



## Recruitment Pack

### Assistant Principal – St Peter’s Catholic Academy

Closing Date: 27<sup>th</sup> March 2025

Interviews: wb 7<sup>th</sup> April 2025

# A Message from the Chief Executive Officer

Dear Applicant

Thank you for your interest in the position of Assistant Principal at St Peter's Catholic Academy which forms part of the Newman Catholic Collegiate in North Staffordshire. I am delighted to have this opportunity to introduce myself, to give some details about our Collegiate and to describe the kind of candidate we hope to appoint to this position.

Our Collegiate currently consists of nine Catholic academies, eight primary and one secondary:

- St Peter's Catholic Academy
- St Wilfrid's Catholic Academy
- Our Lady & St Benedict Catholic Academy
- St John the Evangelist Catholic Academy
- St George & St Martin Catholic Academy
- St Joseph's Catholic Academy
- St Mary's Catholic Academy
- Our Lady of Grace Catholic Academy
- St Margaret Ward Catholic Academy (Secondary)

As a Catholic group of academies, the basis of our mission is to value and respect every person as an individual made in the image of Christ.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore  
Chief Executive Officer



## Growing Together for Life

The Newman Catholic Collegiate is a group of nine schools that believe through collaboration we can grow together to improve each and every individual. Whilst each of our schools is unique, we know that by growing together we are able to offer the highest quality Catholic education for children aged 2 -19, centred on the teachings of Christ.

Our collegiate:

- Ensures that transition is smooth, meaning that children are able to start high school knowing the school and staff and the staff know them.
- Shares best practice across all our schools meaning that all children benefit from the best possible experiences.
- Works closely together to ensure we provide the best quality Catholic education to all of our children.
- Offers an inclusive environment that welcomes and celebrates the uniqueness of everyone.
- Works closely with ITT (Initial Teacher Training) providers to ensure we are growing our own Catholic teachers and leaders of the future.
- Supports each other to improve outcomes for all the children we serve.
- Benefits from a high quality central team ensuring we always get value for money and economies of scale meaning our money goes further.
- Studies the latest educational research meaning the actions are evidence based and impact on pupil outcomes.
- Ensures we develop the character of our children as we believe that to be the best you need to see the best.
- Values our staff.
- Is committed to supporting the Diocesan vision and merge with our two other local MACs so we form a strong, larger MAC at the heart of our Catholic communities.

Our collegiate aim is for all of our children to start in one of our Nurseries and spend seventeen years of their lives 'Growing Together for Life'

## Vision

By growing together:

- Our priority is to help students to know Jesus Christ, his mission and his Gospel, which forms our way of living.
- We commit to work together so that each academy, respecting its own unique character, will offer an outstanding Catholic education to all.
- Our shared vision of life respects the uniqueness of all students. We will know one another, offering each other encouragement and active support.
- We support our families, engaging them in their parish communities, and offering them unconditional love, so that they may achieve their potential and live life in its fullness.
- We commit to serving our communities through charitable outreach and commitment to inclusivity.

## Our Values

**Our core values are based on the beatitudes**

“Blessed are the poor in spirit, for theirs is the Kingdom of heaven”

**Values: Faithfulness & Integrity**

“Blessed are those who mourn, for they shall be comforted”

**Values: Dignity & Compassion**

“Blessed are the meek, for they shall inherit the earth”

**Values: Humility & Gentleness**

“Blessed are those who hunger and thirst for righteousness, for they shall be satisfied”

**Values: Truth & Justice**

“Blessed are the merciful, for they shall obtain mercy”

**Values: Forgiveness & Mercy**

“Blessed are the pure in heart, for they will see God”

**Values: Purity & Holiness**

“Blessed are the peacemakers, for they shall be called children of God”

**Values: Tolerance & Peace**

“Blessed are those who are persecuted for righteousness’ sake, for theirs is the kingdom of heaven. Blessed are you when they insult you and persecute you and utter every kind of slander against you because of me. Be glad and rejoice for your reward is great in heaven; they persecuted the prophets before you in the very same way”

**Values: Service & Sacrifice**

## Our Ambition

Our ambition is:

- To ensure all our schools are judged outstanding in all areas of the CSI framework.
- To ensure that all children who attend one of our primary schools will attend our high school.
- To fulfil the Diocesan vision and merge with the other MACs in North Staffordshire.
- Develop an ambitious curriculum from 2-19 that has clear intent, is expertly implemented and produces high impact for all.
- To know all our staff well and utilise their talents for the good of all.
- To narrow any attainment gaps to ensure all children succeed.
- To ensure all our SEND pupils are supported to access the full curriculum and reach their full potential.
- To be outward looking in our approach. To offer and receive support from other schools outside of the collegiate, liaising with external partners for the development of our MAC.
- To value all our staff, sign up to the education staff wellbeing charter and continue to consider the workload and wellbeing of all.
- To continue to develop the central team to ensure it supports schools with effective financial, estate and business management.
- To listen to the views of everyone, ensuring we move forwards together.
- To ensure all our schools retain their individual Catholic identity and their uniqueness is celebrated.
- To ensure that we learn from the best and that our children have the cultural capital to achieve through carefully planned character and spiritual development.

## Our Academies



### St Peter's Catholic Academy

#### **Together, One Family, One Community in Christ.**

St Peter's is a one form entry primary academy where all children are cherished, where they enjoy learning and are encouraged to strive for excellence with the example of Jesus Christ at its very heart. We continue to learn from scripture to integrate Catholic Social Teaching into our school's curriculum, to develop a good understanding of God's world and the impact we can have on living, working and praying together ensuring a fair and respectful place for all.

We aim to foster a shared responsibility between home, school and the parish of St Joseph's, Burslem, for the full development of each child in a secure and happy environment. We deliver a curriculum that enthuses, excites and allows children to think about their learning explicitly and ensures that they are able to meet the learning goal identified by themselves or that teachers, have set. We share a multi-cultural school family where excellent attitudes to learning permeate throughout each school day, where we work, play, learn and model behaviours based on Gospel values which enhance our respect for all.

Children are given the opportunity to become self-aware, take risks, become aware of their strengths and weaknesses, are able to motivate themselves to engage in and improve their learning encouraging them to become leaders of the future through responsibilities including school council, head pupils, team captains to name just a few. We celebrate success at all levels giving the children the advantage of developing into well rounded, enthusiastic and successful learners. We believe that when parents/guardians and schoolwork in partnership we maximize the opportunities for pupils to reach their full potential.



### St Wilfrid's Catholic Academy

St. Wilfrid's Catholic Academy is a larger than average Catholic primary school with one and a half form intake. We are proud to be part of the Newman Catholic Collegiate. Our mission statement is 'Love one another as I have loved you.' In accordance with this, we teach our children to love and respect each other so that they grow to know that they are loved and are valued. The Gospel values underpin all we do and permeate the whole of our school curriculum. Through our curriculum, we instill a love of learning inspired by quality teaching, nurturing and developing individual strengths and talents. We believe every child is entitled to enjoy his or her childhood, whilst preparing pupils to become world class learners. We encourage and celebrate creativity, original thinking and imagination as well as effort and achievement.



## Our Lady & St Benedict Catholic Academy

Our academy provides opportunities for every member of our community to strengthen their spiritual relationship, belief and faith in Christ and one another. Through daily prayer, worship and liturgy we learn to live with one another based upon the teachings of the Gospel Values. We believe that every person matters and that they are entitled to equality of opportunity. Each individual's unique God-given talents are nurtured and celebrated and through an excellent Catholic education, each member will achieve their full potential and come ever closer to understanding their vocation.

We are committed to sharing a strong, loyal and supportive partnership between children, parents, governors, staff, parish and community where the teaching of Christ and the Church are used as our guide to ever strengthen our relationship and service to one another. We provide an environment in which our children understand they are made in the image and likeness of God and they develop self-discipline, respect and care for all, through their words, actions and thoughts.

Through the teachings of Christ and the example of our patrons; Our Lady and St Benedict, we encourage all our children to act as ambassadors for the school now and for their future place within God's world.

*'Let them prefer nothing whatever to Christ. And may He bring us together to everlasting life'* Rule of St Benedict.



## St John the Evangelist Catholic Academy

Our academy places the teachings of Jesus Christ at the centre of everything we do and learn. The children at St. John the Evangelist are wonderful role models in our society and each and every one of them grow and enjoy a wide range of learning experiences, which help them to develop into independent and responsible followers of Jesus, ready for the next stage of their journey. Pupils are given many opportunities to serve each other in school through the work of the school council, playground leaders, Mini Vinnie's, altar servers, hall monitors, sports monitors and house captains. Pupils see it as their Christian responsibility to support one another in both work and play and take this responsibility seriously, understanding it forms part of their service to God and others.

Our academy is a happy place where everyone learns. Our children thrive through the broad and balanced curriculum and the extra-curricular clubs on offer. We shape our curriculum to ensure it is ambitious and fully inclusive of every child and that it addresses each aspect of how a child develops, progresses and grows academically, emotionally and within their faith. We pride ourselves on being an inclusive school in its broadest sense. This ensures that we all continually learn to support one another whilst having compassion and empathy for those who may have different needs to our own. We believe that every child is a unique gift of God and each and every one is granted unique God-given talents. Whether these talents are many or few, our aim is to help each child develop to the full. We aim to foster a shared responsibility between home, school and parish for the full development of each child in a secure and happy environment. We fully believe that when families and school work together we are strengthened in ensuring that all pupils reach their full potential.



## St Joseph's Catholic Academy

St Joseph's Catholic Academy is a one form entry primary school with a Pre School offering funded and paid places for two and three year olds and a Nursery class. Our school is friendly, welcoming and inclusive of all. Our mission statement, "With God all things are possible" explains what St Joseph's Catholic Academy is all about.

Our levels of expectation in all areas of school life are realistic yet challenging. Our children enjoy learning and are encouraged to strive for excellence. Whilst we value and celebrate academic progress and achievement we place great emphasis on the development of the whole child.

As a Catholic school, our core mission and purpose is to provide an inclusive education for all which is based on the life and teachings of Jesus Christ. We believe that every child has been created in the image of Jesus Christ and we respect each individual and their talents and support them to achieve their full potential.

Whilst we value and celebrate academic progress, we also place great emphasis on the development of the whole child. We acknowledge the very wide range of social and economic backgrounds of our children and seek to raise children's awareness of the possibilities for their present and future. As such, our curriculum drivers are:

- Aspiration
- Opportunity
- Resilience
- Compassion

St Joseph's is a happy and caring place with a very strong sense of community. Our children enjoy learning and are encouraged to strive for excellence in all that they do. In return, our dedicated team of staff are committed to doing all they can to enable each and every child to achieve their full potential. We offer a range of curricular and extracurricular activities to suit all interests and learning styles and are particularly proud of our sports facilities.



## St George & St Martin Catholic Academy

At our academy the teachings of Jesus Christ are at the very centre of the daily lives of the children. We provide a Catholic environment enabling each child to grow, learn and love to meet their full potential. This is supported by the excellent relationships between all members of our school community working together with children at the heart of everything that we do.

We are proud of the curriculum offered to all of our children, including our wide range of extra-curricular activities and the use of visits to enhance our curriculum, allowing our children to have a variety of experiences.



## St Mary's Catholic Academy

St Mary's Catholic Academy serves the parish of Norton –le- Moors. The school greatly benefits from the support of the Parish and as such is at the heart of the community. 'Many Hearts, One Accord' guides us to be called to our mission to value and respect every person as an individual, made in the image of Christ. Many opportunities including an active school council enable pupils to fully participate and contribute to all areas of school life. The curriculum at St Mary's has been carefully designed to be engaging and ambitious, ensuring that pupils are fully prepared for the next phase in their education. The wealth of extra-curricular activities and after-school clubs for pupils throughout the school further enhances our curriculum with a focus on developing the character of each child. High expectations of behaviour, coupled with the ambition for every pupil to flourish both spiritually, socially, morally and academically ensures that we fulfil our mission to 'grow and learn together to build the Kingdom of God'. Healthy home-school partnerships are held in the highest regard. This is achieved through regular communication and contact with parents. Parents are invited to share in the successes and achievement of the children. As such, many events are held in school including a weekly celebration assembly which is well attended by families.



## Our Lady of Grace Catholic Academy

Our Lady of Grace serves the parish of English Martyrs. The school greatly benefits from the support of the Parish and as such is at the heart of the community. As a Catholic school, we are called to our mission to value and respect every person as an individual, made in the image of Christ. Children are actively encouraged to participate fully in school life by contributing in many ways including sharing ideas through an active school council. At Our Lady of Grace, we offer an engaging, ambitious curriculum which is carefully crafted to ensure that pupils are fully prepared for the next phase in their education. The curriculum is further enhanced with a wide variety of extra-curricular activities and after-school clubs for pupils throughout the school which focus on developing the character of each child. High expectations of behaviour, coupled with the unwavering ambition for every pupil to flourish both spiritually, socially, morally and academically ensures that we fulfil our mission to 'grow and learn together for life to build the Kingdom of God'. Healthy home-school partnerships are held in the highest regard. This is achieved through regular communication and contact with parents. Parents are invited to share in the successes and achievements of their children. As such, many events are held in school including a weekly celebration assembly which is well attended by families.





## St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.



## Assistant Principal Job Description – St Peter's Catholic Academy

### Indicative Salary Range (ISR) L1- L5

**Responsible to:** The Principal

#### **1 Introduction**

- 1.1 This appointment is with the directors of the academy under the terms of the Catholic Education Service contract signed with the directors as employers. The directors will appoint a person supportive of the Catholic ethos 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<sup>1</sup>.
- 1.2 The appointment is subject to the current conditions of service for assistant principal contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the principal and the assistant principal and will be reviewed annually.

#### **2 Core Purpose of the Assistant Principal**

- 2.1 To set the context, 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.
- 2.2 The core purpose of the assistant principal is to support the principal in ensuring 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 Archdiocese of Birmingham;
  - 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;

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<sup>1</sup> In order to avoid confusion between the 'Multi-academy Company and the individual academies that make up the company, the term school is used throughout to describe the individual institution.

- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

### **3 General Duties and Responsibilities**

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

### **Key Areas of Responsibility**

#### **4 Shaping the Future**

- 4.1 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.

### **Actions**

The assistant principal supports the principal in:

- Ensuring 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.
- Working within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governors<sup>2</sup> and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Creating 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.
- Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

### **5 Leading Learning and Teaching**

- 5.1 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.

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<sup>2</sup> The term 'governors' is used to describe all those involved in the governance of the school – the board of directors and the local academy committee representatives.

## **Actions**

The assistant principal supports the principal in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
- Securing high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring high quality Personal, Social and Health Education and Citizenship 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.
- Establishing creative, responsive and effective approaches to learning and teaching.
- Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and personal development and furthering the distinctive Catholic nature, purposes and aims of the school.
- Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance.
- Determining, organising and implementing a diverse, flexible curriculum and implementing effective assessment framework.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

## **6 Developing Self and Working with Others**

- 6.1 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 principal's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

## **Actions**

The assistant principal supports the principal in:

- Treating 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.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

## **7 Managing the Organisation**

- 7.1 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.
- 7.2 The assistant principal helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The assistant principal also helps deploy 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**

The assistant principal supports the principal in:

- Creating an organisational structure which reflects the school's values, and enabling the management systems, structures and processes to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.
  - Ensuring that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
  - Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
  - Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school, implementing successful performance management processes with all staff.
  - Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

- Ensuring 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.
- Using and integrating a range of technologies effectively and efficiently to manage the school.

## **8 Securing accountability**

8.1 In a Catholic school the principal fulfils his/her responsibilities in accordance with the mission of the school. The principal supports the governors in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

### **Actions**

The assistant principal supports the principal in:

- Fulfilling commitments arising from contractual accountability to the principal.
- Developing 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.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Working with the governors (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including directors, parents and carers.
- Reflecting on personal contribution to school achievements and take account of feedback from others.

## **9 Strengthening Community**

9.1 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.

### **Actions**

The assistant principal supports the principal in:

- Building 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.
- Building 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.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring 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.
- Ensuring a range of community-based learning experiences.

- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining 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.
- Seeking 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.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **10 Safeguarding Children & Safer Recruitment**

10.1 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 assistant principal should support the principal in ensuring that:

- The policies and procedures adopted by the governors 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 ASSISTANT PRINCIPAL– St Peter's Catholic Academy**

Category	Essential	Desirable
<b>1. Faith Commitment</b>	<ul style="list-style-type: none"> <li>• Supportive of the Catholic ethos</li> <li>• Secure understanding of the distinctive nature of the Catholic school and Catholic education</li> <li>• Understanding of leadership role in spiritual development of pupils and staff</li> <li>• Understanding of the school's role in the parish and wider community and in promoting community cohesion</li> </ul>	<ul style="list-style-type: none"> <li>• A practising and committed Catholic</li> <li>• Experience in leading acts of worship in Catholic schools</li> </ul>
<b>2. Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate level qualification</li> <li>• NPQH award or Leadership Pathways certification</li> <li>• CCRS or equivalent</li> </ul>
<b>3. Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of leading one or more subject areas or key stage</li> <li>• Successful experience of leading a team and driven improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience in a Catholic voluntary aided school or Academy</li> </ul>
<b>4. Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development relating to Catholic ethos, mission and religious education</li> <li>• Experience of working with other schools/organisations /agencies</li> <li>• Experience of leading/co-ordinating professional development opportunities</li> <li>• Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>



Category	Essential	Desirable
<b>5. Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school</li> <li>• Ability to inspire and motivate staff, pupils, parents and ‘governors’<sup>3</sup> to achieve the aims of Catholic education</li> <li>• Commitment to relentless improvement for all</li> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</li> <li>• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils</li> <li>• Understanding of and commitment to promoting and safeguarding the welfare of pupils’</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having successfully translated vision into reality at whole-school level</li> </ul>
<b>6. Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• A secure understanding of the requirements of the National Curriculum and Early Years development</li> <li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of improving teaching and learning through effective monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> <li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li> </ul>

<sup>3</sup> The general terms ‘governing body’ and ‘governors’ also includes, in the case of academies, the Board of directors and the representatives on local academy committees

Category	Essential	Desirable
<b>6. Teaching and Learning</b>  <b>(Continued)</b>	<ul style="list-style-type: none"> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	
<b>7. Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>• Experience of working in and leading staff teams</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of performance management and supporting the continuing professional development of colleagues</li> <li>•</li> </ul>
<b>8. Accountability</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, orally and in writing to a range of audiences</li> <li>• Experience of effective whole-school self-evaluation and improvement strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the criteria for the evaluation of a Catholic school</li> <li>• Experience of offering challenge and support to improve performance</li> <li>• Secure understanding of strategies for performance management</li> </ul>
<b>9. Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• Strong commitment to the mission of a Catholic school</li> <li>• Commitment to their own spiritual formation and that of pupils</li> <li>• High expectations of pupils' learning and attainment</li> <li>• Strong commitment to school improvement and raising achievement for all</li> <li>• Ability to build and maintain good relationships with all stakeholders including hard to reach pupils and their families</li> <li>• An understanding of the barriers to good school attendance and strategies to help families to overcome these</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> <li>• Ability to work effectively with students and staff from a wide range of cultural backgrounds</li> </ul>	

Category	Essential	Desirable
<b>9. Skills, Qualities &amp; Abilities</b> <b>(Continued)</b>	<ul style="list-style-type: none"> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>• Empathy with children</li> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Stamina and resilience</li> <li>• Confidence</li> </ul>	
<b>10. References</b>	<ul style="list-style-type: none"> <li>• Positive recommendation in professional references</li> <li>• Satisfactory health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and supportive faith reference from priest where applicant regularly worships</li> <li>• Professional reference without reservation</li> </ul>

## How to Apply

If you decide to apply for this post, please complete an application form. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.
- What have been the impact of your leadership?

The Newman Catholic Collegiate will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Applications should be returned to Miss Sarah Caton, Academy Manager, to arrange a visit:  
[scaton@stpetersnewman.co.uk](mailto:scaton@stpetersnewman.co.uk) Tel- 01782 235040

### Key Dates

**Closing Date:** 27<sup>th</sup> March 2025

**Interviews:** wb 7<sup>th</sup> April 2025

**As part of our shortlisting process, schools within the Newman Catholic Collegiate will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Collegiate Ethos. Candidates should be prepared to talk about this at interview.**

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

## Benefits of Joining the Newman Catholic Collegiate

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- MAC recognition of national terms and conditions for teaching and support staff
- Valuable access to support services including counselling
- Access to the "cycle to work" scheme
- Family friendly policies including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

## Academy Location

St Peter's Catholic Academy - Waterloo Road, Cobridge, Stoke on Trent. ST6 3HL  
St Wilfrid's Catholic Academy - Queens Avenue, Tunstall, Stoke on Trent. ST6 6EE  
Our Lady & St Benedict Catholic Academy - Abbey Lane, Abbey Hulton, Stoke on Trent. ST2 8AU  
St John the Evangelist Catholic Academy - The Avenue, Kidsgrove, Stoke on Trent. ST7 1AE  
St George & St Martin Catholic Academy - Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ  
St Joseph's Catholic Academy - Mobberley Road, Goldenhill, Stoke on Trent. ST6 5RN  
St Mary's Catholic Academy - Ford Green Road, Norton-le-Moors, Stoke on Trent. ST6 8EZ  
Our Lady of Grace Catholic Academy – Woodland Street, Biddulph, Staffordshire. ST8 6LW  
St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ

## Additional Information

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Staffordshire County Council: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

Information about Stoke City council: [www.stoke.gov.uk](http://www.stoke.gov.uk)

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website.