



# Saint Christina's

Pre-Prep and Prep School  
for boys & girls aged 3-11

## Appointment of Headteacher

### Information for Candidates

#### School Information

Saint Christina's is an exceptional School in many ways and the wonderful atmosphere of fun and learning can be felt when you walk through the doors. The School revolves around a caring, family orientated team of teachers and staff and the help and support of many of the parents.

The quality of teaching is reflected by the consistent high grades, outstanding outcomes at 11+, excellent feedback through inspection and inclusion within the Good School's Guide. The School's reputation and family loyalty, with siblings and children of past pupils all attending, is reflected in the waiting list.

Saint Christina's has pupils of all nationalities and, although it is a Catholic school, maintains a healthy balance of pupils from all faiths and none.

The School is modern, purpose built with large, bright classrooms and is in a wonderful location close by to Primrose Hill, Regent's Park and Lord's.

We are accredited members of The Independent Association of Prep Schools, the Catholic Independent Schools' Conference, and the Independent Schools Council.

This is a really exciting opportunity for the successful candidate to join our energetic and forward-thinking team. Our objective is to develop a unique and deeply ambitious primary educational experience that will continue to set Saint Christina's out from every other school.

The Governing Body is looking for an ambitious, dynamic, and energetic individual who has the ability and desire to take our wonderful school forward on the next phase of its journey. We are a friendly, stable and caring community, proud of our Catholic ethos, our academic and extra-curricular achievements and dedicated to bringing out the full potential of each of our pupils.

The successful candidate will have a proven track record of excellence both as a teacher and senior leader and will build on the work achieved under our current leadership that has, over the last 6 years, overseen the successful transition to full co-education whilst developing Saint Christina's reputation as a warm and ambitious academic setting within the competitive London prep school market.



### **Purpose and Aims**

Educating children in the Catholic tradition means being part of a warm, caring and compassionate community in which everyone is encouraged to think about others and care for our environment. The implications of 'loving our neighbour as ourselves' leads naturally to the pursuit of our core values which include seeking joy and peace in all things; and, developing characteristics of faithfulness, patience, goodness, gentleness, kindness and self-control. These are all things that we seek to find in our daily lives in School. We believe that our 'ethos' gives us a reference point and an anchor to who we are and who we would like to be. In doing this we encourage our pupils to look out from themselves, to have regard for those who are less fortunate, and engage with issues that challenge us to develop greater respect for the individual worth of every human. Ultimately, we believe that educating children in the Catholic tradition means that they can grow in a safe and nurturing environment that allows them to express themselves

and engenders confidence and respect and encourages traits of self-knowledge, reflection, strength of character and a sense of justice and fairness in a world that is not always just or fair.

We are committed to the pursuit of excellence in all areas, always recognising the individual needs of each pupil and supporting their full development spiritually, morally, intellectually, emotionally, physically and socially so that they may grow towards the fullness of life promised by Christ. Our pupils will be able to enjoy the excitement of becoming independent learners within a setting that makes them feel safe and happy, and each day will bring exciting new opportunities to learn and discover. While we are a Catholic school, we welcome children of other denominations and faiths whose parents feel that they can share in and benefit from the ideals and environment of our school. At the heart of Saint Christina's is our Golden Thread: that we love our neighbour.



### **The Handmaids and our Ethos**

Saint Christina's School was founded in 1949 by the Handmaids of the Sacred Heart of Jesus in the Ignatian tradition which places great value on learning in its purest sense, alongside the development of the skills of listening, reflection, self-knowledge and independence. The Handmaids believe that a child's education should be a transformational experience, intellectually, emotionally and in terms of character, values and a sense of place in the world: the 'pedagogy of the heart'.

At Saint Christina's therefore you will find:

1. [A school in which learning is highly prized.](#)

We take a robust, ambitious approach to education that emphasises intellectual rigour and curiosity, creativity, passion, and a desire to seek out and cultivate a sense of awe and wonder in all of our learning. The performance of each child is keenly monitored and supported to ensure that every child makes the very best progress in their learning. It is a matter of considerable pride that the children have a fantastic attitude to their learning and achieve places in some of the most hotly contested secondary setting at 11+.

2. [A school that places great importance on pastoral care.](#)

We are interested in ‘growing children’ in the broadest sense and in so doing endeavour to create an environment that allows them to feel happy and safe. We want them to feel that they can speak to anyone about any worries or concerns and through the structures we have in place, develop ever growing individual confidence over mental, physical and spiritual well-being. Alongside the close and trusting relationship that the pupils have with their teachers, extra elements of support are in place to help pupils who might need extra support from time to time, such as, small breakout focus groups, the work of the Learning Support staff and with regard to mental well-being, attending sessions where they can speak about their feelings with the ‘pat’ dog.

3. [A school that places importance on the formation of character.](#)

We want to encourage the development of confidence, resilience, and compassion. We want the children who leave our community to be people who are valued for their kindness and their ability and desire to add to any environment that they become a part of. We want our pupils to have a strong sense of justice and fairness, the ability to absorb ideas, engage in robust discussion, exchange views confidently and modestly and adapt ideas on the basis of consideration and not whim, and hope that all will, in whatever walk of life that they choose to follow, be people who make a difference.



## Development of the School

The school has been and remains ambitious with regard to the development of its facilities. In recent years, a completely new third floor has been added, containing several state of the art classrooms and a bespoke music centre which includes two 'sound-proofed' practice / teaching rooms. In addition to these facilities, the school has added a new Arts Hall for music, dance and drama, together with a bespoke EYFS area, an additional four classrooms and two outdoor learning areas on the first and third floors. This will facilitate the movement towards two forms of entry. All of these have enormously added to the education we provide, as well as our extra-curricular provision.

Further information about the Mission and organisation of School life can be found on our website [www.saintchristinas.org.uk](http://www.saintchristinas.org.uk)



## Governance

The school is owned by the Handmaids of the Sacred Heart of Jesus. Three members of the Governing Body are Sisters.

The Governing Body comprises of eight Governors who are appointed on the basis of the skills required by the board. They each hold responsibility for a specific section of compliance and they each visit the school on a termly basis and meet with staff, pupils and the Head in order to perform their role more effectively.

The full board of Governors meet three times per year. The Head is present at all meetings and presents a written report at full board meetings.

In addition to this, the Governing Body operates a committee system which comprises of Curriculum, Finance, and Health and Safety Committees who report to the main Governing Body.

## **Finances**

Details of the latest submission to Companies House may be found online under the Handmaids of the Sacred Heart of Jesus.

## **Leadership and Management**

The school has one Deputy who has oversight of pastoral care and who oversees the day-to-day running of the school.

The other members of the SLT are the KS1 and KS2 Phase Leaders and the Bursar.

The Head holds weekly meetings with the Senior Leadership Team and separately, with the whole staff. Other meetings are arranged within the cycle of the term. Where particular issues need to be considered or reviewed, working parties, which will often include a broad range of staff, will be formed.

The Bursar and the Headteacher's PA oversee, from an administrative angle, the Admissions process.

## **The Senior Leadership Team (SLT)**

The SLT is the Head's principal advisory team on whole school issues and shares the collective responsibility for all aspects of school leadership and management under the Head's direction. The structure of the SLT is designed to allow for flexibility in assigning both strategic and day-to-day responsibilities.

Each member is directly accountable to the Headteacher for his/her specific responsibilities. The Bursar acts as Clerk to the Governors and attends all Governors meetings and sub-committee meetings (with the exception of curriculum committee

meetings) and, in consultation with the Head, reports directly to Governors on finance, property and allied compliance matters.

Members of SLT are assigned specific responsibilities associated with their post and, in addition, have overall collective responsibility for the efficient daily running and sound discipline of the school; the pastoral care of all pupils and staff and implementing an agreed whole school development plan.

## **Head's Responsibilities**

The successful candidate will be asked to undertake the duties traditionally expected of the Head of a successful independent day school. He/she will lead the school in all aspects of its daily life, advise the Governors, promote the interests of the school, maintain good relationships with parents and alumni and contribute to the wider community. Acting within the policies agreed by the Governors, responsibilities in core areas will typically include:

### **Policy/Strategic Direction and Development:**

- With the Governors, create and communicate a shared vision for Saint Christina's, which expresses the core values of the whole school, is responsive to local factors, and which motivates and inspires others.
- Translate the whole school vision into agreed objectives (to include the formulation and implementation of the School Development Plan).
- Take responsibility for policy development and implementation and ensure Saint Christina's compliance within the regulatory framework.
- Keep policies under review, making recommendations for change in order to ensure the school's developing needs are met.

### **Teaching and Learning:**

- Maintain overall responsibility for the quality of teaching and learning, pupil progress and outcomes; maintain the outstanding exam performance at 11+.
- They will cultivate a stimulating, safe and happy learning environment that will encourage intellectual curiosity and a positive, forward facing growth mind-set.
- Ensure that the curriculum is ambitious and engaging, and that teaching and learning is such that pupils are able to make outstanding progress whilst developing a deep sense of independence and ownership.
- Monitor, evaluate and review classroom practice; celebrate and promote excellence, challenge underperformance and ensure appropriate action to remedy.
- Ensure that individual pupil progress is regularly assessed, recorded, reported to parents and utilised effectively to inform teaching and learning.

- Ensure that rigorous and effective systems of monitoring and evaluating the work of the School are in place and used to inform future teaching, including the effective use of end of Key Stage/phase and internal data.
- Ensure strategies are in place to identify and provide appropriately for particular needs, e.g. the more academically able, SEN.
- Ensures the delivery of a rich and diverse co-curricular programme that enables our pupils to explore, find and develop their interests, character and skills in the fullest sense.
- Understands the transition from prep to secondary within the competitive London independent school market and delivers a comprehensive 11+ consultation process for parents and pupils to enable a seamless and successful transition.

#### Pastoral Care:

- Ensure that each pupil receives the best possible all-round educational experience in a safe and secure environment.
- Provide strong and visible leadership to the whole school community
- Ensure effective systems are in place to support the physical, mental and moral safety, well-being and welfare of all pupils (including before and after-school provision).
- Work closely with the DSL and consult with experts/agencies (internal and external) as appropriate to ensure the best support for each child.

#### Catholic Leadership:

- Ensure that the Handmaids' charism is fully reflected in the School.
- Oversee quality of catholic life provision – including the development of opportunities for collective worship, engagement in charitable activities and the provision of outstanding academic teaching and learning.

#### Leadership and Management:

- Understand that whilst the Headteacher manages, their primary role at Saint Christina's is to lead and inspire.
- Lead the work of the SLT and relevant stakeholders to help achieve the school's vision.
- Through good role-modelling develop a healthy work culture for staff that is responsive to human need and well-being whilst professional, ambitious and high-performing.
- Lead and manage our community, recruiting, inducting, developing, deploying, motivating and appraising members of Saint Christina's to make the most effective use of their skills, expertise and experience, to ensure that they have clear



expectations of their roles, and that high performance standards are achieved and maintained.

- Manage day-to-day operational requirements, delegating as appropriate, to ensure the efficiency of the School.
- Ensure the School's vision is understood by all staff (teaching and support), with clear targets for development and outcomes evaluated in fulfilling these aims.
- Ensure that all arrangements are in place to comply with the requirements of inspections.

#### Admissions, Marketing and External Relations:

- Lead and maintain oversight of the Admissions process for prospective pupils.
- Develop and implement a robust and innovative marketing strategy that will enhance Saint Christina's attractiveness and position as a leading Prep School option in the busy London day-school market.
- Build successful relationships and partnerships with parents and other members of the community to ensure an excellent local reputation.
- Maintain a strong and visible external profile in order to develop further the School's profile as the leading co-educational independent Catholic Prep School in our area with a particular emphasis on local stakeholders e.g. feeder nursery schools, secondary schools, local businesses, the Westminster diocese, the associations to which we belong etc.
- The Headteacher is responsible for ensuring the School complies with the regulatory framework and is fully prepared for the demands of inspection.

#### Management of Resources:

- With the Bursar, the Headteacher is responsible for ensuring that the School is well-managed as a business.
- Organise a relevant and age-appropriate timetable; analyse staffing requirements to ensure optimum benefit to pupils, within budgetary constraints.
- With the Bursar, monitor and control the allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the Prep School for consideration in the school budget planning process.
- With the Bursar, ensure that all resources are fit for purpose and used in accordance with health and safety guidelines. Ensure that there is appropriate risk management throughout the School, including school visits, activities, clubs and competitions.

### Training and Development

- Develop and maintain a culture of high expectation for self and others within the School.
- As a lead professional, regularly review your own practice, set personal targets and take responsibility for your own continuous professional development.
- Ensure that training needs and priorities within the School as a whole are identified, appropriately met (with due regard to whole school initiatives), and that all members of the School are active in their own personal and continuous professional development.
- Ensure that induction arrangements for new staff (including those who are new to the profession) make them feel welcomed and appropriately briefed to undertake their responsibilities.

### All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the school Development Plan.
- Contribute to the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding our pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within Saint Christina's established policies and ethos to promote equality of opportunity for all children and staff, both current and prospective.
- As established within the staff code of behaviour policy, maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively with the PDR process to ensure ongoing personal development.
- Understand and adhere to School policies.
- Undertake other reasonable duties related to the job purpose required from time to time. This job description should be seen as enabling rather than restrictive and will be subject to regular review.

There is a general wish to preserve not only the family ethos of the school, but also its continuing academic achievements, its co-educational status and its wide range of co-curricular and extra-curricular activities.



## The Person

Applications are welcomed from well-qualified individuals who are graduates with a proven record of excellence in school leadership and management. Although it will be important to have demonstrable experience and qualifications, the intention is to appoint a Head with the energy, vision and skills to lead Saint Christina's as it continues its transformation to full co-education and two-form entry. The successful candidate will inherit a school which has achieved outstanding academic outcomes over the last six years, and where there are boys and girls in all year groups and two forms in our Reception.

This is a very important and demanding leadership role, of crucial importance to the school in setting and maintaining the highest standards in terms of commitment, pastoral care, discipline and, of course, academic leadership.

### What we are looking someone who is / has:

- A practising Catholic and who is committed to our core values and objectives
- An enthusiastic, inspirational and confident leader, possessing drive, energy and commitment; that has a presence which engenders confidence and respect from pupils, staff and parents; leads by example.
- A strategic thinker, who is able to articulate and share the school vision and identify steps which need to be taken to fulfil identified aims.
- Able to command respect through balancing approachability with natural authority, providing academic leadership and by having a strong and visible presence around the school.
- A figurehead for the school, with a proven ability to inspire pupils and staff.

- Able to drive recruitment and raise pupil numbers in the School as we embed our coeducational model and move to two-form entry.
- Outstanding interpersonal and communication skills, (verbal and written), and an ability to handle sensitive situations with tact and diplomacy.
- Ability to prioritise your own workload, manage a varied workload and delegate appropriately.
- IT literate and understanding of the role of IT across the curriculum.
- Able to make firm decisions when required.
- Committed to the happiness and well-being of the children and the staff who together, form our community.
- Strong analytical and problem-solving abilities.
- Degree-educated with an appropriate teaching qualification. Evidence of further educational or management qualifications (e.g. MA, NPQH) is desirable.

### Knowledge Base

- Outstanding primary practitioner, with strong knowledge and understanding of child development, the primary curriculum and principles of good practice, as well as child-centred philosophy and approach.
- Knowledge of current educational thinking, initiatives, issues and matters of pedagogy.
- Knowledge and understanding of safeguarding procedures.
- Ability to make secure judgements about the quality of teaching and learning.

### Experience

- Relevant leadership and management experience in an educational setting (in a middle or senior management position).
- Experience in more than one school and location (desirable).
- Experience in managing change.
- Experience of carrying out staff review and target setting.

### Attitude/Approach

- Approachability, honesty and integrity.
- Ability to demonstrate adaptability and flexibility.
- High expectations of oneself, as well as of others.
- Ability to remain calm in sensitive or potentially volatile situations.
- Ability to listen and make reasoned and informed judgements.
- Holds a strong vision and has the necessary skills and attributes in order to fulfil that vision.
- Have a good sense of humour.

This is very much a “hands-on” headship in a school where there is a vibrant and talented team keen to be led, coached and encouraged. It is a singular opportunity for a capable and energetic leader to meaningfully make their mark as a School leader at an incredibly exciting time for Saint Christina’s. The successful candidate will be compassionate and caring, with a positive, encouraging and collaborative style.

## Conditions of Service and Benefits

**Start Date:** January or April 2025

**Hours:** Full Time

**Contract:** Permanent

**Salary:** Will be generous, reflecting the importance of the post

### Benefits include:

- A generous pension through Royal London
- Health insurance
- Fee discounts for the children of staff members
- A cycle to work scheme
- Access to extensive professional development opportunities
- Membership of sector leading organisations: IAPS, CISC, Society of Heads, AGBIS, ISBA
- Competitive terms and conditions of employment

## Arrangements for the Appointment

### Applications

Candidates who wish to have a confidential conversation with the current Headteacher may contact him via his PA, Michelle Hamilton.

Candidates should complete **ALL** sections of the application form which, together with a detailed covering letter explaining why they think that they are suited to the role, should be sent in email form to the Headteacher’s PA at [headteacherspa@saintchristinas.org.uk](mailto:headteacherspa@saintchristinas.org.uk)

All **short-listed** candidates will have references taken up in advance of interview and will be expected to sign the declaration on the final page prior to interview.

**The closing date for applications is 12 NOON Friday 31<sup>st</sup> May 2024.**

### Interviews and appointment

The appointment of the Head is made by the Governing Body and the Handmaids of the Sacred Heart of Jesus.

Short listing will take place on **Monday 3<sup>rd</sup> June 2024** to identify candidates for interview. These candidates will be notified shortly afterwards.

The short-list interviews will be on **Wednesday 19<sup>th</sup> June 2024**. Further details will be sent to candidates nearer the time.

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, a satisfactory medical screening and a satisfactory DBS Enhanced Disclosure, together with all other relevant safeguarding checks.

*The appointment will be made without regard to age, ethnicity, disability, marital status or sexual orientation.*

*The School reserves the right to adjust the advertised timings should the need arise.*