



December 2022

Dear prospective applicant

Thank you for your interest in the role of Vice Principal at St Francis Xavier Catholic Primary School and for requesting an application pack.

Our school has a strong tradition of high-quality Catholic education, is nurturing and inclusive and has an exciting and improving future. Our dedicated team of staff work very closely to develop the full potential of the young people in their care, and they are well supported by the Local Governing Body.

The Directors, in partnership with the Local Governing Body, are keen to appoint an ambitious and experienced practising Catholic to join our team of Vice Principals who play an important role in a developing, supportive and collaborative senior leadership network within Emmaus Catholic MAC, sharing expertise, and thereby raising standards for all the children within our community of schools.

Emmaus Catholic MAC is based on excellent working relationships, with the aim of strengthening and improving further the life chances of all the young people within our strong Catholic partnership.

Emmaus Catholic MAC became a larger MAC of ten schools, including a Teaching School, from 1<sup>st</sup> February 2021, which has provided new and exciting opportunities for further developing our staff as we continue to work towards securing and improving Catholic education in this area of the Diocese. This is a very exciting time to join our successful organisation and you will find information about our motto, mission, vision and values and our five-year Strategic Plan included in the application pack.

Please visit the school website: <http://www.st-francisxavier.sandwell.sch.uk/> to find out more about its distinctive nature.

Visits to the school are warmly welcomed by arrangement with Suzanne Horan, Catholic Senior executive Leader, who can be contacted by email via Kerry Holden, Executive Assistant to the CEO on [kholden@emmausmac.com](mailto:kholden@emmausmac.com)

When completing the CES Senior Leader application form, please ensure that you read the Notes to Applicants carefully: you should ensure that your supporting statement is clear and concise

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and does not exceed 1,300 words. Please refer to the Job Specification when writing your supporting statement, as it will be closely assessed against each of the criteria in that specification.

We do hope that you will consider very seriously applying for this post and we look forward to reading your application.

Please return completed application forms to K Holden, [kholden@emmausmac.com](mailto:kholden@emmausmac.com)

The closing date for applications is **16<sup>th</sup> January 2023 at 12 noon**. The date of the interviews is yet to be confirmed but it is anticipated that they will take place week beginning 23<sup>rd</sup> January 2023.

Yours sincerely

*J K Griffin*

Chair of the Board of Directors

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