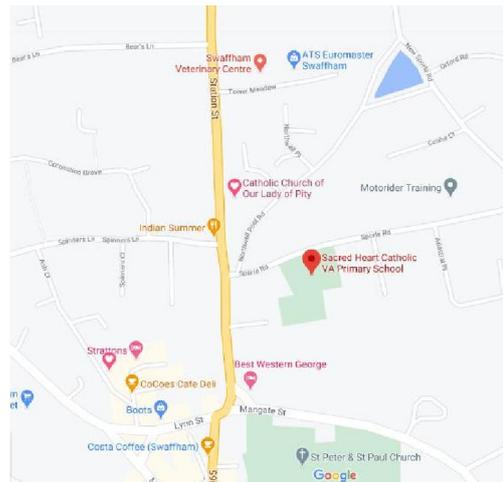
On behalf of the Governing Body, I hope that you find the information in this document useful. If you would like an informal conversation with the Chair of Governors, please contact Jane Delph [ssc@rcdea.org.uk](mailto:ssc@rcdea.org.uk) who will arrange this for you.

Wishing you the very best,

Flavio Vettese

Chair of the Governing Body of Sacred Heart Primary School.

*Sacred Heart Catholic VA Primary School  
Sporle Road  
Swaffham  
Norfolk. PE37 7HL*



At Sacred Heart we are blessed with a culturally rich & diverse school community which provides us with unique opportunities to learn from and celebrate each other's differences.

### **School Information**

#### **Age range**

5 to 11

#### **Status**

Voluntary Aided School

#### **Type**

Primary

#### **Pupil Numbers**

Number on Roll (Nor) September 2020

95

#### **Planned admission numbers (2021/22)**

30

**Location:**

Swaffham is an attractive, family friendly Norfolk market town which sits at the very northern point of the Brecks, an area of outstanding tranquillity and beauty which stretches across Norfolk & Suffolk.

Swaffham's fine Georgian buildings are a reminder that this town has long been a commercial centre - reputed to be a one-time favourite of Lord Nelson. Amongst its more famous sons was Howard Carter, the Egyptologist who discovered Tutankhamun, celebrated in the excellent town museum. There is a bustling Saturday Market and twice monthly Farmer's Market. The church of St Peter and Paul, is one of the finest medieval churches with its magnificent double hammer-beam angel roof and carvings depicting the Pedlar of Swaffham, John Chapman. The wonderful Church of Our Lady of Pity Catholic Church has a long history dating back to early 1900s to this day has a vibrant congregation and is blessed with the support of Canon Mark Hackeson (Parish Priest) gives to the school.

Swaffham has featured in dramas such as Dad's Army, Love on a Branch Line, Hello Hello and, most recently, Kingdom with Stephen Fry.

Local restaurants, attractions, retailers and schools come together in Swaffham as part of the increasingly popular month-long Norfolk Food Festival which is normally held in the month of September.

Swaffham is very well placed within the County of Norfolk. It is within easy reach of the fine city of Norwich with its Catholic Cathedral, historic castle, market and many places of historical interest. Norwich is an excellent city to spend time visiting places of interest, shopping or eating in a variety of great restaurants and cafes.

Kings Lynn is also only 20 miles away along the A47 travelling West. The town dates back to the 12th Century and has a wealth of historical and interesting buildings. In addition, the famed north Norfolk coast is within easy reach of Kings Lynn.

Swaffham has good bus links to other parts of the county and as mentioned above the A47 is easily accessed from the town allowing for easy access through to the east and west of the County.

**History: Sacred Heart, Swaffham Convent & School****The Daughters of Divine Charity ("FDC", from the Latin, Filiae Divinae Caritatis)**

The Daughters of Divine Charity are an active apostolic religious order. They were founded by Mother Franciska Lechner in Vienna, Austria on November 21, 1868. They are impelled by the unconditional love of God and imbued with the Charism of their Foundress, to "make God's love visible" to all. The Sisters strive "to do good, to give joy, to make happy and to lead all to Heaven." Since the arrival of the Sisters in England in 1914, the main apostolate has been in education, as the foundress began her mission by teaching servant girls in Vienna and giving them aspirations and opportunities to better themselves.

The Srs still have a strong association with the School, they have a Nursery in Chesterfield a small care home in Hunstanton and a Parish / School outreach centre in Rochdale. In the Parishes where the Convents are situated, many of the Sisters are Eucharistic ministers, visit the sick, elderly and housebound and are involved with local Universities and schools. The Sisters around the world make God's love visible in various ways. Some work in hospitals, in nursing homes and in the local parishes as well as having Franciska Hostels in

the major cities for young girls alone for the first time and working in a new environment. They also prepare children for first Holy Communion and Confirmation. In some communities, they provide food for those who are in need. There is also a missionary community in Uganda with many young African Sisters.

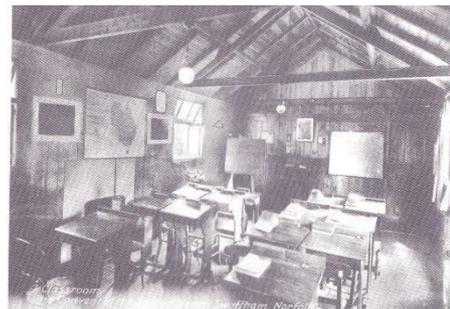
The Sisters wish to continue their association with the school and one Sister serves on the Governing Body. The Bishops of England and Wales have asked all schools formerly run by religious to assist the school in living the particular charism of their Founders and an information pack will be available. The Sisters featured in the Channel 5 Documentary 'Bad Habits, Holy Orders'.

The history of the school dates back to 1914, when The Daughters of Divine Charity arrived in the market town from Austria, at the invitation of the Parish Priest Fr Vende. He had approached many congregations in England and eventually was put in touch with a Viennese Congregation and thus was able to found a Convent in the town. After a Convent was set up on Providence Terrace, Sacred Heart Independent School moved to its present site, Mangate St in 1920. Their arrival coincided with the outbreak of the First World War, they were met with suspicion and distrust, with some suspecting they were spies as their native language was German, nevertheless, with little funds or knowledge of the language the school managed to flourish and at its peak, had 375 pupils and 81 boarders, from the ages of 3 – 16.

In September 2019, the school started a new chapter as a Voluntary Aided Primary School, fully funded by the government and supported by the Catholic Diocese of East Anglia.



Bishop Alan Hopes with Srs & Pupils



One of the first classrooms in a hut about 1920



Bishop Alan Hopes visiting the School



Our Lady of Pity Catholic Church  
Simon Knott  
<http://www.simonknott.co.uk/>  
<http://www.norfolkchurches.co.uk/>

## **JOB DESCRIPTION**

### **Introduction**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government 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 Roman Catholic Church and the Trust Deed of the Diocese of East Anglia. 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.

This appointment is at present with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It 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 including that of the Department of Education.

This job description is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (13<sup>th</sup> October 2020).

The governing body and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the D.B.S.

### **The Core Purpose of the Headteacher**

The core purpose of the headteacher is to provide professional leadership and management of the 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 religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The headteacher, working with the 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, should

explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher is the leading professional in the school. Accountable to the governing body. The headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working

with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and 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.

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, parishes, the Diocese, 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.

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.

## **THE 4 DOMAINS OF HEADSHIP.**

### **1. QUALITIES AND KNOWLEDGE.**

The strategic direction and development of the school stem from the educational mission of the Church. The headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher will:

1. Recognise the authority of the Bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves. Hold and articulate clear Catholic values and moral purpose focused on providing a world class education for the pupils they serve and reflecting the Catholic foundation of the school
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors/ directors and members of the local church / parish and wider community.
3. Lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills and of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of Sacred Heart.
5. Work with the political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and Diocesan policy into the school's context.

6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## **2. PUPILS AND STAFF.**

In a Catholic school the headteacher leads a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies 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.

Within the school's Catholic ethos the headteacher will:

1. Demand ambitious standards and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for all pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing, taking full account of the school's Catholic foundation
3. Establish a culture of open classrooms as a basis of sharing best practice, drawing on research and robust data analysis
4. Create an ethos based on catholic values on which all staff are motivated, supported and able to develop their skills and knowledge.
5. Identify emerging talents, coaching aspiring leaders in a climate of excellence leading with a clear succession plan, holding all staff to account for their professional conduct and practice.
6. Be mindful of workload and staff wellbeing.
7. Ensure that all the appraisal procedures are fit for purpose and that appropriate training is given.
8. Ensure that there is a broad and balanced curriculum serving the needs of all pupils.
9. Establish effective curricular leadership.
10. Ensure that pupils are taught to read through the provision of evidence informed approaches - systematic synthetic phonics

11. Ensure that valid, reliable and proportionate approaches are made when assessing pupils' knowledge, understanding and progress.
12. Ensure that effective use is made of formative assessment.
13. Ensure that the school holds ambitious expectations for all pupils with additional and special educational needs or disabilities.
14. Ensure that the school fulfils its statutory duties with regard to the SEND code of practice.

### **3. SYSTEMS AND PROCESS.**

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 statement.

The Head teacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self - evaluation. The Head teacher should ensure that the school and the people and resources within it are organised and managed in order to provide an effective and efficient and safe learning environment. These management responsibilities imply the re - examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are employed to achieve value for money.

Effective headteachers manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and continuing professional development practice.

The head teacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the leadership skills and actions required.

#### **The headteacher will:**

1. Ensure that the school's systems, organisation are considered, efficient upholding the principles of transparency, integrity, and probity within the Catholic context.
2. Ensure that arrangements for the act of daily collective worship and the spiritual life of the school. Ensure that the policy for religious education in line with Diocesan policy is upheld.
3. Provide a calm and well ordered environment for all who work in the school Focusing on developing exemplary pupil behaviour in school and in the wider community. Ensure the safety and safeguarding of pupils. Establish rigorous, fair and transparent systems and measures for managing the performance of staff,  
  
addressing any underperformance, by supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and to carry out its functions of strategic direction, holding senior staff to account and ensuring excellent educational and financial practice.

5. Exercise strategic curriculum led financial planning to ensure equitable deployment of the budget and resources in the best interest of the pupils, value for money and the sustainability of the school's Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision making.

#### **4. THE SELF-IMPROVING SYSTEM.**

In a Catholic school the headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and

other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The headteacher should commit to engaging 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 and carers and across multiple agencies for the well-being of all children. The headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

The headteacher will:

1. Create an outward -looking school which works with other organisations and local community. Champion best practice and secure excellent achievements for pupils. Build a school culture based on gospel values, the teaching of Jesus Christ and the Church.
2. Develop effective relationships with other professionals, colleagues and other public services, parents / carers and the parish community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interest of achieving self- regulating and self – improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of staff.
5. Within the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and Influence others beyond schools to believe in the fundamental importance of education in young peoples' lives and to promote the value of education in the Catholic context.
7. Safeguard and promote the welfare of children and young people.  
This job description forms part of the contract of employment appointed to the post advertised. It reflects the position at the present time only and will be reviewed in negotiation with the employee in the future. The appointment is subject to the conditions of employment in the current School Teachers' Pay and Conditions Document as they relate to Headteachers.

## Person Specification/Selection Criteria for the post of Headteacher

*The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Diocese of East Anglia. 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 practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.*

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

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

### [A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		AR
Involvement in parish community		D	AIR

### [A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

	Essential	Desirable	Source
Leading school worship	E		AI
Ways of developing religious education and worship	E		AI
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		AI
How relationships should be fostered and developed between the school, parish, its community and the diocese.	E		AI
Has completed a Catholic Leadership Programme		D	AI

### [B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment/willingness to obtaining the certificate	E		AI

**[C] Professional Development**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Evidence of appropriate professional development for the role of headteacher	<b>E</b>		AIR
Evidence of recent leadership and management professional development	<b>E</b>		AIR
Has successfully undertaken appropriate Child Protection training.	<b>E</b>		AI
Has successfully undertaken appropriate Designated Senior Leader Training (DSL)		<b>D</b>	AI
Has successfully undertaken the Secretary of State's (NCTL, CWDC or Local Authority) approved 'Safer Recruitment' training or has a commitment to do so within 12 month of taking up post.		<b>D</b>	AI

**[D] School leadership and management experience**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Successful leadership as a Headteacher.		<b>D</b>	
Successful leadership as a deputy Headteacher or assistant Headteacher.	<b>E</b>		AIR
Be able to demonstrate effective leadership in a school in similar circumstances/serving a similar community.	<b>E</b>		AIR
To have taken an active involvement in school self-evaluation and development planning	<b>E</b>		AIR
To have an awareness of the financial management of a primary school.		<b>D</b>	AIR
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		<b>D</b>	AI
To have had responsibility for policy development and implementation	<b>E</b>		AIR
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching,	<b>E</b>		AIR

mentoring, INSET for staff)			
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**[E] Experience and knowledge of teaching**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Experience of teaching in more than one school		<b>D</b>	AIR
Experience of teaching in a Catholic school		<b>D</b>	AIR
Experience of teaching in a school in similar circumstances/serving a similar community		<b>D</b>	AIR
To have experience of teaching in at least 2 Key Stages across the Primary range	<b>E</b>		AIR
Significant teaching experience within the primary phase	<b>E</b>		AIR
To have a current knowledge and understanding of all 3 Key Stages in the primary phase	<b>E</b>		AI
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	<b>E</b>		AI
To be able to exemplify how the needs of all pupils have been met through high quality teaching	<b>E</b>		AI

**[F] Professional Attributes**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
To be able to demonstrate an understanding of the needs of the pupils at this School and how these could be met	<b>E</b>		AI
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	<b>E</b>		AI
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	<b>E</b>		AI
To be a leader of learning, demonstrating, promoting and	<b>E</b>		AIR

encouraging outstanding classroom practice			
Show a good commitment to sustaining regular attendance at work	<b>E</b>		AIR

### **[G] Professional Skills based on the National Standards for Headteachers**

The Headteacher is expected to have a working knowledge of the National Headteachers' Standards (2020) and a willingness to work towards the achievement of these standards. In addition the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards.

- School Culture
- Teaching
- Curriculum & Assessment
- Behaviour
- Additional & SEND
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance & Accountability

The supporting statement for this application should detail the applicant's current knowledge of the domains listed above.

### **[H] Personal Qualities**

**All of the following are considered to be essential for the post and will be assessed throughout the process.**

- Continue to promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Demonstrate personal enthusiasm, inspiration and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon, as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Demonstrate an awareness of well being for all members of the school community

### **[I] Confidential References and Reports**

A positive and supportive faith reference from a Catholic priest where the applicant regularly worships	<b>E</b>
Positive recommendation from all referees, including current employer	<b>E</b>
A supportive reference from the Local Authority, if possible, or a further supportive professional reference.	<b>E</b>

**[J] Application Form and Supporting Statement**

The CESEW application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, paying particular attention to Section G above.

## IMPORTANT INFORMATION

Link below for all details, Application Form and supporting documents.

### Advert Summary

The Governors wish to appoint someone with the vision and skills to lead our school as we grow. Our new Headteacher will be innovative and able to lead others to realise their full potential. The new Headteacher will need to, work closely with the community and relevant partners to ensure the school develops to its full potential.

**If you would like an informal conversation with the Chair of Governors, please contact Jane Delph [ssc@rcdea.org.uk](mailto:ssc@rcdea.org.uk) who will arrange this for you.**

Please note that due to Covid-19 our recruitment process will be different from what we would normally expect. Site visits are restrictive. However please do get in contact as we may be able to facilitate a site visit out of hours (Covid-19 H & S precautions permitting). Our priority is to keep everyone safe.

School Visit window: Date of Advert through to 18<sup>th</sup> February 2021 all covid permitting

Closing Date: Friday 19<sup>th</sup> February 2021 Midday

Shortlisting Date: Week commencing 22<sup>nd</sup> February 2021

Interview Dates: Wednesday 3<sup>rd</sup> & Thursday 4<sup>th</sup> March 2021

All Details including:

Application Form & Notes

Rehabilitation Form

Consent to request References

Recruitment Monitoring Form

can be found on RC Diocesan Website: <https://www.rcdea.org.uk/schools/school-vacancies/>,  
School Website: <http://www.shcprimary.co.uk/job-vacancies/> Norfolk Jobs finder: [Homepage | Educator Solutions \(educationjobfinder.org.uk\)](http://Homepage | Educator Solutions (educationjobfinder.org.uk);); DfE <https://teaching-vacancies.service.gov.uk/>  
Catholic Teachers\_Gazette: <https://www.ctgonline.co.uk/>

An example of the Catholic headteacher contract can be found on the CES website at: [https://www.catholiceducation.org.uk/employment-documents/template-contract-for-schools/item/download/68760\\_0544efc4838943e3746c22cbdc16b8cc](https://www.catholiceducation.org.uk/employment-documents/template-contract-for-schools/item/download/68760_0544efc4838943e3746c22cbdc16b8cc)

All Applications must be returned to Jane Delph at: [ssc@rcdea.org.uk](mailto:ssc@rcdea.org.uk)

