



St. Peter's
Catholic Primary School



ST. PETER'S CATHOLIC PRIMARY SCHOOL

APPLICANT WELCOME PACK

www.st-peterscatholic.warwickshire.sch.uk



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WELCOME MESSAGE

It gives me great pleasure to welcome you to St. Peter's and to thank you for taking the time to consider the opportunity of becoming our next principal. We are a small Catholic primary school in the heart of Leamington Spa, rooted in Gospel values and dedicated to nurturing every child to achieve their God-given potential. Our staff, governors, and families work in close partnership to create a caring, inclusive, and joyful environment where children not only flourish academically but also grow in faith, confidence, and character. We are immensely proud of our strong sense of community, the dedication of our team, and the vibrant spirit of our pupils who embody the values of kindness, curiosity, and resilience.

We believe this is a truly special place to lead. As a school, we are ambitious for our children, committed to continual improvement, and excited about the future. The successful candidate will find themselves supported by a hardworking and passionate staff team, an engaged governing body, and a wider parish and local community that cares deeply about the success and wellbeing of the school. This is an excellent opportunity to shape the next chapter of our journey, to inspire both pupils and staff, and to make a lasting difference within a faith-filled and nurturing environment. If you are a leader who shares our vision and values, we warmly encourage you to apply and look forward to welcoming you into our community.

Dr Chloe Johnson

Chair of Governors



ABOUT ST. PETER'S CATHOLIC PRIMARY SCHOOL

St Peter's Catholic Primary School is a small, welcoming school at the heart of Leamington Spa, with a proud tradition of providing high-quality education rooted in Gospel values. Our mission is to put Jesus at the Heart of Everything that we do, achieved by nurturing every child spiritually, academically, and socially, ensuring that they grow into the person God calls them to be. We are blessed with a diverse and vibrant school community, where children of all backgrounds are supported to thrive in a safe, inclusive, and faith-filled environment. With strong links to our parish and a dedicated team of staff and governors, we work closely with families to provide a rich education that inspires curiosity, fosters resilience, and celebrates every child's unique gifts.

Our school is more than just a place of learning; it is a family where staff, pupils, and parents support one another and take pride in our shared achievements. We offer a broad and creative curriculum, enriched by opportunities in sport, music, and the arts, alongside a strong emphasis on personal development and wellbeing. Our pupils are happy, enthusiastic, and eager to learn, and their joy in school life is a testament to the caring and nurturing ethos we uphold. We are now looking forward to welcoming a new Principal who will lead our community into the next exciting stage of our journey, building on our successes and helping us continue to flourish.

OUR MISSION AND ETHOS

We put Jesus at the heart of everything that we do.

special kind unique inventive
generous awesome gentleness
purity helpful good positive
expressive enjoyable caring
adventurous bouncy zingy
fun truth colourful superb
confident polite compassion
friendly enthusiastic marvellous
comforting nice remarkable
happy magnificent great
meaningful forgiveness
exceptional joy wonderful
interesting creative hopeful
incredible spectacular
original brilliant peace
lovely service outstanding
dynamic amazing
dignity fabulous impressive
beautiful sacrifice
gorgeous fantastic tolerance
exciting terrific delicious
integrity cool considerate
phenomenal laughing funny
sharing humility loving
energetic smiling captivating
justice encouraging mercy
gracious faithful important
supporting delightful thankful
hard-working tremendous



St. Peter's is a Catholic school, and our Mission is that we put Jesus at the heart of everything that we do. Our Catholic ethos sets our school apart from our friends in non-Catholic schools, primarily because we allow the Gospel Values of the faith to flow through each aspect of the education we provide for our children.

Whilst our school is not exclusively for Catholic children, many families choose to educate their children within the Catholic School system because of the distinctive nature of the schools; the way Catholic schools promote values and because of the role the school plays in supporting parents in raising their children in the Catholic faith.

Catholic Schools exist for four main reasons:

- to make Christ known to all people
- to assist parents as the primary educators of their children, (in the education and religious formation of their children)
- to be at the service of the local church to be a service to society.

At St. Peter's we endeavour to meet the needs of our children, families and community.

OUR NEW PRINCIPAL

Our new Principal will be appointed by the Governing Body of the school, assisted by the Birmingham Diocesan Education Service. As a Governing Body, the qualities that we want our new principal to embody are:

- **A faith leader** – someone who will live out and promote the Catholic ethos, working closely with the our families, the Catholic Parish of Leamington Spa and the Archdiocese of Birmingham, ensuring Gospel values are at the heart of school life.
- **A visible, approachable leader** – known by name to children, staff, and parents, who takes time to build genuine relationships in a close-knit community.
- **A strong communicator and listener** – able to inspire and unite staff, engage parents, and build trust across the community.
- **An excellent educator** – with a clear vision for high standards in teaching, learning, and curriculum development, ensuring every child achieves their potential.
- **A champion of inclusion** – committed to supporting children of all abilities and backgrounds, recognising and celebrating diversity as a strength.
- **A supportive leader of staff** – able to coach, mentor, and develop a small team, ensuring wellbeing as well as professional growth.
- **A strategic thinker** – who can manage resources effectively, plan for long-term improvement, and adapt to the challenges of a small school setting.
- **A community builder** – working in partnership with governors, families, parish, and the local area to strengthen the school's role at the heart of Leamington Spa.

We are a Governing Body that is wholeheartedly committed to the safeguarding and wellbeing of all children and young people and we expect our new principal to not only share this commitment, but also to promote it actively and build a culture of safety and openness in school. The new principal will only be appointed after a full and enhanced DBS certificate has been received. Candidates will also be subject to an online search for information about them as part of our due diligence and commitment to safeguarding.

WHAT OUR CHILDREN WANT FROM THEIR NEW PRINCIPAL

We would like someone who is good with children and that could help us to put Jesus at the heart of everything that we do. Also, to help us become the best version of ourselves. We want someone who follows our school's mission and its values.

Hilarious, Supportive,
Understands Choices, Involved,
Remembers Everyone, Strict
Within Reason, Understanding,
Positive and Empathetic.

Responsible, Joyful, Kind, Firm but
Fair, Someone You Can Act
Normal Around; Helpful, Equal,
Logical, Enthusiastic, Respectful To
Everyone; Doesn't Need To Shout.



WHAT OUR PARENTS WANT FROM A NEW PRINCIPAL

"A devout Catholic who is passionate about educating children in a safe, loving environment, built on the foundation that is Christ"

"A clear vision"

"Kind"

"Excellent communication skills"

"Motivated"

"Has the ability to form genuine and positive relationships with parents and families to rekindle and enhance the St Peter's school community. With parents and pupils voices being heard and acknowledged to help families engage with their children's education and well being."

"Integrity"

"Likes working with children"

"Is Fair and has high expectations – maintaining strong academic standards while being consistent and just."

"Committed to equality and inclusion – actively promoting diversity, non-racism, and ensuring every child feels valued and respected."

"Previous experience of leadership is a must. It would be good if they could show experience of managing a stable and consistent team"



WHAT OUR STAFF ARE LOOKING FOR FROM THEIR NEW PRINCIPAL

- We want our Principal to always put the children first, to ensure they rest at the heart of every decision and that they are given opportunities to flourish and thrive.
- We hope our new Principal understands the unique way a small school operates, where teamwork is key and hard work is acknowledged and appreciated. We want them to have a thorough understanding of the challenges faced in class, the successes of the school and the complexities of managing the business aspects of St. Peter's.
- We want a Principal that has the wisdom to seek first to understand. We want them to get to know our school, the good bits and the brilliant bits, before working with us to make changes and improve further.
- We want our new Principal to value our time, see the bigger picture and communicate with us effectively so that we can perform brilliantly for our children.
- We would like our Principal to have just the right amount of silliness and sparkle, that we love to come to work to see what each new day will bring!



WHAT WE CAN OFFER YOU

We asked our Chair of Governors, Dr Chloe Johnson, to list all of the wonderful reasons why you would want to work at St. Peter's Catholic Primary School, and what the school offers you as Principal. She said:

- A chance to lead one of the best small schools in the country, where the children come to school happy and ready to learn.
- A school where the behaviour and attitudes of the children have been judged by OFSTED as being OUTSTANDING in February 2025, making it a pleasure to come to work each day.
- A faith-filled and joyful community, built on mutual trust, openness and a true commitment to the children in our care.
- A proactive Parents' Association (The Friends of St. Peter's), who are energetic, proactive and successful, whilst maintaining fun and professionalism.
- A hard-working and happy staff, who understand the challenges of a small school and always go the extra mile for our children and each other.
- A supportive Parish priest, committed to supporting the school to thrive.
- An ambitious, supportive, kind and open Governing Body, who will support you through every challenge that arises, challenge you to be brilliant, and value your health and wellbeing highly.
- Continuous Professional Development opportunities that have no ceiling A local network of headteachers, both Catholic and non-Catholic, who offer friendship and support A great location - shops on the doorstep, M&S Simply Food around the corner and a lovely park to have a walk around. Free parking!

JOB DESCRIPTION

Principal Job Description

Indicative Salary Range (ISR): Leadership Scale 12-16 **Responsible to:** The Governing Body **Responsible for:** All staff within the school

1. Introduction

A. This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors 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.

B. 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 principal shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

C. This job description may be amended at any time, following consultation between the principal and the governing body and will be reviewed annually.



JOB DESCRIPTION

2. Core Purpose of the Principal

1. The core purpose of the principal 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 principal must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Principals must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

- a. 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;
- b. religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- c. religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- d. 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;
- e. 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;
- f. all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

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

3. The principal, 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, principals play a key role in contributing the development of the education system as a whole and collaborate with others to raise standards locally.

4. Drawing on the support provided by members of the school community, the principal is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

JOB DESCRIPTION

3. General Duties and Responsibilities

1. To carry out the duties of the principal as set out in the current School Teachers' Pay & Conditions Document.

Key Areas of Responsibility

4. Creating the Vision

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.

2. The principal, 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. 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 and a self-improving school system.
- Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the 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.

JOB DESCRIPTION

5. Leading Teaching and Learning

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.

2. Principals 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.

JOB DESCRIPTION

6.The Self Improving School System and Working with Others

- 1.In a Catholic school the role of principal is one of leadership of a learning community rooted in faith. The principal'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.
- 2.The principal must manage themselves and their relationships well. Headship 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 principal 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, principals 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.

JOB DESCRIPTION

7. Creating Systems and Processes to Manage the Organisation

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.
2. The principal needs to provide effective systems and processes which are fit for purpose and which uphold the principles of transparency, integrity and probity. The Principal 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.

JOB DESCRIPTION

8. Ensuring accountability

1. In a Catholic school the principal fulfils his/her responsibilities in accordance with the mission of the school. The principal supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.
2. With Gospel values at the heart of his/her leadership, the principal has a responsibility to the whole school community. In carrying out this responsibility, the principal 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 principal is legally and contractually accountable to the governing body for the school, its environment and all its work.

Actions

- Fulfil commitments arising from contractual accountability to the governing body.
- 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 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.

JOB DESCRIPTION

9. Building Community

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.

2. The principal needs to commit to engage with the internal and external school community to secure equity and entitlement. The principal should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The principal should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The principal 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.



JOB DESCRIPTION

10. Safeguarding Children & Safer Recruitment

1. 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 principal should ensure that:

- The policies and procedures adopted by the governing body 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

	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

PERSON SPECIFICATION

	Essential	Desirable
4. Professional Development	<ul style="list-style-type: none"> • Continuing development relating to Catholic ethos, • Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning 	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to Catholic ethos. • 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
5. Strategic Leadership	<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' to achieve the aims of Catholic education • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement 	<ul style="list-style-type: none"> • Knowledge of the role of governance in a Catholic voluntary aided school or Academy

PERSON SPECIFICATION

	Essential	Desirable
5. Strategic Leadership (continued)	<ul style="list-style-type: none"> • 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 standards and the achievement of all pupils • 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 	<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

PERSON SPECIFICATION

	Essential	Desirable
6. Teaching and Learning (continued)	<ul style="list-style-type: none"> • Understanding of the characteristics of an effective learning environment and the key elements of successful 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 • 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"> • 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 • 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

PERSON SPECIFICATION

	Essential	Desirable
9. Skills, Qualities and likeabilities	<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 maintain good relationships• Ability to remain positive and enthusiastic when working under pressure• 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



HOW TO APPLY

Governors will shortlist candidates at the start of the following week and you will be notified if your application is successful, you will be invited to interview, which takes place on Monday 18th May 2026.

The next step is to complete the application forms featured in the advertisement. Please submit these documents by emailing them to

admin3542@welearn365.com

by

**12 noon
on Friday 1st May 2026.**

We are so thankful to you for taking an interest in our small (but perfectly formed!) school. If you remain interested, we would welcome you to visit our school, and be given a guided tour by our Assistant Headteacher, Mr Fitzgerald.





IMPORTANT INFORMATION

The Application

The application is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

Job Description

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification. Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the person specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the essential criteria. However, we guarantee to interview all disabled applicants who meet the essential criteria.

We are unable to accept cvs so please do not attach your cv, references, or copies of educational certificates to your form. If there is insufficient room on the application in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question. We do not accept any application that is not using the approved catholic education service application form, which accompanies this welcome pack on the advert.

The 'relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant.

Equal Opportunities

Information provided by you on the equal opportunities monitoring form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process



IMPORTANT INFORMATION

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero academy reserve the right to check the validity and accuracy of your application if successful.

Work permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

Inline with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the academy will be subject to satisfactory clearance being obtained from the disclosure and barring service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

Please note we will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our catholic values and help us to achieve the vision that we have set ourselves to work towards.

