

With Jesus we can Achieve what we Dream and Believe!



St Michael's Catholic Primary School Assistant Headteacher Recruitment Pack

HEADTEACHER

REQUIRED FROM SEPTEMBER 2025

GUION STREET, LIVERPOOL, L6 9DU



Jeanette Cave
Chair of Governors



Welcome

Dear Applicant,

The governors and I would like to thank you for the interest you have shown in the key post of Headteacher at St Michael's.

Due to the retirement of our long serving Head, Mrs Rigby, we are seeking to appoint a leader who is highly motivated with a strong drive, passion and vision. We are looking for an outstanding Headteacher to lead our pupils, staff and families. The successful applicant will be joining a happy, supportive and welcoming school.

As you are aware, the position of Headteacher has many challenges, but we want you to know that we will support you to maintain the high standard of education our children receive. We see this as an exciting opportunity for a new leader to deliver further improvements with the help and support of a strong and committed team.

As Governors we are very proud of St Michael's standing in our community and city. Our School is two form entry with 465 pupils and 63 staff. Our pupils speak over 40 languages and have a wide range of abilities and interests. Though we are a catholic community, we support other faiths within our school.

Our Mission Statement is our ethos and permeates through everything we do. We truly believe that 'with Jesus we can achieve what we dream and believe' and although we consistently focus on enabling our children to reach their academic potential, this is within a loving and supportive Catholic ethos and environment. In St Michael's the development and achievement of the whole child is nurtured and celebrated. We pride ourselves in having a vibrant learning atmosphere and a caring and welcoming approach with effective home/school partnerships with our families.

Our children come first, they are well behaved, respectful and resilient and we are very proud of them. Our staff are talented, dedicated, hardworking and committed, they are supportive to each other and strive for our pupils to achieve the highest standards. We want our children to thrive and know that Education is available to all and offers a way to experience the best opportunities in life.

There is a wealth of information on the school website which we hope will give you an insight into our school life. You will also find our latest Ofsted Inspection Report (February 2024) which was rated Good with an Outstanding judgement for Behaviour and Attitudes. Our Catholic Schools Inspection Report (May 2024) was rated Outstanding.

We hope that by reading the information pack and considering how your skills match those needed, you will feel inspired to apply for the post. If you believe you can lead us into the future and have the right combination of experience, skills, dedication, enthusiasm, faith and vision to meet the challenges ahead, drive forward and further enrich our great school,



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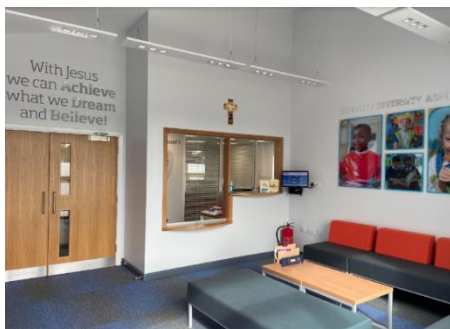
we look forward to receiving your application and meeting you. We are sure it will be a tremendous opportunity to enrich your own experience and help to make a real difference to the children, staff, and parents/carers of our school.

We warmly invite you to visit our school, meet our school community and witness our faith in action. Visits can be arranged via our Headteacher Mrs Rigby. We look forward to meeting you and hopefully receiving your application.

Kind Regards

Jeanette Cave

Chair of Governors of St Michael's Catholic Primary School



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St Michael's Catholic Primary School

Headteacher

Group 3

Leadership L18 – L24

Required from 1st September 2025

St Michael's Catholic Primary School is a highly successful, diverse, inclusive and welcoming two form entry school within the Archdiocese of Liverpool.

Due to the forthcoming retirement of our highly respected, successful and much loved Headteacher, Governors are looking to appoint a Headteacher, who is inspirational, enthusiastic and committed to leading our school in the next stage of its development.

Our reputation is strong, and the school community supports the vision and Catholic ethos of the school. This is a wonderful opportunity for a practising Catholic, who is dynamic, forward thinking and who can work in partnership with staff, children, senior leaders, families and governors, to drive and guide St Michael's on our journey of faith, love and academic excellence.

If you are passionate about making a difference, we would encourage you to apply and join our dedicated team.

We are seeking a person who:

- has a genuine enthusiasm and hunger to drive forward and enrich our diverse school, displaying a deep commitment to the Catholic ethos. A love of children, staff and all that happens at St Michael's, helping us to truly demonstrate our Mission.
- is a role model with a clear vision for our school, able to inspire and motivate others through their commitment and dedication. An experienced, strong leader with the creativity, skills and ability to implement this vision through collaboration with all key members of the school community including Governors, staff, parents, our parish and children to deliver the highest level of education, achievement and attainment possible for our pupils.
- has a clear understanding of leadership within Catholic education.
- is an aspirational leader, ensuring high quality teaching and learning with the ability to build upon the existing rich curriculum with high expectations of children's attainment, achievement and behaviour, supporting every child to develop and reach their own unique, individual potential.
- has a commitment to inclusion; putting the needs of the children first so they are supported in all aspects of their learning journey.



- has a strong, proven track record of raising standards across the key stages and who has the leadership qualities to inspire, challenge and encourage staff to achieve the best outcomes for pupils.
- has excellent interpersonal, communication and organisational skills with a positive attitude and an ambition to create a good work life balance for all stakeholders in our community.
- has the skills to challenge and empower staff to be the best they can be whilst being committed to their professional development.

In return we can offer:

- a happy, loving, nurturing, secure environment which celebrates the Catholic faith and ethos, where faith and learning are intertwined and built on the teachings of Jesus.
- strong support from a highly effective and supportive Governing Body who have the children at the heart of every decision, they make.
- an inclusive, highly effective, dynamic senior leadership team.
- happy, confident, ambitious and enthusiastic children who enjoy learning.
- a dedicated, supportive and hard-working family of teachers and support staff who are fully committed to achieving the best outcomes for all pupils.
- supportive parents and carers, Parish and community.
- a commitment to your wellbeing and professional development.

We are so proud of the following Reports:

Catholic School Inspectorate: May 2024

Ofsted Inspection Report: February 2024

Further Details about the role

We warmly invite you to visit our school to meet our happy, confident and enthusiastic pupils and dedicated staff. Visits can be arranged by contacting Mrs Rigby, our Head Teacher. To arrange a visit, please email michaels-ao@st-michaels.liverpool.sch.uk

Applications must be made on a Senior Leadership CES application form. Please visit our our school website www.stmichaelscatholicprimary.co.uk to access the application forms.

Completed application forms should be returned via email to:
michaels-ao@st-michaels.liverpool.sch.uk
no later than 12 noon on 7th April 2025



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St Michael's Catholic Primary School is within Liverpool Archdiocese.

St Michael's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2024

Closing date for applications: 7th April 2025 at 12 noon
Short listing will take place: 9th April 2025
Interviews will take place: Between 22–24th April 2025



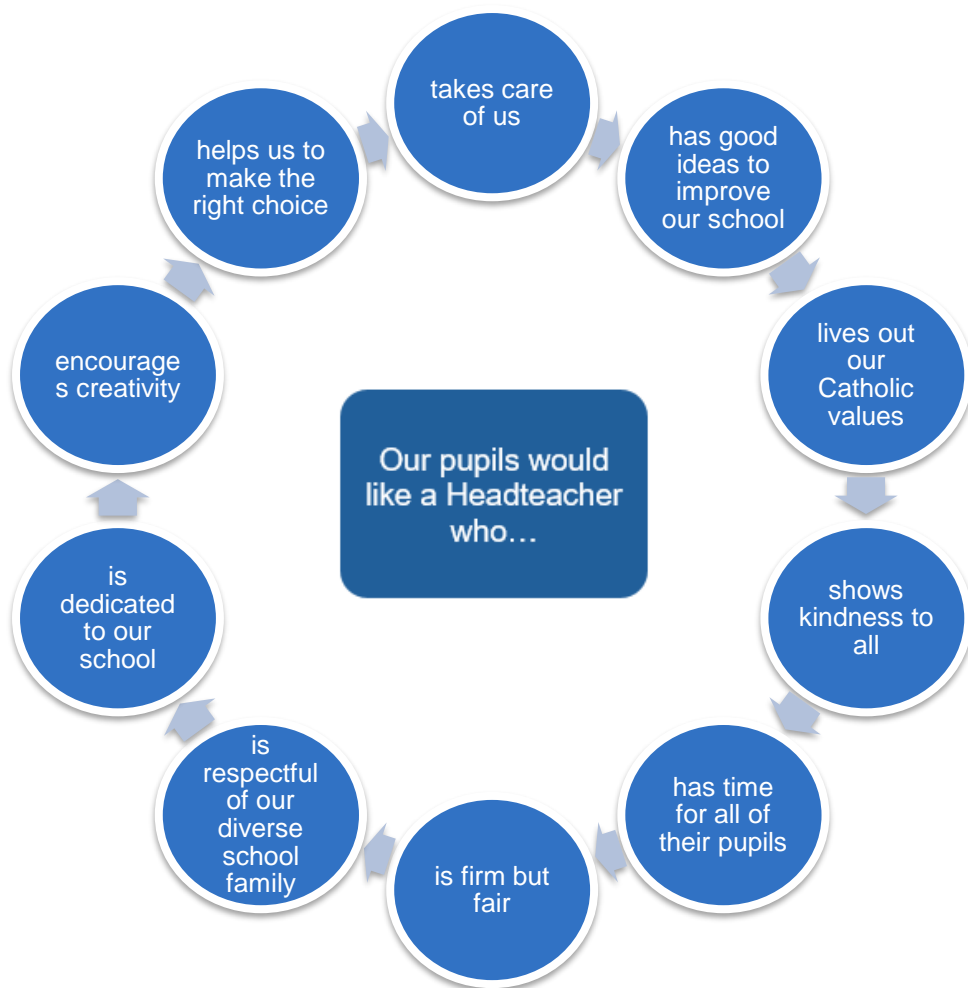
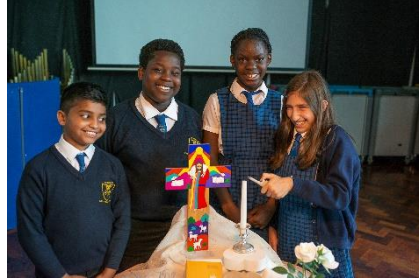
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Are you looking for an exciting opportunity to lead a Catholic Primary School, where
'With Jesus, we can achieve what we dream and believe'?

St Michael's Catholic Primary School



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Job Description

Job Description

Headteacher at St Michael's Catholic Primary School, Liverpool

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).

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's¹ 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,**

¹ The term school refers to both voluntary aided schools and academies



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The post of headteacher must be filled by a practising Catholic² 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 beatitudes³ 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

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 God⁴ 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 dialogue⁵ and the Church's Social Teaching⁶.
- 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:

² See *Diocesan Briefing Note On Practising Catholic*

³ The Gospel of Matthew 5:3-12

⁴ The Book of Genesis 1:26-27

⁵ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican. ⁶ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.



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- 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

Section 2: Headteacher’s Standards

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 education⁶ 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.⁷
- 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

⁶ 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

⁷ The Gospel of John 10:10



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- 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 teaching⁸
- 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 regarding 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

⁸ 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.



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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
- 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

Person Specification

Headteacher at St Michael's Catholic Primary School, Liverpool

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 deputy headteacher, assistant headteacher or head of school To have taken a key role in school self-evaluation and development planning	A/I/R
	E16	An understanding of the relationship between the headteacher and the board in a Catholic school	A/I/R
	E17	Experience of working constructively with parents	A/I/R
	E18	Experience of monitoring staff performance	
	E19	Thorough knowledge and understanding of current educational issues	
	E20		
Experience and Knowledge of Teaching	E21	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I
	E22	Secure knowledge of statutory requirements relating to the curriculum and assessment	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



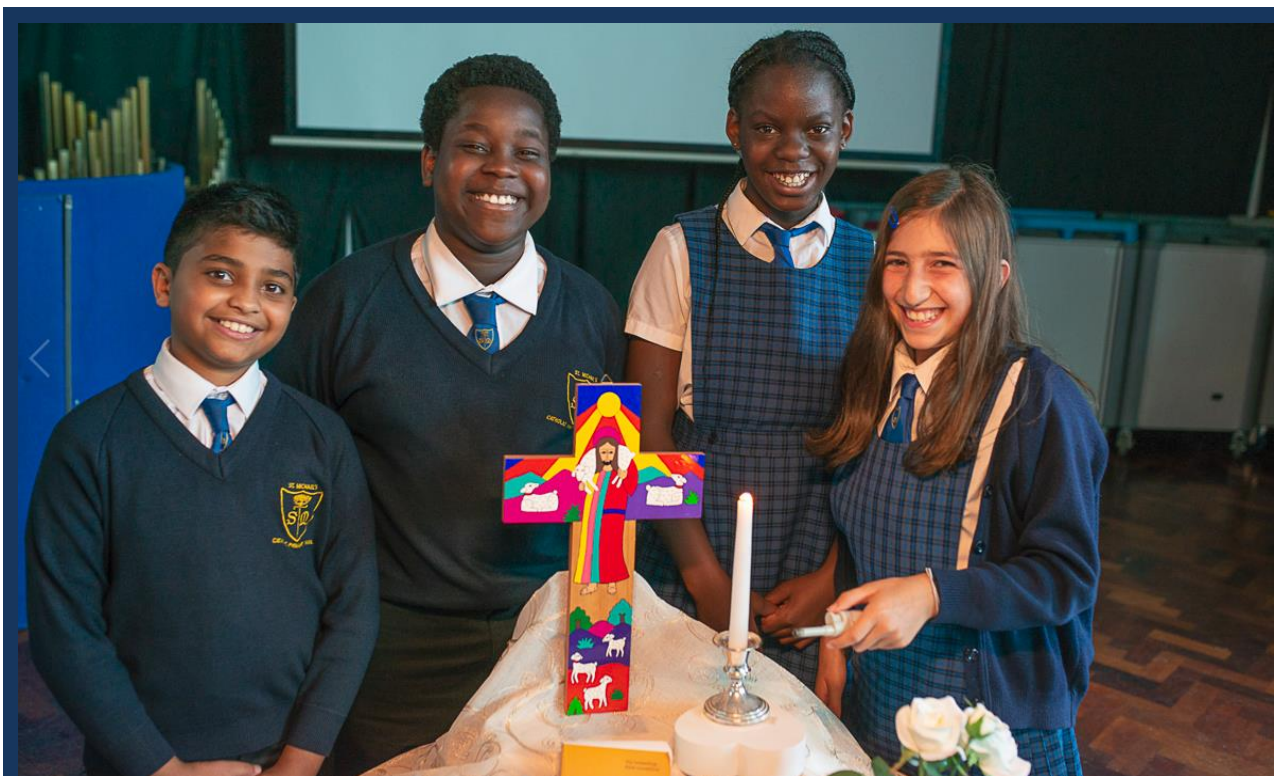
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Qualifications	D2	Recent experience in a Catholic school	A/I
	D3	Postgraduate level qualification	A/CC
	D4	National Professional Qualification for Headship (NPQH)	A/CC A/CC
	D5	Successful completion of Diocesan leadership programme	A/I
	D6	Understanding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

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





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