

# Head Teacher Recruitment Pack



*"Together We...Pray, Play, Work, Learn and Grow"*

St Matthew's Catholic Primary School  
Highfield Lane  
Prudhoe  
Northumberland  
NE42 6EY  
Tel: 01661 835484  
[admin@stmatthewsprudhoe.org](mailto:admin@stmatthewsprudhoe.org)

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Northumberland  
County Council

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### **From the Chair of Governors**

Dear Headteacher Applicant,

Thank you for your interest in applying for the post of Headteacher at St Matthew's Catholic Primary School, I am delighted that you are considering applying to lead our school. We are a very ambitious primary school, part of the St Thomas More Partnership of Schools Multi-Academy Trust, and we currently have 161 pupils on our roll across the nursery and school.

This information pack has been put together to give a flavour of the school vision and to provide an insight into the range of opportunities and possibilities that the post offers. I would also encourage you to look at the school website [www.stmatthewsprudhoe.org](http://www.stmatthewsprudhoe.org) for more information.

The post has arisen due to the forthcoming retirement of our current Headteacher who has been at St Matthew's for 22 years, 17 of those as Headteacher. We are looking for a candidate who has the vision, skills and drive to build on our current sustained success recognised in our 'Good' Ofsted rating in 2018 and be the difference that makes us 'Outstanding'. This is an exciting time to join our school, partly due to the growth and developmental opportunities offered by the Multi-Academy Trust of which we are part and also by our drive to increase pupil numbers to provide a sustainable single form entry.

The governors are looking to appoint an inspiring and caring Catholic leader who:

- Places the development of faith at the heart of the community and continues to develop the Catholic life of our children in partnership with our local parish Our Lady and St Cuthbert's.
- Working with the Governing Body, develops and communicates compellingly the school's vision and whose strategic leadership empowers all pupils and staff to excel.
- Understands how children learn and the development of an engaging, imaginative and challenging curriculum which is rooted in the context in which the children live.
- Works effectively in partnership with parents and the local community.

Our governing body has the enthusiasm, commitment and experience to be 'critical friends' to the school, offering the staff the right balance of support and challenge in meeting the agreed development targets to ensure the best possible outcomes for all of our children in a positive, nurturing environment.

The principal role of St Matthew's headteacher is to inspire, motivate and support colleagues to provide an outstanding learning experience for every pupil in the school. If you think this might be the opportunity for you, I encourage you to visit the school to see the pupils and staff at work. Please contact the school office on 01661 835484 or by emailing [admin@stmatthewsprudhoe.org](mailto:admin@stmatthewsprudhoe.org) to make an appointment. I look forward to hearing from you and receiving your application by noon on Friday 22nd March 2019. The interviews for this post will be held on the 3rd and 4th April 2019.

I wish you the best of luck, and look forward to meeting you.

**Richard Paisley**  
Chair of Governors



## Welcome to our School

St Matthew's Catholic Primary School is in Prudhoe, Northumberland, and is about 11 miles west of Newcastle Upon Tyne. Prudhoe has a population of around 12,000 people and this number is growing as a result of a considerable amount of house building in the area over

the past few years. Prudhoe's schools are predominantly three-tier; as part of the St Thomas More Partnership of Schools we are a two-tier school, something which has brought its own challenges and rewards.

Our school has a strong Catholic ethos centred around shared values and a committed and caring staff who know our children and families well. We have enthusiastic children who enjoy coming to a school where they get to know all of the other pupils and adults, and a hard-working team who always go the extra mile for the pupils and each other. Our extra curricular activities, such as guitar club and mini-basketball, also help give our children a first class education, life experiences and skills.

We currently have 161 pupils on role including nursery and reception, 33 of those are pupil premium children and 23 Special Educational Needs. Currently years five and six are taught in the same classroom.

We have a hall for assemblies within a recently refurbished and extended school, a library, and an outside learning environment with a newly added 'Tinklers' Shed' in our Reception Garden. We also have an excellent school kitchen on site, part of the St Thomas More Partnership of Schools catering service, which provides nutritious meals for the children. There are 5 classrooms plus an extended nursery and reception.

The current staff team consists of the Headteacher, Deputy Headteacher with a supporting Senior Leadership Team, six teachers, four nursery staff and a strong team of seven teaching support staff who support the pupils' classroom experience.

Most of the children live nearby and are involved in the community and local church. We have good relationships with supportive parents and a community which values the unique qualities of our school. Our school events are well supported and there is a strong sense of community spirit in the local area.

The school's 2018 Ofsted inspection recognised the hard work of the school with a 'Good'



judgement, and provides us with the platform to develop into an 'Outstanding' school.

## **Our School Aims, Values and Ethos**

***“Together We...Pray, Play, Work, Learn and Grow”***

### **Aims**

St Matthew's Catholic Primary School is committed to encouraging every child to develop fully with regard to his/her spiritual, moral, social, physical, economic, academic and personal qualities.

The aim is that all children will grow in self-confidence and become responsible and caring members of society.

We intend that our delivery of the curriculum reflects these aims, through continuous evaluation of all that is done in school.

This mission requires equality of opportunity and the co-operation of Governors, families and parish members to foster a Christian atmosphere and a caring Catholic community.

To achieve these aims we endeavour to:

- Pray with and for each other.
- Show consideration and care for others.
- Foster friendliness and value politeness, honesty and sharing.
- Encourage children and staff to care for and appreciate their school environment.
- Ensure that all pupils have the opportunity to fulfil their learning potential.
- Encourage children to become religiously literate.
- Promote a healthy safe lifestyle for pupils and staff.

### **Values and Ethos**

Our school community is built on a foundation of values. Our values support the development of children as reflective learners within a calm, caring, happy and purposeful atmosphere. They permeate the whole curriculum and act as the basis for our social, emotional, spiritual and moral development.

We give everyone an enjoyable and challenging experience of learning so that our children leave St Matthew's as happy, confident, inspired and motivated lifelong learners.

We achieve our full potential through

- Challenge
- Mutual respect and responsibility
- High expectations
- Inspiration and motivation
- Being independent thinkers

St Matthew's is a community where all voices are heard and all members valued. We encourage a healthy attitude towards life and learning. We offer high quality teaching and a stimulating and creative curriculum to enrich the children's learning.

The focus of our work is embedded in our drive towards raising achievement for all, and a firm belief in the importance of developing positive attitudes to learning. Pupils are prepared for the future by providing them with opportunities to take responsibility, support each other and become confident and independent learners. Through our partnership between home and school we seek support for an ethos that encourages success, celebrates effort and achievement and values diversity and fairness. At St Matthew's Catholic Primary School we pride ourselves on our high expectations and our drive for continuous improvement in all that we do - encouraging everyone to '**Pray, Play, Work, Learn and Grow**'.



**"Innovative ideas contribute well to the strengths evident in pupils' personal, social and emotional skills development. The 'peace table' in the Reception class, where children expertly share their views and discuss any small disagreements in a mature and sensible manner, is a prime example of the nurturing culture that exists"**

**Ofsted, 2018**



## St Thomas More Partnership of Schools



***To provide and promote excellent Catholic education within the partnership, enabling everyone to reach their full potential in union with God***

***("Be ambitious for the higher gifts" 1 Corinthians 12:31)***

St Matthew's has been part of the St Thomas More Partnership of Schools (STMPOS) Multi-Academy Trust since April 2015, along with 'outstanding' schools Sacred Heart in Byermoor and St Thomas More in Blaydon. This has been an invaluable move for St Matthew's in terms of support, sharing good practices, resources and a smoother transition for our pupils into secondary education.

The Catholic Faith is at the heart of what we do. Our Christian principles provide a well understood moral code by which we operate. The Partnership promotes an atmosphere of mutual respect where members of all the schools are well behaved, display good manners and work for the common good. The curriculum is engaging and flexible, relevant to the needs of the learners in order to enable them to take their places in society, through the acquisition of the necessary knowledge, concepts, skills and attitudes.

In practice the partnership provides mutual support to all partnership schools, an "all through education" of the pupils, from initial entry at primary through to the end of secondary school, promoting and supporting Catholic education in the Diocese, promoting Christian values including British values, and promoting equality in the partnership.

It will deliver the following outcomes:

- all partnership schools will provide an outstanding education for their pupils and work collaboratively to share expertise and ensure the highest possible standards;
- demonstrate an uncompromising drive to improve, or maintain, the highest levels of achievement and personal development for all pupils over a sustained period of time;
- provide a curriculum which promotes and sustains a thirst for knowledge and a love of learning.



## **Our staff are looking for someone who...**

*“Brings depth and understanding of our school and community”*

*“Is willing to share our passion, creativity and vision for St Matthew’s school and community”*

*“Has the vision and enthusiasm to see opportunities for our children, and us!”*

*“Can lead the spiritual development of our children within the community”*

*“Can help me to develop my skills, experiences and career”*

*“Is a strong, strategic leader who can deliver the short, medium and long term goals of the school, its staff and pupils”*

*“Has a genuine commitment to the school”*

*“Is an inclusive, focused, and approachable person who shares our ethos and is committed to our vision”*



Two children in school uniforms are pointing at a whiteboard. The boy is pointing with a green marker, and the girl is pointing with a red marker. The whiteboard has some writing on it, including the number '4361'.

- ✓ We are in the top 10% of schools in Northumberland for our 2018 KS2 results
- ✓ Our average reading attainment score was in the top 10% of schools nationally for the last three years
- ✓ Our Maths progress has been in the top 20% of schools since 2016
- ✓ We have the highest average reading and maths scores in Northumberland for the 2018 KS2 results



## **Our children are looking for someone who...**

*"Is happy and fun" - Matthew*

*"Enjoys school trips and other activities" - Eve*

*"Gives me opportunities to experience new things" - Erin*

*"Has a growth mindset" - Lucy*

*"Will keep us safe all the time" - Hannah*

*"Helps me make good progress in all areas of my school life" - Oliver*

*"Makes school a nice place to be" - Phoebe*

*"Someone friendly" - Seth*

*"Somebody who cares about the whole school" - Isaac*



**"Science is a firm favourite among pupils. They talked excitedly about their learning and experiments. The work in pupils' books and the school's own assessment show that pupils make good progress in their learning in science over time"**

**Ofsted, 2018**



## Headteacher Job Description

St Matthew's Catholic Primary School



### 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 Hexham and Newcastle. 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 with the Partnership Trust Board of Directors under the terms of the Catholic Education Service contract signed with the Trust Board of Directors 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. In carrying out his/her duties the headteacher shall consult, when appropriate: the Trust Board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *National Standards of Excellence for Headteachers* published by the Department for Education (2015).

The Trust Board and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Trust Board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's<sup>1</sup> work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. **Therefore, the post of headteacher must be filled by a**

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<sup>1</sup> The term school refers to both voluntary aided schools and academies

**practising Catholic<sup>2</sup> who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**

## **The Four Domains**

The *National Standards of Excellence for Headteachers* are set out in four domains.

There are four 'Excellence as Standard' domains:

- Qualities and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

Within each domain there are six key characteristics expected of the nation's headteachers.

### **Domain One**

#### **Excellent headteachers in Catholic schools: qualities and knowledge**

Headteachers:

1. Hold and articulate clear values and moral purpose, which take account of the educational mission of the Church focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour which stems from Christ's vision for humanity. Promotes positive relationships and attitudes towards their pupils, staff, parents, the board and members of the local community recognising their individual worth as made in the image and likeness of God.
3. Inspired by Christ, lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that 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.
5. Work with political and financial astuteness, within a clear set of principles influenced by the Gospel message and Church teaching, centred on the school's vision, ably translating local and national 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.

### **Domain Two**

#### **Excellent headteachers in Catholic schools: pupils and staff**

Headteachers:

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<sup>2</sup> See *Diocesan Briefing Note On Practising Catholic*

1. Demand ambitious standards 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 that reflect the distinctive characteristics of Catholic education.
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' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice, emphasising the distinctive nature of Catholic Education.

### **Domain Three**

#### **Excellent headteachers in Catholic Schools: systems and process**

Headteachers:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity reflecting the school's Gospel values.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider community to promote Gospel values which unite society in a commitment to social justice and the common good.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance, rooted in faithful stewardship of Gospel values, actively supporting the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **Domain Four**

#### **Excellent headteachers in Catholic schools; the self-improving system**

Headteachers:

1. Create outward-facing schools which work with other schools and organisations (both within and outside of the Catholic sector) – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching professional through high quality training and sustained professional development for all staff.
5. 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 – within and beyond schools – to believe in the fundamental importance of Catholic education in young people's lives and to promote the value of education.

## Headteacher Person Specification

**Source Key:** A = Application Form, I = Interview, R = References, CC = Checking Certificates

### Faith commitment

	Essential	Desirable	Source
A practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i> )	✓		A/I/R
Secure understanding of the distinctive nature of the Catholic school and Catholic education	✓		A/I/R
Understanding of the leadership role in spiritual development of pupils and staff	✓		A/I/R
Understanding of the school's role in the parish and diocese	✓		A/I/R
Involvement in parish community		✓	A/I
Leading school worship	✓		A/I

### Qualifications

	Essential	Desirable	Source
Qualified teacher status	✓		A/CC
Degree	✓		A/CC
Postgraduate level qualification		✓	A/CC
CCRS/CTC (or equivalent) or commitment to obtaining the certificate		✓	A/CC/I
National Professional Qualification for Headship (NPQH)		✓	A/CC

### Professional development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of headteacher	✓		A
Evidence of professional development relating to Catholic ethos, mission and religious education	✓		A/I/CC
Evidence of recent leadership and management professional development	✓		A
Evidence of working with other schools/organisations/agencies	✓		A/I/CC
Evidence of appropriate safeguarding training at senior leadership level	✓		A/I/CC

### School leadership and management experience

	Essential	Desirable	Source
Ability to articulate and share a vision for education within the context and mission of a Catholic school	✓		A/I/R
Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	✓		A/I/R
To have successful experience at SLT level as an effective senior leader	✓		A/I/R



To have taken a key role in school self-evaluation and development planning	✓		A/I/R
Knowledge of the role of the board in a Catholic school	✓		A/I/R

### **Experience and knowledge of teaching**

	Essential	Desirable	Source
Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	✓		A/I
Secure knowledge of statutory requirements relating to the curriculum and assessment	✓		A/I

### **Professional attributes**

	Essential	Desirable	Source
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A/I

### **Application form and supporting statement**

The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post
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**Copy of advert**

The Diocese of Hexham and Newcastle



**St Matthew's Catholic Primary School**  
**Highfield Lane**  
**Prudhoe**  
**Northumberland**  
**NE42 6EY**



**Headteacher (Full time)**

**Required for 1st September 2019**

**Salary Range/Leadership Scale: L9 - L15 (£48,687 to £56,434 pa)**

***"Together We...Pray, Play, Work, Learn and Grow"***

The Directors of St Thomas More Partnership of Schools Trust wish to appoint an experienced and successful school leader for St Matthew's Catholic Primary school. This is an exciting opportunity for an existing Head, or a senior leader looking for their first headship, within the supportive environment of a Catholic Multi-Academy trust. Applications are invited from practising and committed Catholic teachers. The children in our school "model their good behaviour on the positive adults around them. They showed kindness and consideration towards each other, held doors open unbidden by adults and listened respectfully when others were talking. Innovative ideas contribute well to the strengths evident in pupils' personal, social and emotional skills development" (**Ofsted, 2018**) and we are looking for someone who is determined to provide them with the very best education possible and lead our school into its next chapter, driving the continued improvement and growth of the school.

**We are looking for someone who:**

- Places the development of faith at the heart of the community and continues to develop the Catholic life of our children in partnership with our local parish Our Lady and St Cuthbert's.
- Working with the Governing Body, develops and communicates compellingly the school's vision and whose strategic leadership empowers all pupils and staff to excel.
- Understands how children learn and the development of an engaging, imaginative and challenging curriculum which is rooted in the context in which the children live.
- Works effectively in partnership with parents and the local community.

**We**

**can**

**offer:**

- A school that is at the heart of the local community.
- Children who are eager and willing to learn and confident in their school environment;
- A unified and skilled team which is unwavering in its determination to excel;
- Governors who are committed to supporting and challenging the school to secure the best outcomes for children;

- A school that is part of a multi-academy trust of high calibre schools, offering opportunities for support and sharing of good practice and resources.

**If you wish to be part of our ‘outstanding’ future, we look forward to hearing from you!**

### **Application Procedure**

Visits to the school are warmly welcomed and we ask you to make arrangements by contacting Alex Robson on 01661 835484 or via email: [admin@stmatthewsprudhoe.org](mailto:admin@stmatthewsprudhoe.org)

Application forms can be downloaded from the [vacancy](#) page of the Trust Partnership website and the St Matthew’s school website [www.stmatthewsprudhoe.org](http://www.stmatthewsprudhoe.org) Applications should be returned by email or post no later than noon on **Friday 22nd March 2019**.

**E-mail address:** [recruitment@stthomasmore.org.uk](mailto:recruitment@stthomasmore.org.uk)

**Postal Address:** Lucy Saint (HR)  
St Thomas More Partnership of Schools  
Croftdale Rd  
Blaydon-on-Tyne  
NE21 4BQ

St Matthew’s Catholic Primary School and Northumberland County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



## Additional Information

Candidates should complete the application form and return it so that it is received no later than **noon on Friday 22nd March 2019** to:

E-mail address: [recruitment@stthomasmore.org.uk](mailto:recruitment@stthomasmore.org.uk)

Telephone : 0191 4995040

Contact: Lucy Saint (Trust HR Manager)

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

The shortlist will be drawn up on 25th March 2019.

Further details will be sent to those candidates called for interview which will take place on the 3rd/4th April.

Applicants will be advised within 3 working days after the shortlisting date whether they have been successful or not.

Failure to send your application form to the email or postal address may invalidate your application.

### **Equality Monitoring**

All applications will be required to complete an Equal Opportunities Monitoring form.

### **Receipt of Application**

Applications are acknowledged by email within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

### **Postage**

Insufficient postage occasionally leads to application forms being received after the closing date for application has passed. To avoid this, please ensure that you attach the correct postage to your application.

*Please be aware we are unable to receive hand-delivered mail outside normal office hours 9:00am - 5:00pm (4:30pm Friday). Emailed applications are acceptable.*

### **Safer Recruitment**

St Matthew's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure & Barring checks along with other relevant employment checks.

### **Data Protection**

For further information on the data we collect and the reasons for this, please refer to the Trust Policy [Privacy Policy for Job Applicants](#).