



St John
Bosco
College

Headteacher Candidate Pack

St John Bosco College

St John Bosco College is a Voluntary Aided, 11-18 mixed Catholic comprehensive school, which opened in September 2011 following the merger of two Wandsworth secondary schools on a site in Putney, under the joint trusteeship of the Salesians of Don Bosco and the Archdiocese of Southwark. In October 2015 the school moved to a new, state of the art building in Battersea although students were not able to access the full range of curriculum facilities until well into 2016.

The school has a wide catchment, including Catholic families from both Westminster and Southwark dioceses as well as families from other religious traditions and none (currently approximately 50:50). Students attending the school come from over 60 different primary schools and there are currently 467 students on roll, with capacity to significantly increase this number. The roll is now growing demonstrating improving popularity.

The school's distinctive Catholic ethos is based on the educational and pastoral approaches of St John Bosco (1815 – 1888), the founder of the Salesians of Don Bosco. A Roman Catholic priest (Don or 'Father' Bosco), he was a tireless worker on behalf of young people in Turin, Italy, especially the poor, the homeless and the uneducated. Through a range of educational, religious and other activities he helped them to become 'good Christians and honest citizens', able to make their way in life and earn a living. For him it was not enough for young people to be loved – they must know that they are loved. At St John Bosco College each student is valued and known by name, and using the same Christian values the school encourages them to become good citizens able to make their way in life and contribute to the good of society.

The commitment to a broad and balanced curriculum centred on the best for the child is reflected both in the curriculum model and also the investment in specialist facilities (such as Design Technology, ASD base) by the Trustees and Governors.

The school is a diverse, harmonious community in which student voice is strongly encouraged. Boys make up 65% of students attending the school. Over 60% of students have English as an additional language (EAL) and over 43 different languages are spoken at home. The school has an above average number of children who have arrived in the country recently and great efforts are made for them to settle quickly and ensure they feel welcomed.

The percentage of students from ethnic minorities at 90% is well above the national average of 28% and the proportion of disadvantaged children is 46% compared to a national figure of 28%. The prior attainment of students on entry to the school is well below the local and national averages. Since the school opened in 2011 the ability of students on entry, every year except one, has been significantly below average. The school has 21% of students with SEN.

St John Bosco College was judged 'good' by Ofsted at its first inspection in March 2013 and by the Archdiocese of Southwark in March 2014. At its recent Ofsted inspection in May 2017 it has again been judged to be a good school. It now aspires to excellence!

Job Description

This appointment is with the governors of the school under the terms of the Catholic Education Service contract, signed with the governors as employers. The governors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, the Governing Body, the Diocese, the Salesians of Don Bosco, the Local Authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

The Roman Catholic Archdiocese of Southwark and the Salesians of Don Bosco as Joint Trustees have established St John Bosco College with the intention that it be characterized by the educational and pastoral approach of St John Bosco and be fully integrated into the Archdiocesan school network.

KEY AREA OF RESPONSIBILITY

1) STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The strategic direction and development of St John Bosco College as a Catholic school stems from the educational mission of the Church and the educational approach and charism of St John Bosco, as reflected in the school's Mission Statement and School Development/Improvement Plan.

The Headteacher works with the Governing Body to develop a vision and strategic view for the school in its service to the community. He or she analyses and plans for future needs and further development within diocesan, local and national contexts.

MAIN TASKS

- 1.1 To work with the Governing Body and staff, to determine and fulfil the Mission Statement.
- 1.2 To work with the Governing Body, in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.3 To ensure and agree the production of the School Improvement Plan.
- 1.4 To monitor and evaluate the performance of the school and its achievements as a Catholic and Salesian school, responding and reporting to the Governing Body as required.
- 1.5 To motivate staff and pupils through interest, encouragement and recognition of their unique value.
- 1.6 To ensure that all activities are operated in accordance with Equal Opportunities legislation.
- 1.7 To participate to such an extent as may be appropriate, having regard to the Headteacher's other duties, in teaching pupils at the school.
- 1.8 To ensure that the management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources.
- 1.9 To arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of the Headteacher's functions at any time when absent from school.

2) TEACHING AND LEARNING

In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher works with the Governing Body to secure and sustain effective teaching and learning throughout the school. He or she monitors and evaluates the quality of teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.

MAIN TASKS

- 2.1 To determine, organise and implement, in collaboration with other appropriate persons or bodies, a curriculum which:
 - a Follows the curriculum policy of the Governing Body and meets statutory requirements;
 - b Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with Special Educational needs;
 - c Ensures the Diocesan policy on Religious Education is fulfilled;
 - d Fulfils the Headteacher's statutory duties in relation to the Curriculum including the National Curriculum;
 - e Makes appropriate arrangements for the daily Act of Collective Worship and the spiritual life of the school.
- 2.2 To develop means whereby:
 - a School policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - b The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - c Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in fulfilling their responsibilities for the school;
 - d There is continuity of learning and of progression for all pupils;
 - e Challenging targets are set for pupil attainment leading to whole school improvement.
- 2.3 To provide a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.4 To ensure appropriate pastoral care and guidance for all in accordance with the Mission Statement and the pastoral approach of St John Bosco.
- 2.5 To determine appropriate pupil groupings which reflect the values of the Mission Statement.
- 2.6 To determine and publicise the means for promoting:
 - a Pupils' self discipline;
 - b Respect for self, others and authority;
 - c Good behaviour on and off school premises in accordance with any written directions of the Governing Body.
- 2.7 To handle pupil disciplinary cases, in accordance with school policy and the provisions of the 2002 Education Act.
- 2.8 To promote a school ethos which extends opportunities for learning and encourages extra- curricular activities for the wider community as well as the pupils.

3) LEADING AND MANAGING STAFF

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Head teacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The Headteacher's leadership should motivate, support, challenge and develop staff.

MAIN TASKS

- 3.1 To assist the Governing Body in determining the staff structure of the school.
- 3.2 To assist the Governing Body and participate in the key tasks of selecting and appointing teaching and non-teaching staff, having regard to Diocesan and Local Authority guidelines and advice.
- 3.3 To deploy and manage all teaching and non-teaching staff appointed to the school by allocating particular duties, including such duties of the Headteacher as may be properly delegated in a manner which is reasonable and consistent with their conditions of employment.
- 3.4 To ensure that cover is provided for absent teachers and is shared as equitably as possible.
- 3.5 To promote and develop good management practice, positive staff participation, effective communication and clear procedures.
- 3.6 To supervise and participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school, including to participate in the identification of areas in which he/she would benefit from further training and undergoing such training.
- 3.7 To implement staff development policies appropriate to the Catholic nature of the school in relation to:
 - a The induction of new and newly qualified teachers and other staff;
 - b The development of professional knowledge, skills and abilities including those necessary for career development;
 - c The provision of professional advice, support and training;
 - d The development of an understanding of the educational and pastoral methods and practice of St John Bosco;
 - e The provision of references where relevant to career progression.
- 3.8 To maintain positive and professional relationships with individual and groups including staff unions and associations.
- 3.9 To demonstrate effective leadership through good professional practice.
- 3.10 To participate in the setting and/or monitoring of annual and other targets relating to their own performance and that of other senior staff.
- 3.11 To participate in the setting and/or monitoring of annual and other targets relating to their own performance and that of senior staff

4) EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

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 Statement. The Headteacher deploys staff and other resources efficiently and effectively to meet specific objectives in line with the school's Mission Statement and with the Strategic Plans determined by the Governing Body.

MAIN TASKS

- 4.1 To implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with the Mission Statement, other guidance and any legal requirements.
- 4.2 To allocate, control and account for those financial and material resources of the school which are delegated to the Headteacher.
- 4.3 To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any relevant Regulations and Governing Body responsibilities under Health and Safety and other relevant legislation.
- 4.4 To seek to provide an attractive environment which stimulates learning and expresses the Catholic and Salesian identity of the school.
- 4.5 To ensure that those external agencies and services contracted to the school work effectively.



5) ACCOUNTABILITY

In a Catholic School the Headteacher fulfils his or her responsibilities in accordance with the Mission Statement. The Headteacher supports the Governing Body in fulfilling its responsibilities under Canon Law to the Diocese and to the school's trustees in accordance with the national legislation. The Headteacher accounts for the efficiency and effectiveness of the school to the Governing Body and the wider community of the school.

MAIN TASKS

5.1 In relation to the Governing Body

- a To advise and assist in the exercising of its functions;
- b To attend meetings of the Governing Body (without prejudice to any rights the Headteacher may have as a governor of the school);
- c To report to the governing body annually on the professional development of all teachers at the school;
- d To advise the Governing Body on the adoption of effective performance management procedures, and to keep the Governing Body informed of the general operation of such procedures;
- e To provide an accurate analysis of the annual data on school performance to the Governing Body;
- f To make other reports to the Governing Body as required;

5.2 In relation to parish(es) and the community:

- a To develop and maintain positive relationships with the parish community;
- b To ensure that the school recognises and meets its responsibilities to the life of the local community;
- c To report to the governing body as required. To promote a positive image of the school in accordance with the Mission Statement.

5.3 In relation to the Archdiocese:

- a To recognise the authority of the Archbishop in relation to the provision of education in the Archdiocese;
- b To work with the Diocesan officers and to provide them with such information as they require.

5.4 In relation to the Salesian Trustees:

- a To recognise the role of the Salesian Provincial and his representatives as animators and promoters of the educational and pastoral approaches of St John Bosco within the school;
- b To work with and meet with the network of Salesian schools in this country and to promote international links with Salesian schools abroad.

5.5 In relation to parents and those with parental responsibility:

- a To build an effective partnership between parents and the school, recognising them as the first educators of their children;
- b To promote understanding of the mission, aims and ethos of the school by providing regular information to parents about:
 - a the school curriculum;
 - b the progress of their children;
 - c other matters relating to teaching methods and organisation.
- c To contribute to the provision by the governors of a school prospectus;
- d To provide opportunities for dialogue between parents and staff and to encourage their involvement;
- e To promote involvement in the wider life of the school.

5.6 In relation to the Local Authority/Consortium:

- a To ensure liaison and co-operation with officers and support services;
- b To work with officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the Governing Body and the Local Authority/Consortium;
- c To make such reports in connection with the discharge of the Headteacher's functions as may properly be required.

5.7 In relation to other schools, colleges and educational bodies:

- a To promote continuity of learning, progression of achievement and curriculum development;
- b To arrange for effective transfer and induction of pupils;
- c To maintain effective liaison;
- d To maintain effective relationships with other schools, and especially with other Catholic schools in matters of common concern;
- e To provide training and work experience placements for school and college students as appropriate and in accordance with school policy.

5.8 In relation to other professional bodies, agencies and services:

To liaise in the best interests of pupils or in the meeting of statutory obligations with other educational professionals, medical, social and other support services.



Headteacher Person Specification

St John Bosco College Headteacher Person Specification

Attribute	Essential Criteria	How Measured A – Application I – Interview R – References C – Original Certificates	Desirable Criteria
FAITH COMMITMENT	Practising Catholic.	A R	Understanding of the distinctive areas of leadership and management in a voluntary aided school.
	Strong personal commitment to support and embrace the distinctive aims and ethos of a Catholic School.	A I R	
	Sound understanding of the distinctive nature of a Catholic School.	A I	
	Able to articulate a philosophy for Catholic education	A I	Knowledge and understanding of the role of the Governing Body in a Voluntary Aided School.
	Understanding of and commitment to curriculum religious education.	A I R	
	Experience of leading acts of collective worship.	A R	
	An understanding of the Section 50 Inspection arrangements for Catholic Schools	A I	
EDUCATION AND QUALIFICATIONS	Qualified Teacher Status Degree PGCE	A C	Catholic Certificate of Religious Studies MA In Catholic Leadership.
TEACHING AND LEARNING	Ability to articulate characteristics of effective teaching and learning for pupils of all abilities.	A I	Experience of teaching children from a variety of backgrounds eg Children with English as a Second language.
	Up to date knowledge of the requirements of the National Curriculum, desirable outcomes for children's learning in the Foundation Phase, the literacy and Numeracy frameworks and the ability to implement them.	A I R	
	Well-developed understanding of assessment techniques and pupil target setting/tracking.	A I R	
	Ability to monitor, evaluate and improve teaching and learning.	A I R	

LEADING AND MANAGING STAFF	An innovator who can provide evidence of positive leadership and management and a proven track record of raising achievement.	A I R	Ability to relate positively to a wide range of partners within and beyond the immediate community.
	Successful experience of managing change	AIR	
	Proven success in a range of strategic roles including data management, self-evaluation and school improvement	AIR	Ability to empower all staff as decision makers and support their professional growth.
	Ability to think strategically and can demonstrate leadership qualities and people management skills.	I R	Strategic management ability including financial and material resource planning.
	Effective whole school curriculum manager.	A R	
	Understanding and experience of effective performance management.	A I	
	Ability to delegate and support others to achieve specific targets	A R	
	Has successfully, developed, implemented, monitored and evaluated school policies.	A R	
TRAINING AND PROFESSIONAL DEVELOPMENT	An appropriate record of continuous professional development.	A	Commitment to the on-going professional development of all staff.
	Experience in liaison work with a range of outside agencies at local, regional and/or national level	A I R	
	Strong evidence of working effectively with a network of associated schools and/or clusters of schools.	I	
PERSONAL ATTRIBUTES	Excellent communication and interpersonal skills.	I R	A breadth of personal as well as professional interests.
	Well-developed ICT skills.	A I R	
	An excellent role model who will work in partnership with staff, parents, the Governing Body, Parish, Local Community, Local Authority and Archdiocese.	I R	
	Vision and drive.	I R	
	A strong commitment to team work	A R	
	Approachable and sensitive in dealing with others and able to work with integrity and loyalty.	I R	





St John
Bosco
College

Parkham Street
Battersea
SW11 3DQ

www.sjbc.wandsworth.sch.uk