



**Ready,
Respectful,
Safe**

Candidate Information Pack

For The Role Of:

Head Teacher

Closing Date For Applications:
Monday 20th January 2025



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We're embracing
thrive
in our School

ABOUT OUR SCHOOL



Ready, Respectful, Safe

Our school, located in the heart of Birkenhead, is a warm, inclusive, and joyful community. The **dedicated staff are highly ambitious for our children to achieve**. At Cathcart Street Primary School, the well-being of children is at the heart of everything we do. Our aim is to develop happy, confident children, and we achieve this by creating a nurturing environment where **every child feels supported, valued, and inspired to thrive**.

We encourage our children to be **Ready** to learn, to be **Respectful** towards others, and to stay **Safe** in all they do. We are committed to ensuring our pupils are healthy, achieving, nurtured, responsible, and included. Through fostering positive relationships and promoting excellent behaviour, we create a calm and caring atmosphere where children can reach their full potential. Our goal is to equip them with the skills and values they need to live safe, healthy, and fulfilling lives.



WELCOME FROM OUR CHAIR



Ready, Respectful, Safe

Dear Candidate,

I am delighted that you are interested in joining Cathcart Street Primary School as our **Headteacher**.

I hope that this information pack gives you a flavour of this role and our wonderful School Community.

It gives me great pleasure to welcome you to Cathcart Street Primary School. We are a caring, inclusive and happy school set in the heart of Birkenhead, with one class per year group from our 2 year old provision through to Year 6.

There is strong commitment from our highly dedicated and supportive staff to provide the very best education. Everyone is valued and every child is encouraged to reach their potential. We know our families very well and see education as a partnership between home and school.

To support this, we have invested in the best learning environment and resources to support the children. Our high standards and expectations for behaviour and learning means that our school is calm and welcoming. Children do their utmost to be the best that they can be, and we are very proud of the children leaving us with the skills and academic achievement to live fulfilled, safe and happy lives.

If you are considering applying to Cathcart Street Primary for this important role, we are always very happy to welcome you to come and visit beforehand. Please email schooloffice@cathcartstreet.wirral.sch.uk or telephone **0151-647-7349** to arrange a visit.

With Warm Regards,

Liz Wynne
Mrs Liz Wynne Chair

ROLE OVERVIEW & APPLICATION PROCESS



Ready, Respectful, Safe

Cathcart Street Primary School is seeking to appoint a talented Head Teacher.

Closing Date For Applications: Monday 20th January @12pm

Salary Band: £70, 293 - £81,441 (Leadership scale: L15-L21)

Contract Type: Permanent

Start Date: 1st April 2025

Role Overview:

As Headteacher, you will lead the school community to achieve high standards of education and care. You will ensure the delivery of a broad, inclusive curriculum, provide inspirational leadership to staff, and maintain effective systems for safeguarding and wellbeing. Key responsibilities include managing resources, building strong community relationships, and driving continuous improvement to enhance outcomes

Application Process:

School does not accept CV's.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applications for the above post are available on the Wirral website, school website or by contacting the school office. Please return completed application forms with a supporting letter of no more than two pages to the Chair of Governors Mrs Liz Wynne via schooloffice@cathcartstreet.wirral.sch.uk

The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

PERSON SPECIFICATION



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Person Specification – Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • NPQH or commitment to complete professional development 	<ul style="list-style-type: none"> • Evidence of continuous professional development • Level 2 Safeguarding • Safer Recruitment 	Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> • Successful teaching experience in the primary age range. • Substantial knowledge and understanding of learning and teaching at Key Stage 1/2/EYFS. SEND • Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self evaluation and school improvement. • Previous Senior leadership experience as an Assistant Head Teacher, Deputy Head Teacher or Head Teacher. 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Working with schools with high deprivation • Experience working with families and communities • Designated safeguarding lead or part of a safeguarding team 	Contents of the Application Form Interview Professional References

PERSON SPECIFICATION (Cont.)



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Person Specification – Headteacher

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	<p style="text-align: center;">Essential</p> <p style="text-align: center;">These are qualities without which the applicant could not be appointed</p>	<p style="text-align: center;">Desirable</p> <p style="text-align: center;">These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</p>	<p style="text-align: center;">Method of Assessment</p>
<p>Knowledge</p>	<ul style="list-style-type: none"> • A clear understanding of the essential qualities necessary for effective teaching and learning. • The principles of effective assessment for learning. • Confident in whole school self-evaluation. • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement. • Up to date knowledge & understanding of the current national education agenda. • Knowledge of current safeguarding child protection procedures. 		<p>Contents of the Application Form.</p> <p>Interview</p> <p>Professional references</p>

PERSON SPECIFICATION (Cont.)



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Person Specification – Headteacher

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	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Skills and knowledge	<ul style="list-style-type: none"> • Demonstrate outstanding practice. • Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement. • Inspire, challenge, motivate and empower others to carry the vision forward. • Lead and manage people to work towards common goals. • Ability to investigate, resolve problems and make decisions. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education. 	<ul style="list-style-type: none"> • Strategies to promote a whole school culture for inclusion • Experience of school finance/financial management 	<p>Contents of the Application Form.</p> <p>Interview</p> <p>Professional references</p>

PERSON SPECIFICATION (Cont.)



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Person Specification – Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Skills and knowledge (Cont)	<ul style="list-style-type: none"> Expecting and facilitating all children to reach their potential irrespective of social background. Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care. Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines 		Contents of the Application Form. Interview Professional references
Personal Attributes	<ul style="list-style-type: none"> Creative, enthusiastic and proactive, keen to embrace new ideas and challenges. Energy and enthusiasm. Confidence and excellent inter-personal skills. Loyalty and confidentiality. Committed to continuing professional development for self and others. 		Contents of the Application Form Interview Professional References

JOB DESCRIPTION



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Job Description– Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

To provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local educational strategy

Line Management Responsibility To:

Governing Body

Line Management for:

SLT/ Operations

Main Duties & Responsibilities:

A Strategic Direction and Development of the School

The Headteacher will:

- Have a strategic view of successfully developing and improving an already thriving school
- Consult staff, pupils, parents and governors to create a strategic plan (the school Development Plan – SDP). Manage the implementation of the SDP and monitor its impact.
- Advise the governing body on the formulation of its policies and their implementation, and attend meetings of the governing body and its committees as requested.

Teaching and Learning

The Headteacher will assist the Governing Body by:

- Ensuring that the statutory requirements of the National Curriculum are met
- Overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils
- Monitoring and evaluating the curriculum for both quality and value for money
- Promoting the effective management of pupil behaviour and ensure a sense of calmness through the effective management of pupil behaviour
- Demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

JOB DESCRIPTION (Cont.)



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Duties & Responsibilities (Cont.):

Leading and Managing Staff

The Headteacher will:

- Promote the school's ethos and create and maintain good working relationships among all members of the school community
- Maximise the contributions of all staff to improve the quality of education provided and standards achieved through effective deployment and delivery of the performance management process
- Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document
- Liaise with representatives of teacher organisations
- Sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff

Efficient and Effective Use of Staff and Resources

The Headteacher will:

- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

JOB DESCRIPTION (Cont.)



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Duties & Responsibilities (Cont.):

Accountability

The Headteacher will:

- Work closely with the Governing Body and its sub-committees and secure a positive working relationship with all Governors
- Create and develop an organisation in which staff recognise that they are accountable for the success of the school
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- To be the designated Safeguarding lead and be accountable for all elements of this role
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance – recognising that the Governing Body is accountable for the success of the school

Professional Development

- The Headteacher will:
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.





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Cathcart Street Primary School

Dover Close

Birkenhead

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0151 647 7349

schooloffice@cathcartstreet.wirral.sch.uk