

St. John's Catholic Infant School

Old Chester Road, Bebington, Wirral, CH63 7LH

"Loving, Learning and Laughter Together with God"



Required: 1st September 2024

School Group: 2

Individual Salary Range: L15-L21

Number on Roll: 216

Due to the retirement of our highly respected and much loved Headteacher the Board of Governors wish to recruit an inspirational, passionate and dedicated Catholic leader to become the next Headteacher of St John's Catholic Infant School.

Our new Headteacher will:

- Be a practising Catholic with a strong commitment to Catholic education and continue to develop the Catholic life, values and ethos of our school.
- Have significant, recent and successful senior leadership experience in a primary school, particularly Early Years and Key Stage 1, with a strong school improvement knowledge and understanding.
- Build on our well-planned and rich curriculum to provide the best education and experience for our children, with high expectations of attainment and behaviour.
- Be an inclusive, collaborative and highly visible leader who has the ability to continue to motivate and inspire our experienced and dedicated staff.
- Be an excellent communicator and continue to promote strong partnerships with parents, governors, our parish and the wider community in Bebington.
- Have a good knowledge of current educational issues and an ability to plan strategically and financially.

We offer:

- A highly inclusive, popular and successful school set in the heart of the community.
- Happy children who love their school and all it offers to them.
- A hard working, dedicated and highly skilled staff team.
- Continued professional development for the headteacher and all school staff.
- An experienced and knowledgeable governing board who are committed to supporting the head teacher and school effectively.

The whole community of St John's Catholic Infant School fully lives out its Mission Statement: 'Loving, Learning and Laughter Together with God'

Relationships are a real strength of the school and the sense of family and community is tangible. Relationships and the sense of community are a real strength of the school, as one parent commented: 'St John's is like a home away from home for the children'

The behaviour of all pupils is exemplary and they show great maturity in their ability to listen, to give thanks and to show forgiveness – as one pupil said, 'We should follow Jesus' footsteps, be like Jesus and help others like Jesus did'

DENOMINATIONAL INSPECTION REPORT - July 2019

St. John's Catholic Infant School
Old Chester Road, Bebington, Wirral, CH63 7LH

Pupils' attitudes towards their learning are exemplary. From the start of the early years, children learn to focus on each task and to take responsibility for their own learning.

Pupils, and children in the early years, enjoy attending St John's Catholic Infant School. Pupils consistently meet the high expectations that the school sets for their achievement. Pupils at this school are friendly, caring and respectful of others.

Staff are overwhelmingly positive about the support that they receive from leaders to manage their workload and to look after their well-being.

OFSTED REPORT – November 2023

St John's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to relevant pre-employment checks – 3 satisfactory references, including a Faith reference, verification of qualifications and eligibility to work in the UK as set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

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

Only completed Catholic Education Service (CES) applications will be considered.

All completed applications to be submitted electronically to Julie English, Diocese of Shrewsbury Julie.English@dioceseofshrewsbury.org

We reserve the right to close vacancies early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

The information pack, which includes an application form and notes for applicants, is available from the school website <https://www.stjohnsinfantschool.co.uk/>

Visits to our school are warmly welcomed. Please telephone the school office on 0151 645 5291 to arrange this.

Closing date: Tuesday, 16th April 2024 at 12.00 noon

Shortlisting: Wednesday, 17th April 2024

Interviews: Friday, 26th April 2024



St John's Catholic Infant School
Old Chester Road,
Bebington,
Wirral,
CH63 7LH
Tel: 0151 645 5291
Fax: 0151 645 6803

Chair of Governors:
Mrs Emily McArdle

Email: schooloffice@stjohns-infant.wirral.sch.uk
www.stjohnsinfantschool.co.uk

"Loving, Learning and Laughter Together with God"

On behalf of the Governing Body of St John's Catholic Infant School thank you for your interest in the position of Headteacher and for requesting an application pack.

Our much loved and respected Headteacher is retiring and although we know her shoes are going to be hard to fill, we are excited to appoint a new Leader who can continue to take our school forward and to the next chapter for our school.

The Governors wish to appoint an inspirational leader who will be an enthusiastic champion of our school's Catholic mission, vision and values. The gospel message is at the heart of everything we do at St John's Catholic Infant School and the lived faith of our Senior Leaders is an essential part of creating the sincere culture of faith we are so very proud of.

We are looking for a Headteacher who is passionate and committed to excellence in Early Years and Key Stage 1 and believes, as we do, that these are the years that shape every child's future faith, learning and success. This is a wonderful opportunity to make a difference for young children and lay firm foundations as they start their educational journey.

St John's Catholic Infant School provides a loving and caring Catholic Christian community where everyone works together to make a happy, enjoyable and successful learning environment. We are looking for a Headteacher who can communicate with empathy and compassion and be skilled at building trust and confidence with all those involved in our children's lives.

Our school has a team of dedicated and skilled staff and so our new Headteacher will be able to provide leadership, coaching, support and opportunity for every member of our school community. We want them to be excited and intentional about maintaining and developing a supportive and respectful culture for the whole team. At St John's Catholic Infant School we believe in the importance of team work and collaboration. You will have the support of an inspiring senior leadership team, enthusiastic subject leaders and committed Governors.

We are very proud of the exceptional place that St John's Catholic Infant school is and we are often told that you can feel how special our school is as soon as you enter the building. We encourage you to visit so you can experience this yourself. To arrange your visit please contact the school office directly.

If you are excited about being a part of the family of St John's Catholic Infants School please do apply for this position.

Emily McArdle
Chair of Governors

HEADTEACHER JOB DESCRIPTION

Article 29: "Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment."

Post Title: Head teacher
Responsible to: The Governing Body
Responsible for: All staff in the school

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 teaching of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. 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 governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for head teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headship (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher

The Governing Body and the Diocese acknowledge the importance of the role of the Catholic head teacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The Head teacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

The Core Purpose of the Head teacher

The core purpose of the head teacher is to provide professional leadership and management of the 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 head teacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Head teachers must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

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.

The head teacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils,

staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The head teacher is the leading professional in the school. Accountable to the governing body, the head teacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The head teacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The head teacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the Diocese, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, head teachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Head teacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

The Headteacher Standards 2020

1. Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The head teacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all area of this work.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The head teacher will:

- Recognise the authority of the Bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
- Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community
- Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

2. Curriculum and Teaching

In a Catholic school, the head teacher leads a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The head teacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff, which stem from Christ's vision for humanity.

The Head teacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

In accordance with the school's Catholic ethos, the head teacher will:

- Demand ambitious standards of achievement and attendance 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. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
- Secure 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, taking full account of the school's Catholic foundation.
- Establish 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.
- Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

3. Organisational effectiveness

In the 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 needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community, which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school, the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

In accordance with the school's Catholic ethos, the head teacher will:

- 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 within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education and RSHE are fulfilled.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character
- 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.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

- Create an outward-facing school, which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities
- Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff
- In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

<p><i>The head teacher will be required to safeguard and promote the welfare of children and young people.</i></p>

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to head teachers.

Headteacher (signed):

Date:



The school's 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 Diocese of Shrewsbury. 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.

St John's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	E		A/I
7.	Has completed the Catholic Leadership Programme or other approved Catholic leadership training, or has a commitment to do so		D	A/I/CC

[B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	E		A/CC
9.	Degree	E		A/CC
10.	CCRS/CTC or a commitment to obtain the certificate		D	A/CC/I

[C] Professional Development

		Essential	Desirable	Source
11.	Evidence of appropriate professional development for the role of headteacher	E		A
12.	Evidence of recent leadership and management professional development	E		A
13.	Up to date safeguarding training and knowledge of legislation for the protection of young people	EE		A/I/CC
14.	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC
15.	Has successfully completed approved Safer Recruitment Training or has a commitment to do so within 12 months	E		A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
16.	Recent successful leadership as a headteacher		D	A/I/R
17.	Recent successful leadership as a deputy headteacher or assistant headteacher	E		A/I/R
18.	Evidence of successfully leading school improvement	E		A/I/R
19.	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E		A/I/R
20.	Experience of curriculum leadership and development	E		A/I/R
21.	Experience of working constructively with parents	E		
22.	Experience of monitoring staff performance	E		A/I/R
23.	Experience of effective budget management and financial analysis		D	A/I/R
24.	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities	E		A/I/R
25.	An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	E		A/I/R
26.	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
27.	Is able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
28.	Experience of teaching in a Catholic school	E		A
29.	Successful teaching of pupils/students in the primary/secondary phase	E		A/I/R
30.	Experience of teaching in more than one school		D	A/I/R
31.	To have a working and current knowledge and understanding of the Key Stages in the primary/secondary phase	E		A/I/R
32.	Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A/I/R
33.	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
34.	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
35.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
36.	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met		D	A/I/R
37.	Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I/R
38.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
39.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
40.	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received.

[J] Important advice regarding faith references

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that it is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

[K] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, **following the guidance outlined in section G above**.

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.

Privacy Notice for Application Form submissions to St John's Catholic Infant School



"Loving, Learning and Laughter Together with God"

Article 3: "The best interests of the child must be top priority in all actions concerning children"

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

This notice applies to job applicants. Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected. Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information

St John's Catholic Infant School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The Categories Of Information That We Collect, Process, Hold And Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;

"We will offer every child - whatever their individual characteristics - the chance to achieve their full potential, feel secure and enjoy growing up."

We may also collect, store and use the following more sensitive types of personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions.
- Information about your health, including any medical condition and sickness records.
- Information about criminal convictions and offences.

After the shortlisting and interview stage, in order to make a final decision on recruitment, we may collect further information including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect this Information

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies, the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

- We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.
- Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of the recruitment process.

“We will offer every child – whatever their individual characteristics – the chance to achieve their full potential, feel secure and enjoy growing up.”

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- DBS; and
- Recruitment and supply agencies.
- Our Local Authority and Shrewsbury Diocese in order to meet our legal obligations for sharing data with it;

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on our website.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your Rights of Access, Correction, Erasure and Restriction

Under certain circumstances, by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.

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- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the head teacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Head teacher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that the Head teacher can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the head teacher, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited
 Address: 72 Cannon Street, London, EC4N 6AE
 Email: dataservices@judicium.com
 Web: www.judiciumeducation.co.uk
 Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

January 2024

GUIDANCE FOR APPLICANTS IN SECURING A FAITH REFERENCE

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

The Governing Body will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

Invitation to interview

If you are shortlisted, and receive an invitation to interview, then the governors will have made the **assumption** that your practice will be evidenced **prior to interview** by a supportive priest's reference. We therefore advise that on receiving notification of an interview you contact the priest again to check that he has received the reference request and he is still able to support your application. If the governors are not in receipt of a positive faith reference **prior to interview** then they will deem that you have not met one the essential criterion and will have to **withdraw** the invitation to

interview. If there are circumstances that may prevent the priest replying within the given time frame (holidays, illness etc.) then please inform the relevant Diocesan officer as soon as this is known.