



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



ASSISTANT HEADTEACHER

APPLICANT INFORMATION PACK



Our Foundation Statement

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Cardinal Allen is a Catholic comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome to Our School

November 2023

Dear Colleague,

Thank you for your interest in the post of Assistant Headteacher at Cardinal Allen Catholic High School.

Governors are incredibly ambitious for our school, and are seeking to appoint an additional senior leader who will build upon our longstanding successes, and help support the school on its journey to the next level. You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we acknowledge that the job is never done, and we readily embrace the challenge of continuous improvement. This post, alongside additional teaching appointments that took effect in September arising from a review of our curriculum, will further strengthen our provision.

This is an exciting opportunity for someone who, having established themselves as a great teacher, and having enjoyed significant leadership responsibility, perhaps as a Head of Department or Head of Year, wants to take that next step into senior leadership. You will be joining a strong and dedicated team of senior leaders which enjoys the support of a committed Governing body. There is considerable flexibility within the existing senior team and so the exact whole school leadership responsibilities of the successful candidate will be determined on appointment and will be considered as a part of a wider leadership team review.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. This is an exciting time to join us as we seek to improve what we do further still. If you are interested, I would be delighted if you were able to make arrangements to visit our school, or at least call to discuss our ambitions for our pupils. If you would like to take up this offer, please contact me directly at head@cardinalallen.co.uk.

Yours sincerely,

Andrew Cafferkey
Headteacher



Advert

CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Assistant Headteacher

L10 – L15

Required for April or September 2024

The Governors of this very successful Catholic High School wish to appoint an additional dynamic and inspirational Assistant Headteacher to join our already strong and dedicated leadership team.

This role will offer the successful candidate exciting challenges that will be both rewarding and fulfilling, and will support you to achieve your own personal career goals and aspirations. Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and our committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

Governors hope to appoint someone who will:

- Love and care for our children as much as they would their own;
- Be, in every sense, a great teacher;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved;
- Have high expectations of both themselves and those they work with;
- Be able to lead and inspire colleagues to continuously improve;
- Always be willing to go the extra mile for our children.

Cardinal Allen is a forward looking, oversubscribed, '**outstanding Catholic school**', evaluated by Ofsted just last year as a '**good school**'. Inspectors said, '**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**'. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Governors would ideally want to appoint someone to take up their new role in the Summer Term but, for the right candidate, would be willing to consider a September 2024 start.

Application forms and further details are available via the school website. Interested candidates are encouraged to call the Headteacher for an informal discussion or to visit the school prior to application. The closing date for applications is 23rd November 2023 at 9.00am. Applications should be emailed to head@cardinalallen.co.uk.

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head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800+ pupils form a friendly, open school, in which discipline is good and where a high value is placed on order, respect for others and personal endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We were once again oversubscribed for September 2023 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by Ofsted ([2015](#) and [2022](#)), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, were National Eco School of the Year in 2020, and we are a strategic partner in the Catholic Teaching Alliance.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and our pupils:

“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway, which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away and journey times to school will significantly improve from Summer / Winter 2023 with the completion of two major road developments on the M55 and [A585](#).

THE CURRENT SENIOR LEADERSHIP TEAM

The current Senior Leadership Team includes the Headteacher, Deputy Headteacher, School Business Manager, four Assistant Headteachers, and our SENDCo. This additional senior leadership post underlines our ambition to be outstanding in all that we do and will provide additional strength and capacity to push forward with our challenging school improvement plan.

In addition to the traditional, individual responsibilities of curriculum, pupil welfare, teaching and learning, assessment etc., the SLT collectively has responsibility for the Catholic Life of our school. We take the leadership of our faith community seriously, it is at the core of what we are about, and the successful applicant, whilst not necessarily a Catholic, will be expected to play a key role in the continued provision of outstanding Catholic education.



WHO ARE WE LOOKING FOR?

Governors wish to appoint a dynamic and inspirational Assistant Headteacher; an individual with a sense of vision, and the enthusiasm, energy, and ability to develop a spirit of team work across the school. We are looking for an exceptional candidate who will be excited to take a leading role, use their initiative, and make a significant contribution to our journey in providing the very best for the children who have been entrusted to us.

Senior leadership is a significant step up from middle leadership, principally with regard to the responsibility that you will assume, but also in terms of the long hours that the post often demands. Governors want to appoint someone who is a '*grafter*', a colleague who will give their absolute all for our children and staff, because they deserve nothing less.

Whilst this senior post comes with a teaching commitment, there is no preference with regard to subject specialism, and so please don't allow that to be a factor when considering your application. All we expect is that whatever you teach, you will be a great teacher.

Governors will, on appointment, take the opportunity to review the distribution of leadership responsibilities across the senior team, and so whilst the broad areas of responsibility for this post are defined below (Page 10), detailed job descriptions setting out the exact responsibilities will be completed once this appointment has been made.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.

"Leaders provide a broad range of experiences outside the academic curriculum to promote pupils' personal development. Pupils are helped to understand the importance of tolerance and respect for others. They gain a keen sense of their community and their role within it as positive citizens. Pupils benefit from useful careers advice and guidance. Pupils, including those with SEND, said that they particularly enjoy birdwatching in the school's outdoor wildlife corridor." Ofsted 2022



HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Visits to school

Governors would be delighted for interested colleagues to contact the Headteacher for an informal discussion or to visit the school prior to application – this can be facilitated both within and beyond the school day, and at your convenience.

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- The application form invites you to write a supporting statement – Governors would like you to write your statement (no more than two sides of A4, using Calibri Size 11 font) as a separate document. This separate supporting statement should be clear, concise, and related to this specific post at our school. Whilst it should include how your experiences to date have prepared you for this role, and the impact that you have had in your current role, we would very much like to hear how your leadership at Cardinal Allen will ensure that all our pupils have the opportunity to realise their full potential;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to head@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is 23rd November 2023, at 9.00am. Applications received after the closing date will not be considered.

References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. One of your referees must be the headteacher of the school in which you are currently employed.

Shortlisting

Governors will meet to consider applications shortly after the closing date. Shortlisted candidates will be contacted by telephone, and specific details of the selection process will be shared via email. Applicants who aren't shortlisted will be notified once an appointment has been made.



Job Description – Assistant Headteacher

As stated, a final job description will be completed on appointment but it will include:

Core Responsibilities of all Senior Leaders

- Provide strategic leadership so as to secure improvement in all aspects of provision;
- Set high expectations which inspire, challenge and support both pupils and colleagues in all that they do;
- Take an integral role in whole school self-evaluation and subsequent improvement planning;
- Support, monitor and challenge the work of at least one curriculum area as a part of the whole school quality assurance process;
- Contribute to quality assurance processes for all aspects of provision and hold colleagues to account for the effective discharge of their professional responsibilities;
- Be a role model of great teaching and engage with enthusiasm in ongoing professional development of self and others;
- Share responsibility with the Senior Leadership Team for the daily administration and good management of our school;
- Actively support school activities beyond the school day, including evening functions and educational visits;
- Enthusiastically embrace the shared leadership of our faith community and support the Catholic Life of our school.





Person Specification – Assistant Headteacher

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

The successful candidate will need to be able to articulate a clear vision and demonstrate that they have the skills, understanding, and experience to exercise strategic and operational leadership in a high school setting. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
Faith Commitment	
Supportive of the Catholic ethos of our school and a willingness to develop a deeper understanding of our teachings and traditions	E
Qualifications and Professional Development	
Qualified Teacher Status	E
A good honours degree or equivalent	E
Evidence of recent professional development for a senior leadership role	E
Leadership and Management Experience	
Recent successful experience in at least a middle leadership role – be that in pastoral care and wellbeing or in subject leadership	E
To have taken an active involvement in self-evaluation and improvement planning	E
To have had experience of, and ability to contribute to, staff development	D
Teaching and Learning	
Significant and successful teaching experience within the secondary phase	E
To have a current knowledge and understanding of the Key Stage 3 and Key Stage 4 curriculum	E
To be able to effectively use a range of data, assessment and target setting to raise standards/address weaknesses	E
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E
Knowledge, Skills and Attributes	
The ability to communicate effectively, both through speaking and writing to a variety of audiences	E
The ability to provide effective support to staff, as well as be approachable, reliable and confidential	E

Selection Criteria		Essential / Desirable
The ability to work effectively with a range of people, including pupils, colleagues, parents and external agencies		E
Understand the use and application of ICT in a range of contexts		E
An understanding of the evaluation of standards of teaching and learning and dissemination of good practice		E
An awareness and appreciation of the impact of effective improvement planning and target setting		E
The ability to plan meticulously and think strategically		E
The ability to analyse and use data to identify issues and inform improvement strategies		E
Efficient and effective administrative and organisational skills		E
Personal Qualities		
Personal impact and presence		E
Adaptability to changing circumstances and new ideas, and an ability to challenge the status quo		E
High levels of motivation and a commitment to high standards in all aspects of work		E
Passionate about great teaching and learning and providing the very best pastoral care for all our pupils		E
Analytical, creative and flexible thinking		E
Work under pressure: meet deadlines		E
Prioritise and manage own time effectively		E
Able to lead from the front with honesty, integrity and selflessness		E
An excellent attendance and punctuality record		E
Self confidence		E
The ability to promote team values and encourage others to do the same		E
Capacity to enthuse colleagues and promote an atmosphere of co-operation and mutual support		E
Have the potential to develop and progress to Deputy Headship		E
Commitment		
To equal opportunities		E
To excellent attendance		E
Willing to participate fully in the life of the school and contribute to enrichment activities		E