



The Romero Catholic Academy
Nurturing the Talent of Tomorrow

Archdiocese of Birmingham
SS Peter and Paul Catholic Primary

A part of the Romero Catholic Multi Academy Company

Principal

Dear Applicant,

On behalf of the Local Academy Committee, we would like to thank you for your interest in the post of **Principal**, at **SS Peter and Paul Catholic Primary School** within **The Romero Catholic Academy** of eight schools.

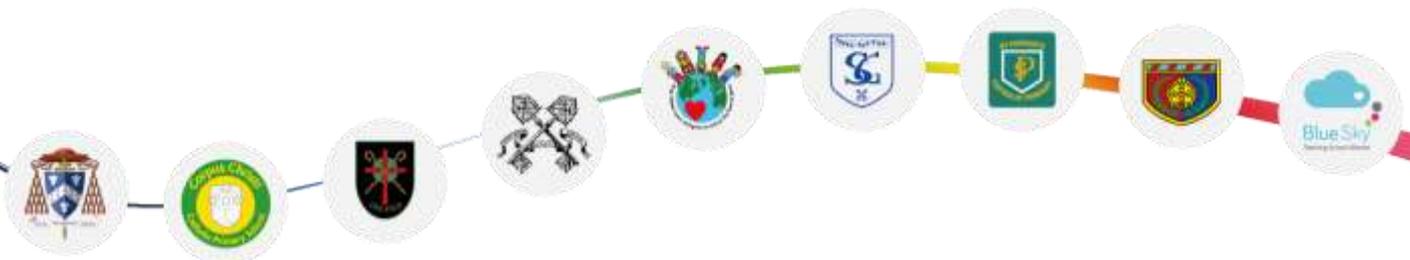
SS Peter and Paul is a thriving one form entry school. It is a happy, caring and vibrant good school in Coventry, with a strong Catholic ethos. The team are looking forward to welcoming a new Principal, to lead the school following the successful appointment of the current post holder to Principal of Corpus Christi, also within The Romero Catholic Academy.

The closing date for receipt of applications is, **Monday 25th March 2019, noon**. The interview and assessment dates are planned for either **Friday 29th March or Monday 1st April**.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties with the process, or if you wish to discuss the role, please contact **Carmen McMahon** at hr@romero.coventry.sch.uk or **Helen Quinn**, Catholic Senior Executive Leader on h.quinn@romero.coventry.sch.uk

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form.

This vacancy is accompanied by a **Principal** job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.



Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

If you wish to apply by e-mail, you will need to download the form onto your computer, complete it and return it via email to **hr@romero.coventry.sch.uk** or by post to

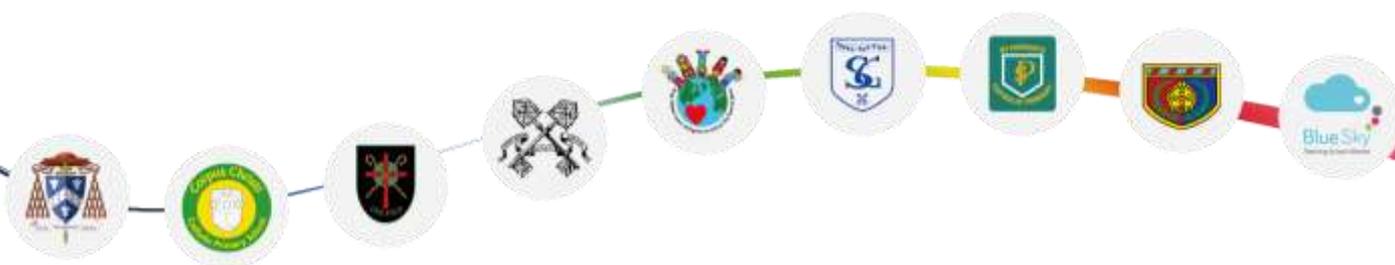
Helen Quinn, Catholic Senior Executive Leader

Shared Services Team,
The Romero Catholic Academy
C/o Cardinal Wiseman
Potters Green Road,
Coventry
CV2 2AJ

Our preference would be for electronic applications. Ensure you clearly state the full job title and type or complete your form legibly in black ink (Postal) or black font/typeface (Electronic), to allow for photocopying.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.



Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

DBS Checks and References

In line with our safeguarding and child protection policy, any successful appointment will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidate.

We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

And finally....

We strongly recommend that you visit the school prior to submitting your application so that you can find out more about us. Visits can be arranged by contacting **Helen Quinn**, on 02476 451888.

You can visit our school and Romero website, for more information, at

www.sspeterandpaulcoventry.co.uk www.romeromac.com

We look forward to receiving your application.

Yours sincerely



Brendan Fawcett

Chair

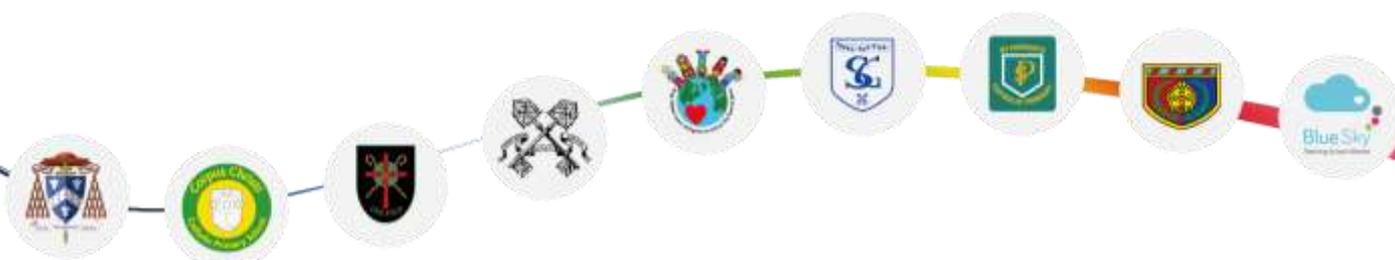
The Romero Catholic Academy



Pat Garner

Chair

SS Peter and Paul Local Academy Committee



Our Schools

The following schools are within The Romero Catholic Academy:-



Secondary School:-

Cardinal Wiseman Catholic School

Primary Schools:-

Corpus Christi

Good Shepherd Catholic Primary School

Sacred Heart Catholic Primary School

St Gregory's Catholic Primary School

St John Fisher Catholic Primary School

St Patrick's Catholic Primary School

Ss Peter and Paul Catholic Primary School

"As a recently new Principal in the Romero Catholic Academy, I have a real sense of belonging to something special. I firmly believe my success as a Headteacher at St Gregory's is down to the support, collaboration and inspiration I have gained working within the Romero Academy.."

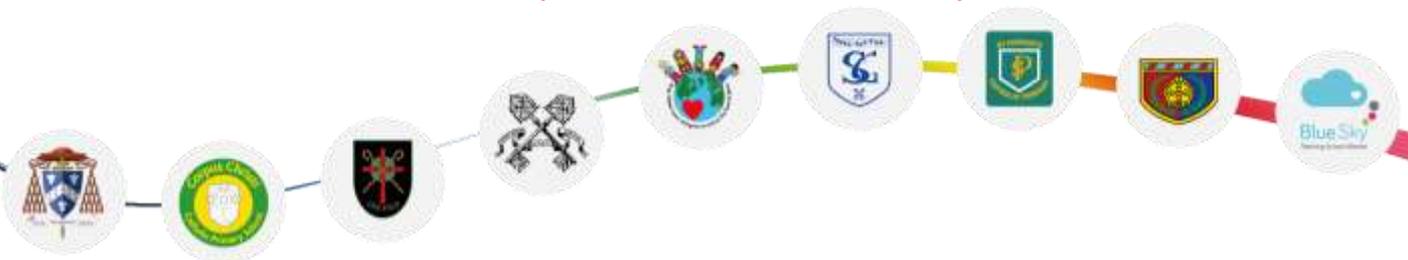
Geraldine Marshall, Principal, St Gregory Catholic Primary School

"I have been in post as Principal of St. John Fisher School for three years now. It has been an amazing learning journey, where I have been made very welcome and truly supported in my new role.

We have a truly committed team across Romero and this is apparent at all levels; from Directors, Principals, Teaching and Support Staff and Centralised Staff. We all work closely together and have a clear direction – we want the very best for all of the children in our care. I feel both proud and privileged to say that I am a member of The Romero Academy as we go from strength to strength each day.

I would encourage you to become part of our Romero Family and join us on our exciting journey."

Dee Williams, Principal, St John Fisher Catholic Primary School





Our Vision:

“A Beacon of Excellence for Catholic Education”

Our Mission:

“We are a **Christ-centred Community** dedicated to **faith formation, academic excellence** and **individual growth** for all of our young people, all rooted in the **Gospel message of Jesus Christ.**”

Our Values:

These are fundamental to our long-term success and represent the set of standards under which all of us in Romero MAC will work, and against which performance will be assessed and rewarded.

Respect

We respect and value those we work with and the contribution that they make.

Integrity

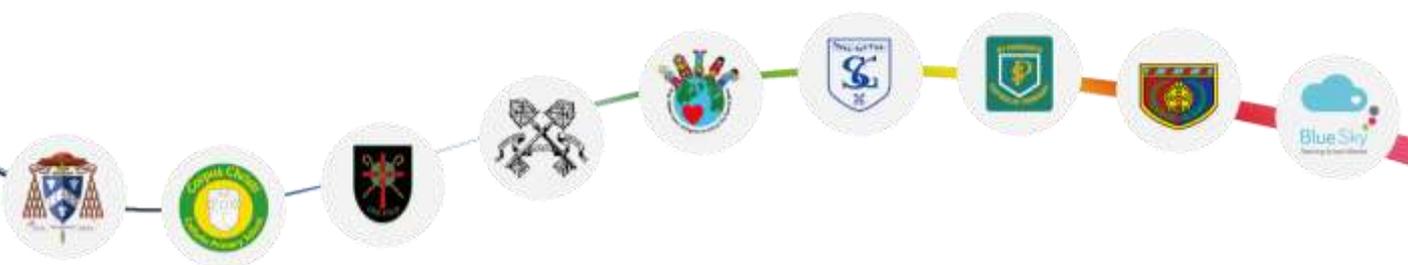
We act fairly, ethically and openly in all we do.

Service

We put our children at the centre of all that we do

Excellence

We use our energy, skills and resources to deliver the best, sustainable results.



Our Aims:

As Catholic Schools in the Romero MAC we are committed to:

Spiritual Growth

An ethos in which the Gospel message is proclaimed, community in Christ experienced, service to each other and the wider world community is recognised, and thanksgiving and worship of our God is cultivated.

Formation of the Whole Person

Providing well rounded high quality education that empowers and enables pupils to recognise their full potential and respond to what God calls them to be.

Academic Excellence

Building on the collaborative success of the Romero Partnership our schools will be inspirational, academically rigorous and innovative, achieving standards of excellence in all settings, supported by exceptionally caring staff who reflect the light of Christ.

Family Partnership

Partnering with, upholding and supporting parents and guardians in their role as primary educators of their children.

Vibrant Communities

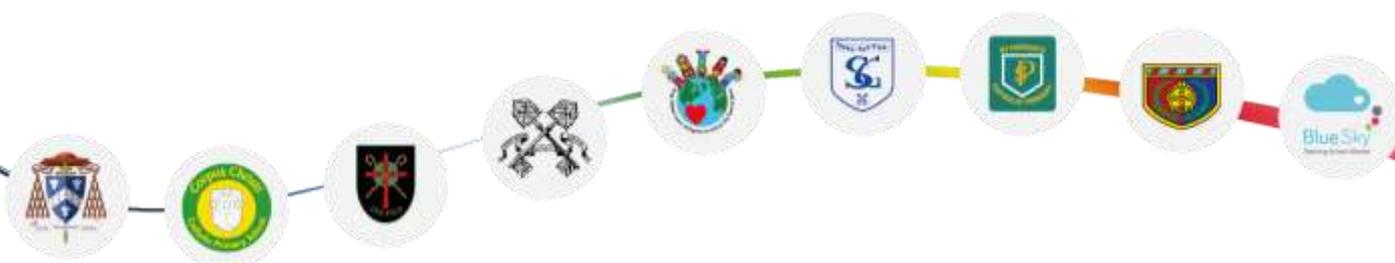
Ensure diverse, dynamic, welcoming, compassionate communities available to all.

Global awareness

Nurture the personal integrity and faith development of pupils that also challenges them to know and understand communities around the world.

Stewardship

Ensuring a vibrant sustainable future for our schools through unified support and prudent management of resources.



Future Not Our Own

It helps, now and then, to step back and take a long view.

The kingdom is not only beyond our efforts,
it is even beyond our vision.

We accomplish in our lifetime
only a tiny fraction
of the magnificent enterprise
that is God's work.
Nothing we do is complete,
which is another way of saying
that the Kingdom always lies beyond us.

No statement says all that could be said.
No prayer fully expresses our faith.
No confession brings perfection.
No pastoral visit brings wholeness.
No programme
accomplishes the Church's mission.
No set of goals and objectives
includes everything.

That is what we are about.
We plant a seed that will one day grow.
We water seeds already planted,
knowing that they hold future promise.
We lay foundations
that will need further development.
We provide yeast that produces effects
far beyond our capabilities.

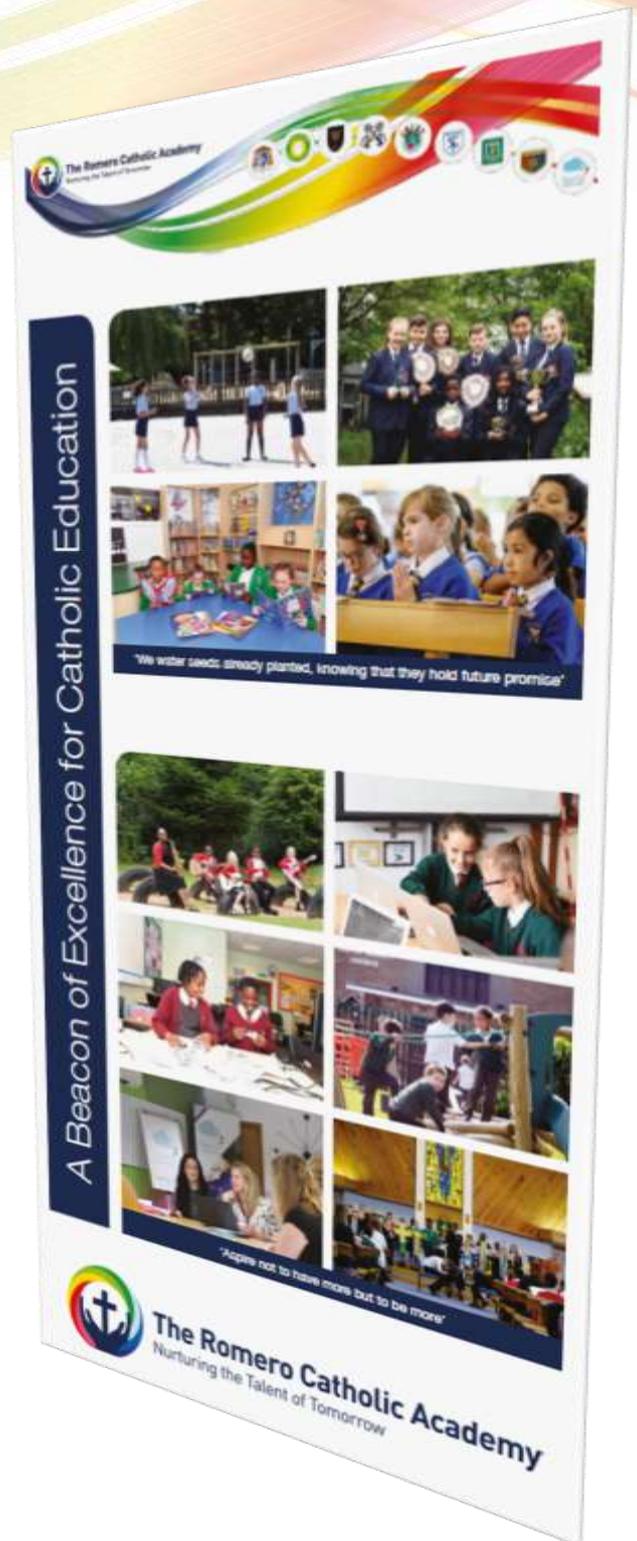
We cannot do everything,
and there is a sense of liberation
in realising that.
This enables us to do something,
and to do it very well.

It may be incomplete,
but it is a beginning,
a step along the way, an opportunity for the Lord's grace
to enter and do the rest

We may never see the end results,
but that is the difference between the master builder and the
worker.

We are workers, not master builders,
ministers, not messiahs.

We are prophets of a future not our own.



Prayer Reflection

Archbishop Oscar Romero

