



Beaulieu
Convent School Jersey

Brief for the Position of

Head of School – Primary



Contents

Background **3**

The Role **8**

How to Apply **16**



Background

Founded by the Sisters from the Order of the Immaculate Conception, Beaulieu first opened its doors in 1951 and has continued to thrive ever since, now welcoming more than 840 students aged 3 – 19. With strong principles rooted in the Catholic tradition, coupled with innovative teaching methods and a keen focus on real world issues and emerging technology, all on one campus, Beaulieu is a rich and rewarding place to learn.

Beaulieu is a forward-thinking and outward-looking school, proud of its reputation and the calibre of education it offers, encouraging pupils to positively contribute to the wider world. At the core of Beaulieu is the Catholic Faith; with 'Respect', 'Endeavour', 'Opportunity' and 'Challenge' comprising the central values of the School. Pupils are encouraged to think imaginatively, and intelligently and respectfully question convention.

Whilst the Sisters themselves are no longer physically at

School, Beaulieu has maintained a close relationship with them and they remain a constant support to the School, from their base in France. The ethos established by the Sisters remains ever present at Beaulieu and Beaulieu's team continues to place faith at the centre of everything they do. The teachers and support staff make up a rich and diverse community and everyone takes responsibility for the life and culture of the School – they go beyond simply teaching, by helping every child to have confidence and self-belief.

At Beaulieu, there is an expectation for everyone to play their part in the wider community, whilst remaining very much an individual. The breadth of interests, talents and backgrounds of the students and staff is a key part of what makes Beaulieu what it is – a unique and diverse place to work and learn.

A registered charity, Beaulieu is carefully and passionately guided by a locally based Board of Trustees, dedicated to ensuring the future success of the School and its pupils.



Values

The Beaulieu Family places faith at the centre of school life. The Gospel Values help navigate social, moral and spiritual issues and are central to Beaulieu's four core values:

Opportunity – Students achieve excellent academic results, but this is not the sole focus. Beaulieu provides a wealth of opportunities and expects students to embrace them. Lifelong friendships, love of learning, a passion for innovation and technology and a commitment to service, mean students are ready for the world and eager to make a difference.

Endeavour – Beaulieu encourages students to put everything into every task. Beaulieu knows that their team is better when members work together. The School looks beyond the curriculum to develop a wide range of skills and talents that constantly surprise and delight teachers, parents, the community and even the students themselves.

Respect – At Beaulieu, respect is promoted throughout the community and wider society, through a diverse, supportive and welcoming learning environment.

Challenge – A Beaulieu student is on a journey to adulthood. The School challenges their students to be the very best they can be and encourages them to find their own voice and to question injustice and push for the highest standards.



Pre-School

The Pre-School provides an inclusive and nurturing environment. Its presence offers the opportunity for the full aged 3 – 19 experience at Beaulieu and the School's full range of facilities, opportunities and expert teaching are available to ensure a calm and seamless transition to Reception Class and right up to our Sixth Form.

The Pre-School offers a rich curriculum, supported by specialist teachers, that ensures excellent preparation for Reception Class, including sessions in: Language Development, simple Nature Study, Art, Craft, Cookery, Poetry, Music & Drama, Physical Education & Games, French, History, Geography, Science and Animal Care. There is an excellent mix of free continuous, formal and outdoor learning.

Primary

Throughout the Primary School, staff encourage the children in their care to have a positive approach to learning and to believe that gaining knowledge is fun and enjoyable. Children learn best when they are happy and feel confident. Beaulieu praises, encourages and supports children. Primary staff have high expectations and a belief in a 'can do' approach to learning. Beaulieu staff want the best for every child and they are at the heart of all they do.

The curriculum at Beaulieu Primary is rich and diverse in its content and delivery. Beaulieu wants children to become 'readers for life', to read for both pleasure and information and the English curriculum brings

reading alive for the students. Students are encouraged to express opinions and ideas and listen to others. They learn and recite poetry and communicate effectively and confidently to an audience.

Secondary

Beaulieu Secondary School provides a welcoming learning environment that promotes a sense of responsibility and autonomy, helping students to become successful learners, confident individuals, responsible citizens and effective contributors to their wider community.

The Secondary curriculum gives students the opportunity to develop their potential as fully as possible, not only academically, but also socially, artistically and creatively. At the heart of the curriculum is a concern for the moral and spiritual development of each student. The Beliefs and Values programme provides an enriching way to look at different religions and cultures and the PSHEE lessons focus on formation and development of character. Beaulieu also runs a comprehensive Careers programme, with regular workshops, helping to prepare students for the next step in their educational journey, or for the world of work.

Sixth Form

At Beaulieu, there are a number of key aims for Sixth Form, which provides a much more student-led approach to learning and the opportunity for independent study. The Sixth Form provides students with the opportunity to gain maturity and self-confidence. Entering the Sixth Form is about committing to more than just attending lessons. There is an expectation that students will contribute to the wider School and become involved in key areas of School life. Important roles are available at Sixth Form level, including being part of the House team, the Prefect Team and the Student Leadership Team.



Pastoral

Beaulieu offers a unique environment in which to learn and the mutual respect which permeates through the School is rooted in Gospel values and good character, with a love and care for the students intrinsic to school life. All staff members share in the responsibility of caring for the students, all the way from Pre-School to Sixth Form. The staff and teachers are committed to taking a holistic view of every student – they know that confident, healthy minds have a thirst for knowledge and a love and appreciation of their community and the wider world around them. The focus is on the whole child and their individual needs and, as a result, every child has the opportunity to succeed.

Academic

Established principles, coupled with innovative teaching methods and a keen focus on real world issues and emerging technology make Beaulieu a rich and rewarding place to learn. Beaulieu is an inclusive school – all faiths, backgrounds and academic abilities are very welcome.

Throughout their journey at Beaulieu, from Pre-School to Sixth Form, the students benefit from individualised and tailored teaching and support. The School environment provides a supportive place in which to learn, developing independence and resilience at the same time. Very capable students will be stretched, whilst those with specific academic needs will be fully catered for, ensuring every pupil has the opportunity to shine.

Community and Charity

Students are encouraged to contribute to the wider community, not just personal progress and success. Staff have a deep respect for, and love of, Jersey's unique culture and heritage, and this outlook brings out the best in the students. At Beaulieu, a 'Rights Respecting' environment is inherent in the Catholic ethos, where both students and staff respect each other, the community and the wider world they live in. Beaulieu students and staff are very proud to have received the UNICEF Rights Respecting Schools Silver Award and are working towards our Gold.

Students also benefit from dedicated Mentor sessions on being kind online, providing guidance on how to engage with social media positively for today's generation and through the School Feast Day, on December 8th, which allows a whole School focus on the history of the community and its foundations in Gospel Values, love and respect.



The Beaulieu Foundation

In 2007 the Beaulieu Foundation was launched. It was established as an independent trust in order to support the future capital development of Beaulieu and to work to safeguard and enhance the School for the future.

The Beaulieu Foundation is a charity and is registered with the Jersey Charity Commission (number 207). The Foundation Team works hard to reconnect with past pupils, parents, past parents, past staff and supporters of the School. The Foundation coordinates regular networking and fundraising events for the Foundation members to enjoy.

The Foundation has ambitious plans for the future development of Beaulieu and continues to play an instrumental part in raising funds to support this. In recent years, the Foundation worked with the School to launch the Beaulieu Campus Development Scheme, which successfully raised over £500,000 in support of the campus enhancements.

The Foundation has a number of priorities:

- Building a network to reconnect with past pupils, staff, parents and friends of the School, providing a real feeling of belonging to the Beaulieu Community.
- Providing financial support for existing and prospective students through the development of bursaries and scholarships.
- Raising funds to support the capital development of the School's campus and facilities and to enhance curriculum and learning opportunities.



The Role

Role Purpose:

To dynamically lead Beaulieu’s Primary School, assuming pastoral and professional responsibility, on behalf of the Executive Team and the Board of Directors, for all our staff, students and parents within the Primary area of our school family.

Responsible to: The Executive Headteacher

This is a unique opportunity at a unique school. Beaulieu provides an exceptional learning environment, where children and young people aged 3–19 thrive and grow. Beaulieu offers a very special blend of excellence in pastoral and academic development for every student in our care. Beaulieu Primary is a unique environment and is a very important part of our Catholic School family. Our staff are truly committed to the ethos of the School and are dedicated and trusted professionals.

The Head of School – Primary will be accountable to the Executive Headteacher, and will work in deep collaboration within the Executive Team, comprising the Executive Headteacher, the Chief Operating Officer and the Head of School – Secondary, supported by other senior leaders. The ability to be able to work collaboratively and within such a team, for the benefit of the whole School, will be an essential prerequisite for this role.

Job Description

Beaulieu Convent School has been designated by the Education Law (Jersey) 1999 as a private school with a religious character. Its Trust Deed, and therefore Instrument

of Government, requires 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 requirements of the Trust Deed of Beaulieu Convent School. At all times the School is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the School is distinctively Catholic in all its aspects.

This appointment is with the Board of Directors of the School under the terms of the Catholic Education Service contract signed with the Directors as employers. It is subject to the current conditions of service for head teachers contained in the School Teachers’ Pay and Conditions (Jersey) document and other current education and employment legislation, including the GTC Code of Professional Value and Practice.

This job description is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (October 2004).

The Board of Directors, the Diocese and The Catholic Independent Schools Conference (CISC), acknowledge the importance of the role of the Catholic Head of School and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Directors and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Head of School Primary must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB) and obtain any other statutorily required clearance.

The Core Purpose of the Head of School Primary

The core purpose of the Head of School Primary is to provide professional leadership and management of the School on behalf of the Executive Head. 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 of School Primary must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Head of School Primary 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 of School Primary, working with the Executive Head and the Board of Directors 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 of School Primary is the leading professional in the Primary School. Accountable to the Executive Head and Board of Directors, the Head of School Primary provides vision, leadership and direction for the School and ensures that it is managed and organised to meet its aims and targets. The Head of School Primary, 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 of School Primary, 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, CISC, CYPES, higher education institutions and employers. Through such partnerships and other activities, the Head of School Primary plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.

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



The Six Key Areas of Headship

1. Shaping the Future

The strategic direction and development of the School stem from the educational mission of the Church. The Head of School Primary 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 areas of this work.

Critical to the role of headship is working with the Executive Head and Executive Team 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 of School Primary will:

- Recognise the authority of the Bishop and our Trustees in relation to the provision of education in the diocese and work within the School and parish community in Jersey to create and promote an educational vision and values for the School which take account of the School's Catholic mission and the diversity, values and experiences of the School and the community it serves.
- Ensure the vision for the School is clearly articulated, shared, understood and acted upon effectively by all in Primary.
- Work within the School community to translate the vision into agreed objectives and operational plans for Primary which will promote and sustain whole School improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the School and the community at large.

The Six Key Areas of Headship

2. Teaching and Learning

In a Catholic school, the Head of School 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 of School Primary 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 of School Primary 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.

The Head of School Primary will:

- Enable a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every Primary child's learning.
- Ensure that learning is at the centre of strategic planning and resource management for Primary.
- 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.
- Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the Primary School.
- Ensure the diocesan policy for Religious Education is fulfilled.
- Establish creative, responsive and effective approaches to teaching and learning.
- Build a culture and ethos of challenge and support, where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole School.
- Implement strategies which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure effective corrective action and follow-up.

The Six Key Areas of Headship

3. Developing Self and Working with Others

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

Effective heads of school 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 Head of School Primary supports all Primary 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, heads of school should be committed to their own continuing professional development.

The Head of School Primary will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the School and its mission.
- Build a collaborative learning culture within the School and actively engage with other schools, especially other Catholic institutions, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review in the context of the Catholic school.
- Ensure effective planning, allocation, support and evaluation of work undertaken by Primary team and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

The Six Key Areas of Headship

4. Managing the Organisation

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 Head of School Primary needs to provide effective organisation and management of the School and seek ways of improving organisational structures and functions with the Executive Head, Head of School Secondary and COO based on rigorous self-evaluation. The Head of School Primary should ensure that the Primary 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 Head of School Primary should also seek to build successful organisations through effective collaborations with others, especially across the whole School.

The Head of School Primary will:

- Create, in consultation with the Executive Head, an organisational structure which reflects the School's Catholic values, and enables the management systems, structures and processes to work effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Diocesan priorities.
- Manage the School's financial and human resources effectively and efficiently to achieve the School's educational goals and priorities in consultation with the Executive Head and COO.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the School.
- Implement successful performance management processes with all staff.
- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.
- Manage and organise the School environment efficiently and effectively to ensure that it reflects the distinctive characteristics of Catholic education and meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

The Six Key Areas of Headship

5. Securing Accountability

In the Catholic school, the Head of School Primary fulfills his or her responsibilities in accordance with the Trust Deed of the School. He/she supports the Board of Directors and Trustees in fulfilling its responsibilities to the Diocese under Canon Law, as well as in accordance with local legislation.

In addition to the Executive Headteacher, the Head of School Secondary and the COO, the Head of School Primary is accountable to a wide range of groups, particularly pupils, parents, carers, Directors, Trustees, parish, diocese and CYPES (the Local LEA). The Head of School Primary is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole School community and for contributing to the community more widely. The Head of School Primary is legally and contractually accountable, through the Executive Headteacher, to the Board of Directors for the Primary School, its environment, the fulfilment of its Catholic mission and all its work.

The Head of School Primary will:

- Fulfil commitments arising from contractual accountability to the Executive Head and Board of Directors.
- Develop a Catholic school ethos across the whole School, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual Primary staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Trust Board (providing information, objective advice and support) to enable it to meet its responsibilities and secure the distinctive Catholic character of the School.
- Monitor and evaluate the performance of the Primary School and its achievements as a Catholic school.
- Develop and present a coherent, understandable and accurate account of the Primary School's performance to a range of audiences including Directors, Trustees, parents and carers.
- Reflect on personal contribution to Primary and whole School achievements and take account of feedback from others.

The Six Key Areas of Headship

6. Strengthening Community

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

The Head of School Primary will:

- 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.
- Create and promote positive strategies for challenging prejudice and dealing with harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers as the prime educators to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, the parish community, businesses or other organisations into the School to enhance and enrich the School as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

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

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 Jersey School Teachers' Pay and Conditions as they relate to headteachers.

A photograph of two young girls in school uniforms. They are both wearing blue and white checkered polo shirts with white collars and cuffs. The girl on the left has blonde hair in a ponytail with a blue bow. The girl on the right has blonde hair and is smiling. They are standing outdoors, possibly on a school bench, with a blurred background of other people.

How to Apply

The closing date for this application is **Friday, 10th December 2021**. Interviews/visits will be held week commencing **10th and 17th January 2022**.

Full details, including the Candidate Brief, are available at: www.beaulieu.jersey.sch.uk/our-beaulieu/recruitment-vacancies

or contact Mrs Andrea Whyte, Executive PA, on whytea@beaulieu.jersey.sch.uk or 01534 708618.

All applicants must submit a CV and send it, with a covering letter, for the attention of Mrs Andrea Whyte, Executive PA, on whytea@beaulieu.jersey.sch.uk

Early applications are encouraged.

Beaulieu School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure and Barring Service (DBS). Please do not hesitate to contact us should you have any queries.

www.beaulieu.jersey.sch.uk



Beaulieu Convent School,
Wellington Road,
St Helier, Jersey JE2 4RJ

01534 731280



Beaulieu
Convent School Jersey