



Holy Family Catholic School & Sixth Form



Headteacher Recruitment Information Pack

Position:
Headteacher

Start:
September 2022

L33 - L39

Application
Deadline:
**Tuesday
19th April
12 noon**



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www.holyfamily.waltham.sch.uk



**Diocese of Brentwood
Holy Family Catholic School
1 Shernhall Street
Walthamstow
London E173EA
Headteacher: Andy Stone**

Required for Sept 2022

HEADTEACHER

**Salary range (outer London) L33 (£95,957) - L39 (£110,584)
N.O.R 1306 including 306 in the sixth form**

Holy Family is a well-respected and popular Catholic school located in north-east London. The Governors invite applications from experienced, enthusiastic and suitably-qualified practising Catholic leaders to play a key role in building on the success of our friendly school and build on the school's existing strengths as our new Headteacher.

We want our Headteacher to:

- Have a clear vision and strong commitment to Catholic education;
- Be an excellent teacher;
- Be an excellent communicator with a strong commitment to working in partnership with the parishes and the community;
- Be creative, innovative and with an abundance of energy and ideas
- Be a caring individual who is supportive of the ethos of the school
- Confident and able to take the school forward to the next stage of its development.

We can offer you:

- A positive and caring ethos based on the values of the Catholic faith.
- A commitment to support your professional development to the next stage of your career.
- The opportunity to work with delightful children, supportive parents and governors.

Holy Family Catholic School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and the successful candidate will be required to complete a Disclosure + Barring Service Check.



Holy Family Catholic School & Sixth Form

ASPIRE TO THE HOLY FAMILY WAY

Dear prospective applicant,

Thank you for the interest you have shown for the position of Headteacher at Holy Family Catholic School. This post has arisen as our current Headteacher, Dr Andy Stone, has been appointed as Director of Schools Service in the Diocese of East Anglia and will take up that post on 1st September 2022 after 14 years at Holy Family.

Holy Family is a busy and thriving Catholic school with just over 1300 students on roll, including 300 in our sixth form. Outcomes are strong and the school is well regarded locally. There is a very positive Catholic ethos which underpins the life of the school and there are many excellent and dedicated teachers and support staff. We have excellent relationships with our Catholic primary partner schools, our local clergy and our parents are very supportive of the work of the school.

The school has a lay chaplain and small chapels on each site. There is a full liturgical programme and for many years we have held an annual whole school Mass of Remembrance.

Most of our Yr 11 students choose to remain in our sixth form and the vast majority progress to university, including many to Russell Group universities. Over recent years the school has seen significant investment in its facilities including the building of a sixth form centre and new classroom accommodation on both our sites. We have a new Sports Hall, Learning Resource Centres and refurbished facilities in science, technology art and RE.

Our Ofsted and Diocesan reports are very positive and there is much to be proud of in the school and its commitment to high quality, inclusive Catholic comprehensive education. We also operate a small alternative provision on site for students with SEMH issues on behalf of the borough.

The Governing Body is seeking to appoint a Headteacher who will build on current good practice and also bring fresh ideas to continue our drive forward. As the school is at the heart of the local community we wish to appoint someone who will maintain and further strengthen our relationships with our partner schools.

We would positively encourage candidates to visit the school in order that they may better understand our ethos and we have set aside Tuesday 29th and Wednesday 30th April for visits to the school. Please contact Mrs Fray, the Headteacher's PA at the school to arrange this.

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

Yours sincerely,

Dr P Doherty OBE
Chair of Governors



Holy Family Catholic School & Sixth Form

ASPIRE TO THE HOLY FAMILY WAY

**Prospective candidates are warmly encouraged to visit the school.
The following dates have been set aside for visits to the school:
Tuesday 29th March and Wednesday 30th March**

For more information, an Application Pack or to arrange a visit, please contact the Headteacher's PA, Mrs Fray, on 0208 520 0482 or email t.fray@holyfamily.waltham.sch.uk

A copy of our SEF can be found on our website:

<https://www.holyfamily.waltham.sch.uk/home/vacancies/current-vacancies/>

Full details of the post and the CES application form are also available on the TES website.

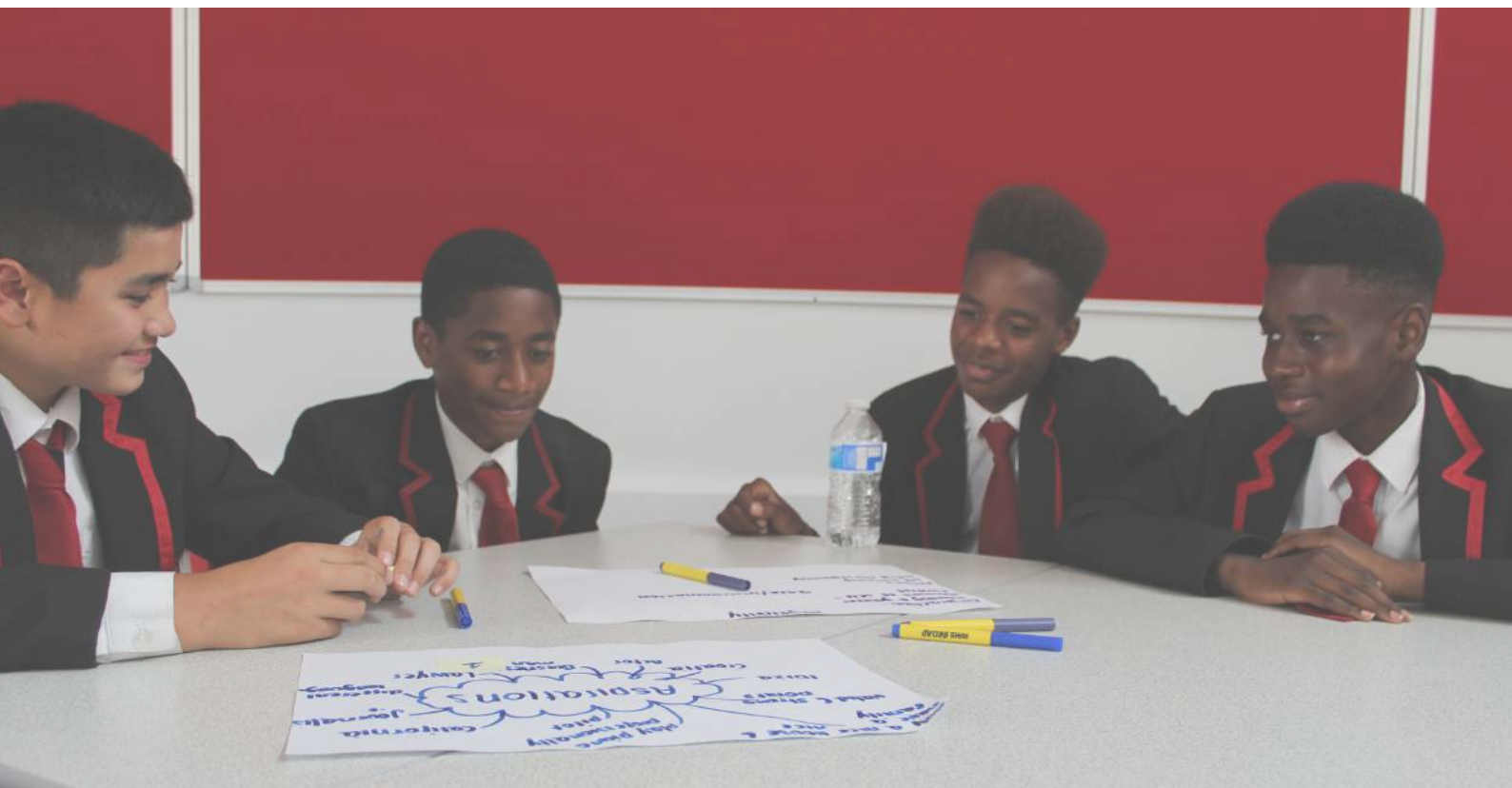
Completed applications should be sent to t.fray@holyfamily.waltham.sch.uk

Closing Date: Tuesday 19th April 2022 at 12 noon

Shortlisting: 20th April 2022

**Formal Interviews: Tuesday 26th and Wednesday 27th April
2022**

Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted.





Vision & Values

Holy Family Catholic School & Sixth Form

Holy Family Catholic School and Sixth Form, formerly known as the Holy Family Technology College, is a very popular mixed secondary school with just over 1300 students aged 11-19 and 300+ in Sixth Form. The school's Catholic ethos underpins all that we do and forms the basis of the Holy Family Way. We are a member of the Aquinas Trust of Catholic Schools in Waltham Forest and work closely with our partner primary schools to provide the best possible Catholic education for all our young people. Holy Family is a Catholic school governed by the Diocese of Brentwood.

We aim to educate the whole person, to develop each student's academic potential as well as nurturing their creativity, spirituality, character and resilience. Most of our students spend seven years with us, leaving the sixth form to start their degree courses at university, or to begin apprenticeships or high quality employment. We seek to instil in each of our students the belief that they should have a strong concern for others and that they should seek to do good, both in their school, and in their wider community.

The school has very close partnerships with our parishes and with parents all of which helps to reinforce our Catholic ethos and sense of community. In school there is a very great emphasis on extra-curricular activities and all students are offered every opportunity to develop their knowledge and skills through after school clubs in an array of different fields including sport, music, art and drama, STEM Club, debating society and a very popular Duke of Edinburgh programme.

We are fortunate to have a thriving sixth form housed in its own specialist accommodation. We accept applications to our sixth form from our own year 11 students and also from students from other schools across the borough and beyond, who would like to experience their sixth form education in a school based sixth form with a Catholic ethos.

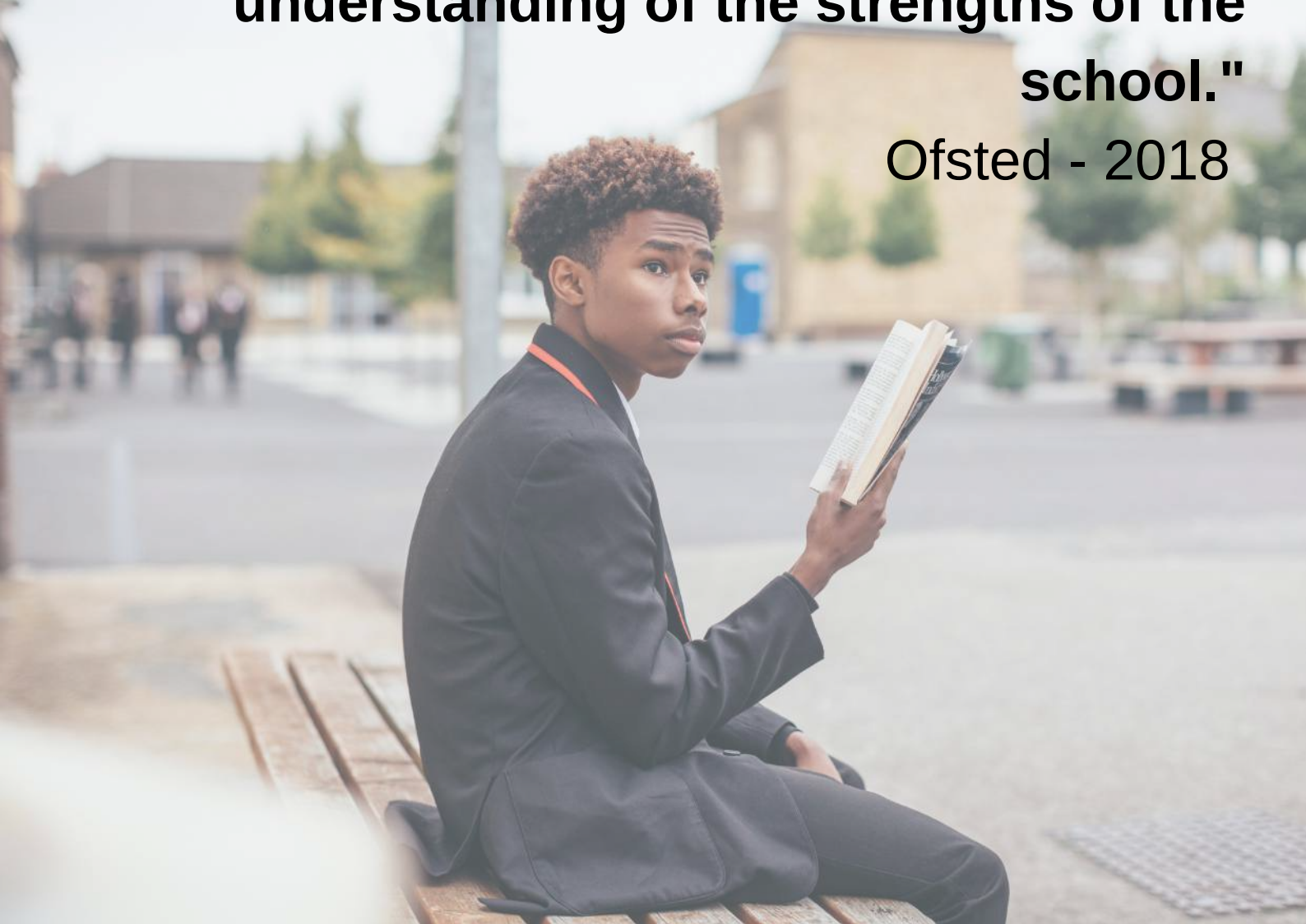
During the past three years the school has undergone a major building programme providing both new and refurbished facilities including many new classroom spaces, two new Learning Resource Centres and a new Sports Hall. These have given us a range of first-class facilities for many generations of future students.

Holy Family is a great school to work at. We are a very caring and supportive community. We invest in our staff (we are a Gold Standard Investors in People School) and we always try to do our very best for every one of our young people.



"School leaders have an accurate understanding of the strengths of the school."

Ofsted - 2018



Job Description: Secondary Headteacher

Leadership Scale: L33 - L39

Aims of the School: Holy Family Catholic School Holy Family is a Catholic community, embracing the clear Christian values of respect, service and justice. We are a family of many cultures sharing one faith. We exist to educate all young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

Responsible to: The headteacher is an employee of the Governing Body/ Trust Board and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies).

Introduction

1. This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors/trustees 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 life in the school.

2. The appointment is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.

3. This job description may be amended at any time, following consultation between the Headteacher and the Governors and will be reviewed annually.

Core Purpose of the Headteacher

4. To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

5. The core purpose of the Headteacher is to ensure that:

- 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 Diocese of Brentwood;

Job Description: Secondary Headteacher

- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities

To carry out the duties of the Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Key Areas of Responsibility

School culture

The school's culture 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.

Actions:

- Create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community. In our school we refer to this as the Holy Family Way
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- 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.
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards of excellence which prepare pupils from all backgrounds for their next phase of education and life
- To work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment

Job Description: Secondary Headteacher

- 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.
- Ensure a culture of high staff professionalism.

Teaching

In a Catholic school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Actions:

- 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
- Secure high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
- Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Ensure teaching is supported by high levels of subject expertise
- Ensure effective formative assessment

Curriculum and Assessment

Actions:

- Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure valid, reliable and proportionate approaches are used when assessing pupils

Behaviour

Actions:

- Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school's behaviour policy
- Manage behaviour consistently, fairly and respectfully
- Ensure that adults within the school model and teach the behaviour of a good citizen

Job Description: Secondary Headteacher

Additional and special educational needs and disabilities (SEND)

Actions:

- Ensure the school holds ambitious expectations for all pupils
- Create a culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties under the SEND code of practice.

Professional Development

Actions:

- Ensure staff have access to high-quality, sustained professional development opportunities
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with 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 nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational Management

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.

The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher deploys people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

Actions:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- 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
- Ensure rigorous approaches to identifying, managing and mitigating risk
- To ensure stewardship of the buildings and grounds in relation to Diocesan requirements
- To provide a safe and secure environment for all who work in and visit the school.

Job Description: Secondary Headteacher

Continuous school improvement

Actions:

- 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 context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in partnership

In a Catholic school, the headteacher shares responsibility for the mission of the school and the wider Diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate

Actions:

- To recognise the authority of the Bishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require
- Forge constructive relationships with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the school
- Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support. Holy Family is a key partner in our local deanery based soft federation the Aquinas Trust
- Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils. Holy Family plays a full part in the educational community in Waltham Forest and beyond working in partnership with the Local Authority and other local schools and colleges and has its own Alternative Provision based on the upper site.

Governance and accountability

Actions:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Create professional working relationships with those responsible for governance
- 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.

Person Specification: Secondary Headteacher

	Essential	Desirable
Faith Commitment		
1. Practising and committed Catholic in good standing with the Church	R	Evidence of participation in parish or Catholic community life
2. A secure understanding of the distinctive nature of the Catholic school	A I	
3. Understanding of the headteacher's role as pastor	A I	
4. Understanding of the school's role in the Catholic and wider community	A I	
5. Ability to demonstrate care, compassion and reconciliation	A	
6. Ability to lead acts of worship in the Catholic school	I	
Qualifications and Training		
1. Degree + QTS	A D	
2. Evidence of continuing professional development in preparation for HT post	A	NPQH Post Grad level qualification MA in Catholic School Leadership
3. Catholic Certificate in Religious Studies (CCRS)		D
4. Willingness to undertake CCRS within 2 years of appointment	A	

Person Specification: Secondary Headteacher

	Essential	Desirable
Experience		
1. A record of substantial, successful teaching experience.	ARI	Experience in a variety of schools
2. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher	ARI	
3. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level	ARI	
4. Experience of leadership role within a secondary school	ARI	
Professional Knowledge and Understanding		
1. Understanding the expectations in the new Ofsted Framework about what makes an effective school	AI	Understanding of the expectations of the S.48 denominational Inspection
2. Working knowledge of school planning, evaluation, assessment and accountability	ARI	The ability to role model excellent teaching
3. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	AI	
4. Thorough knowledge and understanding of current educational issues	AI	
5. Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	ARI	

Person Specification: Secondary Headteacher

	Essential	Desirable
Promoting the welfare of children		
1. A good understanding of up to date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils	I	
Professional Skills and Abilities		
1. Evidence of working effectively with staff, governors and parents	RI	
2. Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	AI	
3. Ability to produce clear reports, information and advice to staff and governors and to provide clear information to the Diocese and the CES when required	IR	Understanding the criteria for evaluating a Catholic school
Personal Qualities		
1. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	RI	
2. Stamina, energy and resilience; confidence	RI	
3. Optimistic outlook	R	
4. Commitment to own work/life balance as well as that of others	AI	

Person Specification: Secondary Headteacher

	Essential	Desirable
Other		
1. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community	AIR	
2. Evidence of a strong commitment to Catholic education	AIR	

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

References

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
- Positive recommendations in professional references, without reservation.

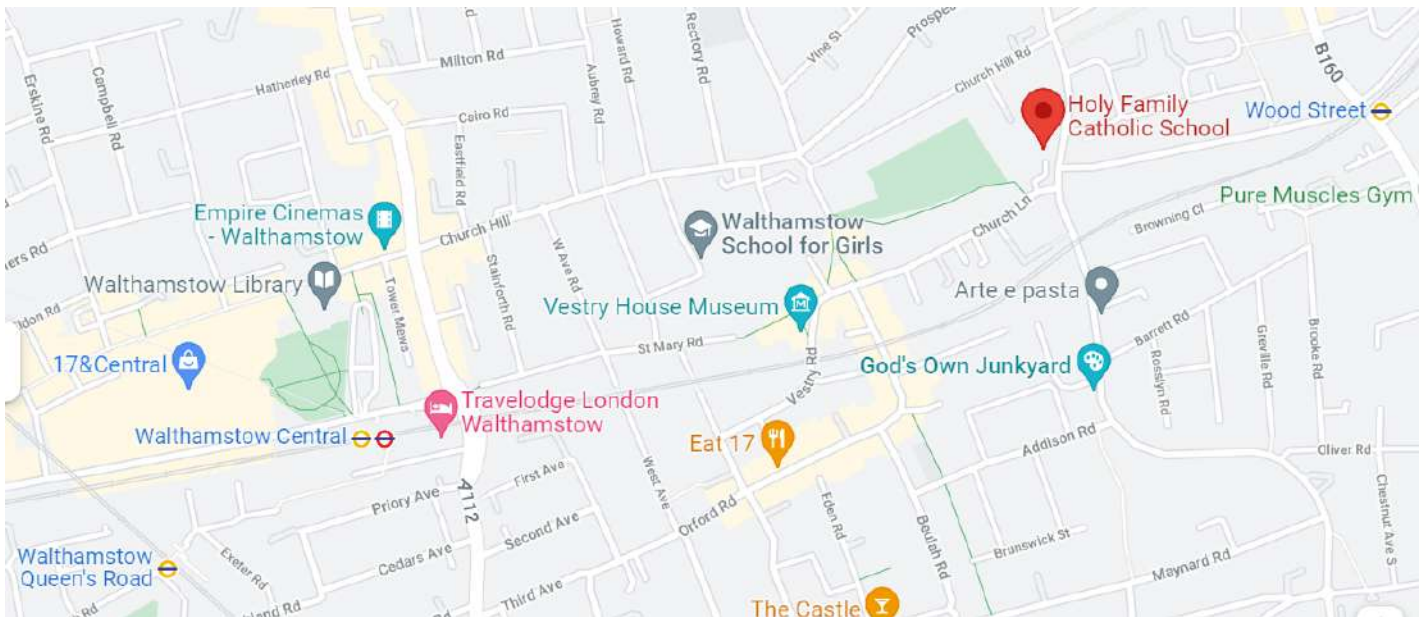
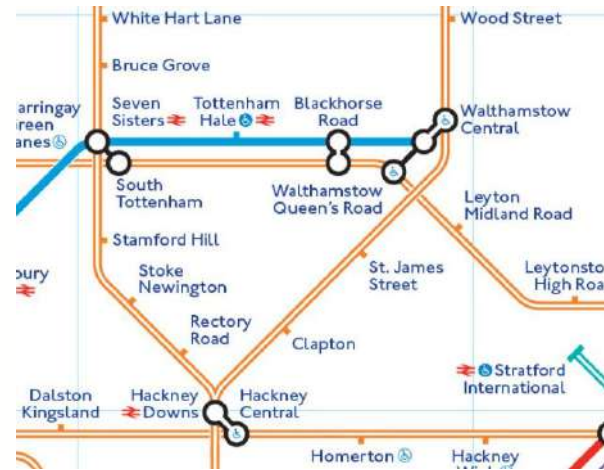
A	Application Form
D	Documents
I	Interview
R	References

Working at Holy Family

The Governors of Holy Family Catholic School are committed to the well-being and work-life balance of all its employees. Outlined below are some of the additional benefits enjoyed by those who are employed directly by the Governing Body of Holy Family Catholic School.

- iPads for Teachers
- 'Day off' Scheme (paid day off during final half term)
- No lessons P5 on Fridays - in house training for all
- Data Manager who analyses all data
- Working day staff refreshments provided
- Food and refreshments before Parents' Evenings & Open Evenings
- Flexible approach to leave of absence
- Teachers 'Rarely Cover'
- Enhanced PPA Time
- Paternity Leave on full pay
- Commitment to CPD for all Staff
- Staff social events
- Additional day off in lieu of Inset Days
- Onsite staff car parking
- Payments for teachers for additional teaching
- Automatic enrolment in TP or LGPS Pension Scheme
- Marking and Moderation Day
- Departmental Planning Day
- Reduced number of graded lesson observations
- Staff STARS Reward System
- Well-being sessions for staff and early finishes once a term
- Brand new facilities and teaching classrooms
- Onsite fitness centre
- Education Support Partnership - provides a number of completely free support systems for you as well as your immediate family. The EAP is intended to help staff deal with personal problems that might adversely impact their work performance, health and well-being

Location



Our school is centrally located with easy access to the A406, M11 and M25 as well as great transport links. A ten minute walk from Walthamstow Central Station (Victoria Line) and five minutes from Wood Street Station (London Overground). We also have on site parking.

Address

Walthamstow House Site, Years 7, 8, 12 and 13. London E17 3EA

Wiseman House Site, Years 9, 10 and 11. London E17 9RT



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www.holyfamily.waltham.sch.uk

"The Holy Family School is a good school with many outstanding features. Leaders, Governors and managers have a deep commitment to the Church's mission in education. They are passionate about the welfare of each student and member of staff."

Diocesan Report - 2019

