



# All Saints Catholic Primary School

Archdiocese of Liverpool

[www.golborneallsaints.co.uk](http://www.golborneallsaints.co.uk)

Hazel Grove,  
Golborne,  
Warrington,  
WA3 3LU

01942 747655

## Mission Statement

Working hand in hand with the home,  
parish and wider community, All Saints  
School family will nurture, respect and  
value each individual, as we learn and  
love on our journey with Jesus:  
giving us roots to grow and wings to fly.

*Learn, Love, Live*

January 2024

Dear Candidate,

On behalf of the Governors, parents, staff and children of All Saints Catholic Primary School family, I would like to thank you for your interest in the post of Headteacher. I am very pleased that you are considering applying to lead our unique and wonderful school; a position that has arisen due to the retirement of our current Headteacher at the end of this academic year.

Having attended All Saints as a pupil – albeit many years ago! I am very proud to be the Chair of Governors at our school. A school that supports and cares wholeheartedly for the well-being of the children, staff and families that we serve. A school where parents appreciate the time and effort of all staff in supporting not only the academic journey of their children but their personal, social and emotional health and well-being too. This was highlighted in our Outstanding Ofsted inspection which took place in January 2019 as well as the Outstanding RE Inspection which took place in March 2023.

All Saints is a single form entry primary school with an exceptional maintained pre-school offering flexible delivery. The school is one of three primary schools in the heart of Golborne within the borough of Wigan. We currently have 215 children on roll (Reception – Year Six) and 18 children attending pre-school. We also provide an 'Extended Schools' provision to support the needs of our families. Strong partnerships between pupils, staff, parents, Governors, the Parish of All Saints and our local community have been formed over the years due in no small measure to the dedication of the Headteacher and the Senior Leadership team.

We pride ourselves on being a fully inclusive school and encourage our children to embrace diversity and recognise that everyone is unique and as such accepting that differences are to be celebrated. Our staff nurture and model positive relationships; as a result, our pupils listen well and value the opinions of others. We have an active School Council/CAFOD Club who work closely with the Senior Leadership team, ensuring the voice of the child has real impact.

As a Catholic school, we are a community of faith and learning. It is our fundamental duty to put Christ at the Centre of all that we do and ensure that the distinctive nature of our school reflects this. The ethos of the school in all its spiritual, moral and cultural aspects reflects the message proclaimed by Christ in the Gospels. These beliefs and values inform and unify every aspect of school life, providing for, and subsequently shaping the curriculum and so offering a living experience of the Christian way of life.

The successful candidate will have the pleasure of working with an outstanding team of senior leaders, teachers, a Pastoral and Safeguarding Lead and support staff. In addition, you will have a governing body who will do their utmost to support you in your new role.

Our new Headteacher should be a strong, approachable, compassionate and supportive leader who is passionate and knowledgeable about the pursuit of high-quality teaching and learning. They should recognise the strengths that exist in our wonderful school and be ready to enhance the excellent work already taking place whilst possessing a strategic vision that will take All Saints confidently forward to its next chapter. You will be able to find out much more about our school on our website: [www.golborneallsaints.co.uk/home](http://www.golborneallsaints.co.uk/home)

Please take the opportunity to visit our school and experience for yourself the warm, safe, nurturing environment that we pride ourselves in providing for our children and staff alike. Please contact our Pastoral and Safeguarding Lead, Mrs Russell to arrange your visit by either phone or email: [s.russell@golborneallsaints.wigan.sch.uk](mailto:s.russell@golborneallsaints.wigan.sch.uk)

The closing date for applications is noon on 21<sup>st</sup> March 2024.

The interviews for this post are scheduled for 25<sup>th</sup> April 2024.

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely,

Mr Terry Whelan  
Chair of Governors

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## Headteacher

**Required for September 2024**

**[Group 2 ISR L15 – L21]**

Due to the retirement of our present highly-regarded Headteacher, the Governors are seeking to appoint an enthusiastic, inspirational and dedicated individual to lead our school community and continue to take our school forward with our children at the heart of everything they do.

### The Children are looking for:

- A loving and kind hearted Headteacher who encourages us to be our best
- A respectful and reliable Headteacher who explains things clearly
- A humble and loyal Headteacher who gives us good strategies and advice
- An honest, positive and peaceful Headteacher who celebrates our achievements and beams with pride

### The Governors are looking for

- A committed and practising Catholic who demonstrates a strong, lived in faith and deep commitment to Catholic Education and the Catholic ethos of the school
- A leader who puts children at the centre of their own learning and who encourages them to be confident and strive for excellence in all they do
- A person who loves and values all children as unique individuals, ensuring that all children develop resilience and are able to achieve their full potential
- An individual who is enthusiastic, resilient, innovative, creative and forward-thinking
- A Headteacher who will continue to maintain and develop the partnerships between our school, parents and carers, parish, Archdiocese and the wider community
- An inclusive leader and innovator who encourages, enthuses and motivates the school community through excellent communication and interpersonal skills
- A leader who is open to new ideas and a willingness to build on the existing excellence in our school
- An exemplary role model who can communicate their faith through their care and love of our children
- A leader who is committed to safeguarding and promoting the welfare of all children, staff and the wider school community.
- An inspirational leader who promotes aspiration and ambition for every member of our staff school team.

**We can provide:**

- A happy, nurturing and secure environment underpinned by a Catholic ethos built on the teachings of Christ
- A positive caring ethos based upon the values of the Catholic faith
- Well motivated and well behaved happy children, who love to come to school and are excited about their learning
- Dedicated, creative, enthusiastic and hardworking staff, embedded with a strong culture of support and teamwork
- An experienced, committed and supportive Governing Board
- An attractive and well resourced teaching and learning environment
- Supportive parents and others from the parish and wider community

**Our last OFSTED inspection in 2019 (Outstanding) found that:**

- Leaders and governors have successfully created a culture of the highest aspiration for pupils and their teachers. They share an unwavering determination to provide the best for pupils, and to give them 'roots to grow and wings to fly'
- A climate of learning is underpinned by the strongest focus on pupils' happiness and well-being
- Leaders make excellent provision for pupils' spiritual, moral, social and cultural development [so] pupils are well prepared for life in modern Britain, are ambitious for their future lives and speak confidently of the careers they would like to pursue.
- The interactions between adults and children are inspirational

**Our 2023 RE Inspection report found that:**

- The mission to follow the example of Jesus as they 'Learn, love and live', is known, lived and embraced by the pupils and fully endorsed by governors, staff and parents.
- The attentive pastoral care they receive illustrates what it means to be part of a loving Christian school family
- All Saints community has a powerful impact upon the personal faith, spiritual and moral development of the children they serve
- It celebrates the efforts of every child

Don't just take our word for it, come and see for yourselves!

Visits to the school are welcome and encouraged. Please contact **Mrs Russell our Pastoral & Safeguarding Lead** ([s.russell@golborneallsaints.wigan.sch.uk](mailto:s.russell@golborneallsaints.wigan.sch.uk)) to make an appointment.

Application packs are available from and returnable to [michelle.foster@wigan.gov.uk](mailto:michelle.foster@wigan.gov.uk)

Closing date for applications: 21<sup>st</sup> March 2024 at 12 noon

Shortlisting: 26<sup>th</sup> March 2024

Interviews: 25<sup>th</sup> April 2024

**As part of the shortlisting, we will carry out an online search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.**

**Our school is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. All posts are subject to the required DFE preemployment checks being completed including an Enhanced DBS Certificate [including a Children's Barred List Check]. Our recruitment pack contains key safeguarding policies including our code of conduct for staff and volunteers which everyone must adhere to.**

## Job Description

### Headteacher

### All Saints 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 Archdiocese of Liverpool. 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 board of the school under the terms of the Catholic Education Service contract signed with the board 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 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 *Headteachers' Standards* published by the Department for Education (2020).

If requested, undertake the role of designated safeguarding officer.

The 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 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 Archdiocese of Liverpool. **Therefore, the post of headteacher must be filled by a 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.**

## Section 1: Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes<sup>3</sup> and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

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

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

<sup>3</sup> The Gospel of Matthew 5:3-12



Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God<sup>4</sup> and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue<sup>5</sup> and the Church's Social Teaching<sup>6</sup>.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

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<sup>4</sup> The Book of Genesis 1:26-27

<sup>5</sup> *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

<sup>6</sup> *Compendium of the Social Doctrine of the Church*, 2004, Vatican.





## 1. School Culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education<sup>7</sup> and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

## 2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.<sup>8</sup>

<sup>7</sup> The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

<sup>8</sup> The Gospel of John 10:10



- ensure effective use is made of formative assessment

### 3. Curriculum and Assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

### 4. Behaviours

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

### 5. Additional and Special Educational Needs and Disabilities

Headteachers:



- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching<sup>9</sup>
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

## 6. Professional Development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## 7. Organisation Management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care

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<sup>9</sup> The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.



- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

## 8. Continuous School Improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## 9. Working in Partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## 10. Governance and Accountability

Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility





- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

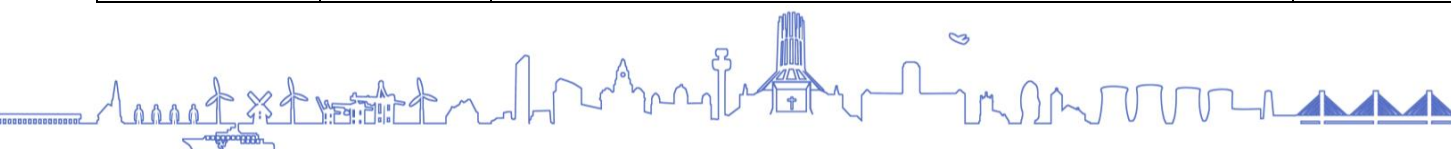
*Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church*



## Person Specification

### Headteacher All Saints Catholic Primary School Golborne.

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of headteacher	A
	E9	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E10	Evidence of recent leadership and management professional development	A
	E11	Evidence of working with other schools/organisations/agencies	A/I/CC
	E12	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
School Leadership and Management Experience	E13	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R





	E15	To have successful experience as an effective headteacher, deputy headteacher, assistant headteacher or head of school	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the headteacher and the board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of monitoring staff performance	
	E20	Thorough knowledge and understanding of current educational issues including the most recent Ofsted framework	
Experience and Knowledge of Teaching	E21	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum and Early Years framework	A/I
	E22	Secure knowledge of statutory requirements relating to the curriculum and assessment including Early Years	A/I
Professional Attributes	E23	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	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in parish community	A/I/R



Qualifications	D2	Recent experience in a Catholic primary school	A/I
	D3	Postgraduate level qualification	A/CC
	D4	National Professional Qualification for Headship (NPQH) or commitment to obtaining the qualification	A/CC
		Successful completion of Diocesan leadership programme	
	D5	Understanding of budget planning, staff deployment and effective use of resources	A/CC
	D6		A/I

Key – Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

