



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## Candidate Information

## Headteacher



# THE URSULINE ACADEMY ILFORD

## Mission Statement

**We are a Catholic community of faith, love and service  
rooted in the spirit of St Angela.**

**Through Christ and the Gospel and in our diverse community  
we strive to provide an environment for young women  
to flourish spiritually, academically and socially.**

**Together we are the Ursuline Academy Ilford.**

### Students in an Ursuline school are growing to be individuals who are...

**united in harmony**, being bound to one another by the bond of love, respecting each other, helping each other and bearing with each other.

**grateful** for their own gifts, for the gift of others, and for the blessings of each day; and **generous** with their gifts, in the service of others.

openly **listening** to their experience and to their vocation or calling in life; and being **attentive** to the choices they make and the effects of those choices.

**loving** in their just actions and forgiving words and **compassionate** towards others, near and far, especially the less fortunate;

**faith-filled** in their beliefs and **hopeful** for the future.

**courageous** in their actions and interactions with others and **resilient** in the face of challenge and change.

**discerning** and reflective in their studies and other activities and **joyful** in their engagement with the world.

**leading** others in the pursuit of **justice** for all.

conducting their lives, in both words and actions, as witnesses to the **truth** that is Jesus Christ, acting with **integrity**, nurturing relationships built on trust.

**SERVIAM**: serving in the daily routines of school life, life at home, life in the local community, life in the wider world.



*inspire  
together*

*"Act, move, believe, strive, hope, cry out to him with all your heart for without doubt you will see marvellous things."*

*St Angela, Prologue to the Counsels, 16-18*

### Ursuline schools help their students grow...

By encouraging them to be **united in harmony** in their friendships, classes, year groups, school, local and global communities.

By encouraging them to know and be **grateful** for all their gifts, developing them to their full so that they can be **generous** in their service of others.

By promoting the practice of reflective **listening** and **attentive** decision making in teaching, prayers and retreats; and through the practice and example of school leaders and staff.

By being **loving** and **compassionate** in the way students are treated, especially when a student is troubled; and by opening students' eyes to those who suffer poverty, injustice or violence.

By passing on the living and **faith-filled** tradition of Jesus Christ; by having unending faith in the students, and by encouraging them in turn, to have faith and **hope** in others.

By providing a safe and secure environment in which students can mature as **courageous**, informed citizens of the world, fully aware of the dignity of the person, and can grow as young adults who are both emotionally and spiritually **resilient**.

By continuously developing the distinctive and **discerning** ethos of an Ursuline school which allows students to cultivate their faith, beliefs and talents; and to be **joyful** in their outlook and appreciative of the world in all its wonders.

By providing opportunities for **leading** in the spirit of Jesus Christ "the servant king", and by keeping **justice** at the centre of both the spiritual and academic curriculum.

By acting with **truth** and **integrity** in their relationships with their students, modelling the Ursuline tradition of reconciliation and peace.

By creating a high trust culture, enabling both staff and students to flourish and to share wisdom without fear of criticism or rebuke. In sharing wisdom, we are living **SERVIAM**

Pupils feel happy and secure here  
 Leaders have developed an ethos that encourages all to recognise and value individuality  
 All like the school's 'close-knit' feel and how this helps everyone to feel included  
 Pupils are very positive about their learning. Teachers have high expectations in all subjects  
 Subject plans are ambitious for all pupils, including for students in the sixth form  
 Pupils achieve well and enjoy their learning. They study a broad range of subjects  
 Assessment of pupils' learning is threaded through teaching in all subjects

OFSTED October 2021







## HEADTEACHER

### March 2022

### Greeting from the Chair of Governors

Dear Applicant,

We are delighted you are considering applying for the post of Headteacher in our school.

Ilford Ursuline has been one of the leading schools in this part of London for more than a hundred years. Over this time, it has undergone several transformations, continuing to grow and prosper. In the most recent nationally published academic results, before the Covid pandemic led to the postponement of external exams, achievement of the students was among the top 5% in the country.

The school's ambitions are not limited just to academic achievement. The young women who come to our school are given a fully rounded education focused on developing the whole person as well as providing for academic excellence. Students almost invariably achieve their goals in attending the university of their choice where that is their aim, and move on to the next stages of their lives very well equipped to succeed in whatever they do.

The Ursuline Sisters continue to play a very big part in the life of the school, and there is a thriving community of alumni, some of whom are presently governors.

We are looking for someone who can continue the groundwork laid by the current headteacher, Ms Keran Reilly, who is retiring after seven years in post, having put the school in a healthy financial, secure and well-resourced position while maintaining high educational standards and continuing to lead improvement.

Included in this pack are details of the post, background information, job description and a person specification.

We encourage you to visit our school, to see for yourself its riches, talk to the students and staff, and get a picture of how we work. Please contact Mrs Kerry Herbert, personal assistant to the headteacher and clerk to the governors, on 020 8554 1995, or by email at [kherbert@uai.org.uk](mailto:kherbert@uai.org.uk) to make an appointment. I can assure you of a warm welcome.

Yours sincerely,

John Anthony  
*Chair of Governors*





# Background Information

The Ursuline Academy Ilford is a highly successful and oversubscribed four-form entry Catholic secondary school for girls. With girls aged 11-19, it serves Catholic students, as well as those of other faith backgrounds who are supportive of and fully committed to the Catholic ethos of the school. Students who come here join a community that is committed to success.

The school was founded by the Ursuline Sisters in 1903. The school was independent until 1999 when it became voluntary aided. In 2011 the school converted to academy status, and in December 2017 was handed to the trusteeship of the diocese of Brentwood.

The school has a long tradition of providing high-quality education and pastoral care, with a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are encouraged to do their best. We have a highly inclusive ethos of which we are very proud. Our pupils are welcoming, engaging and highly articulate. They are ambitious for the school and for their own lives beyond it.

The school had its fifth Ofsted Inspection in October 2021 and was graded 'good'. The Report can be found on the school website [www.UAI.org.uk](http://www.UAI.org.uk), and on the Ofsted website: [www.uai.org.uk/about/ofsted](http://www.uai.org.uk/about/ofsted).

As a vibrant faith community we are inspired by the founder of the Ursuline Order, St Angela Merici, whose motto "Serviam" – to SERVE – lies at the heart of what we do, with the aim of empowering our girls to learn, to lead and to serve. As Angela Merici faced new challenges by looking for new opportunities, so too are we committed and called to do things in new ways to ensure that the young women in our care are offered a nurturing and challenging educational environment in which they can learn and grow and develop the confidence to go out and make a real difference in our world. Ursuline Academy students are fully engaged with the UEC student profile. More information about this can be found at [www.ursulineeducationcommunity.org](http://www.ursulineeducationcommunity.org)

Governors and staff are committed to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, and parents
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents to play an active role in their daughters' development, academically, spiritually and morally.

The school is a short walk from the local shopping centre and Ilford TFL Railway Station which connects to Stratford International and London Liverpool Street. The school is also a short drive from the M25, A12, A13 and A406, and is well served by a comprehensive bus service.

# THE URSULINE ACADEMY ILFORD



## HEADTEACHER

**From: September 2022 or January 2023**

**Salary: £91,539-£105,509 (Leadership Scale 31-37 Outer London)**

The Governors are looking to appoint a new Headteacher to this hugely successful, vibrant and popular oversubscribed Academy whose ethos is underpinned by Gospel and Ursuline values and the Ursuline motto of 'Serviam'.

*The Governors invite applications from experienced, enthusiastic and suitably qualified practising Catholic leaders to lead the school into the next phase of its development and build on its success. They must have a proven track record of academic success and be committed to a broad and balanced education. The person appointed will be expected to have a clear vision and strong commitment to Catholic education and a dedication to the academic, spiritual, moral, social and cultural well-being of young people.*

Our ideal candidate will

- Be a practising Catholic who will strive to uphold and develop our Gospel and Ursuline values.
- Be an inspirational leader with a clear vision for the future of the school, building on its current strengths.
- Be a highly collaborative strategic leader with an ability to lead change, engaging a range of internal and external partners to further enhance school improvement.
- Have a proven track record in raising standards of teaching and learning within an aspirational, caring and accountable environment.
- Be committed to professional development for self and others.
- Be aware of the wider educational landscape and the challenges this brings in terms of finance and change, including the academy agenda.

We can offer you

- A supportive, welcoming and caring ethos based on the values of the Catholic faith.
- The opportunity to work with enthusiastic and aspirational students, committed staff, engaged parents and a supportive Governing body.
- Opportunities to support your continuing professional development.
- The support of the wider Ursuline community.

*The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhanced DBS check.*

## APPLICATION REQUIREMENTS

Please submit a letter of application together with your application form. Completed applications can be posted to:  
*Clerk to Governors, The Ursuline Academy Ilford, Morland Road, Ilford, Essex, IG1 4JU*

You may also return your completed application form via email to the Clerk to Governors [kherbert@uai.org.uk](mailto:kherbert@uai.org.uk)

School visits are welcomed and warmly encouraged by prior arrangement please contact [kherbert@uai.org.uk](mailto:kherbert@uai.org.uk)

Short-listing will take place following the closing date and references will be taken up prior to interview.

### Closing Date:

Midnight Sunday 24<sup>th</sup> April

### Interviews:

Thursday 12<sup>th</sup> and Friday 13<sup>th</sup> May







# JOB DESCRIPTION

The headteacher is an employee of the Governing Body/ Trust Board and is required to carry out professional duties as detailed in this job description, in Canon Law, and in the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies).

## Introduction

1. This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors/trustees as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.
2. The appointment is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.
3. This job description may be amended at any time, following consultation between the Headteacher and the Governors and will be reviewed annually.

## Core Purpose of the Headteacher

4. To provide professional leadership and management for 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, we expect the headteacher to establish high-quality education by managing teaching and learning effectively and using personalised learning to realise the potential of all pupils. The successful candidate must establish a culture that promotes excellence, equality and high expectations of all pupils.
5. To ensure that:
  - the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood;
  - religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
  - religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
  - the school provides high-quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
  - the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; and recognise their own dignity and the dignity of others as children of God;
  - all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

## General Duties and Responsibilities

6. To carry out the duties of the Headteacher as set out in the current School Teachers' Pay and Conditions Document.





## Key Areas of Responsibility

7. School culture     The school's culture 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.
  - Create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community.
  - Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
  - The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
  - Create a culture where pupils experience a positive and enriching school life
  - Uphold ambitious educational standards of excellence which prepare pupils from all backgrounds for their next phase of education and life
  - To work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness.
  - Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
  - Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
  - Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
  - Ensure a culture of high staff professionalism
8. Teaching     In a Catholic school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.
  - Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
  - Secure high-quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
  - Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
  - Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church.
  - Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
  - Ensure teaching is supported by high levels of subject expertise Ensure effective formative assessment



9. Curriculum and assessment
  - Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught
  - Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
  - Ensure valid, reliable and proportionate approaches are used when assessing pupils
10. Behaviour
  - Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school's behaviour policy
  - Manage behaviour consistently, fairly and respectfully
  - Ensure that adults within the school model and teach the behaviour of a good citizen
11. Additional and special educational needs and disabilities (SEND)
  - Ensure the school holds ambitious expectations for all pupils
  - Create a culture and practices that enable pupils to access the curriculum and learn effectively
  - Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate
  - Ensure the school fulfils its statutory duties under the SEND code of practice
12. Professional development
  - Ensure staff have access to high-quality, sustained professional development opportunities
  - Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the standard for teachers' professional development
  - Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
13. Organisational management

In a Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.

The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation.

The Headteacher deploys people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

  - Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
  - Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
  - Ensure staff are deployed and managed well with due attention paid to workload
  - Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
  - Ensure rigorous approaches to identifying, managing and mitigating risk
  - To ensure stewardship of the buildings and grounds in relation to Diocesan requirements
  - To provide a safe and secure environment for all who work in and visit the school



14. Continuous school improvement
  - Identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
  - Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
  - Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
15. Working in partnership

The Headteacher provides effective organisation and management of the school and seeks ways of improving In a Catholic school, the headteacher shares responsibility for the mission of the school and the wider Diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate

  - To recognise the authority of the Bishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require
  - Forge constructive relationships with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the school
  - Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support
  - Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
16. Governance and accountability
  - Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
  - Create professional working relationships with those responsible for governance
  - Ensure that staff know and understand their professional responsibilities and are held to account
  - Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties





## PERSON SPECIFICATION

### Appointment of Headteacher

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

	Essential	Desirable
<b>Faith Commitment</b>		
1. Practising and committed Catholic in good standing with the Church	✓ R	Evidence of participation in parish or Catholic community life
2. A secure understanding of the distinctive nature of the Catholic school	✓ A I	
3. Understanding of the headteacher's role as pastor	✓ A I	
4. Understanding of the school's role in the Catholic and wider community	✓ A I	
5. Ability to demonstrate care, compassion and reconciliation	✓ A	
6. Ability to lead acts of worship in the Catholic school	✓ I	
<b>Qualifications and Training</b>		
1. Degree + QTS	✓ A D	
2. Evidence of continuing professional development in preparation for HT post	✓ A	NPQH Post Grad level qualification MA in Catholic School Leadership
3. Catholic Certificate in Religious Studies (CCRS)		✓ D
4. Willingness to undertake CCRS within 2 years of appointment	✓ A	
<b>Experience</b>		
1. A record of substantial, successful teaching experience.	✓ A R I	Experience in a variety of schools



2. Experience as a successful Headteacher, Head of School, or Deputy Headteacher	✓ A R I	
3. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level	✓ A R I	
4. Experience of leadership role within a secondary school;	✓ A R I	
<b>Professional Knowledge and Understanding</b>		
1. Understanding the expectations in the Ofsted Framework about what makes an effective school.	✓ A I	Understanding of the expectations of Section.48 denominational Inspection
2. Working knowledge of school planning, evaluation, assessment and accountability	✓ A R I	The ability to role model excellent teaching
3. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	✓ A I	
4. Thorough knowledge and understanding of current educational issues	✓ A I	
5. Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	✓ A I R	
<b>Promoting the welfare of children</b>		
1. A good understanding of up to date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils	✓ I	
<b>Professional Skills and Abilities</b>		
1. Evidence of working effectively with staff, governors and parents	✓ R I	
2. Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	✓ A I	
3. Ability to produce clear reports, information and advice to staff and governors and to provide clear information to the Diocese and the CES when required	I R	Understanding the criteria for evaluating a Catholic school
<b>Personal Qualities</b>		



1. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓ R I	
2. Stamina, energy and resilience; confidence	R I	
3. Optimistic outlook	R	
4. Commitment to own work/life balance as well as that of others	A I	
<b>Other</b>		
1. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	✓ A I R	
2. Evidence of a strong commitment to Catholic education;	✓ A I R	

A – Application form  
D – Documents  
I – Interview  
R - References