

CLOSING DATE FOR APPLICATIONS: Thursday 7th July 2022 9am

INTERVIEW DATE: Thursday 14th July 2022

Assistant Headteacher

Curriculum, Assessment and Data

St Bede's Catholic High School

St Bede's Catholic High School, St Anne's Road, Ormskirk, L394TA



"To deliver a world class Catholic Education that encourages our students to want to make the world a better place."

Contents Page

Page Number	Title
3-4	Welcome – Mr P Denton, Headteacher
5-6	Job Advertisement
7-10	Job Description
11-13	Person Specification
14	Application Process



Welcome from our Headteacher

June 2022

Dear Colleague,

In the first instance, may I thank you for showing interest in joining the senior leadership team of St Bede's Catholic High School as an Assistant Headteacher. This role is predominantly focussed on the leadership of Curriculum, Assessment & Data across the school. Perhaps this role, more than any other, has the potential to positively impact the lives of our students. This role is a pivotal school priority in our school improvement plan. We are looking for someone who is child centred, innovative and has a strong desire to live out the values and vision of St Bede's.

This is a school with a genuine ambition to fulfil its vision of becoming an institution that offers a '...world class education for children that want to make the world a better place'. We show this through excellent teaching and learning, exciting professional development, an outstanding support staff and tremendous extra-curricular programme.

We are a part of the Global School Alliance, World Class Schools Network, West Lancashire schools' network, Catholic Schools Direct, Endeavour Learning School Alliance and of course, the Archdiocese of Liverpool. All of these networks and communities allow us to be a forward thinking and outward looking schools which is at the forefront of educational development, locally and nationally.

Before committing to completing an application, I would urge you to visit our school to undertake a tour of the site and to talk with me about the school's history and vision for the future. I am convinced that upon arrival you will receive our customary welcome and that you will be captivated by both our distinctive Catholic ethos and learning culture. Please contact our School Business Manager, Mrs Southworth, to arrange your visit.

In 2017, St Bede's celebrated sixty years of proud service to the local community of Ormskirk and its surrounding areas. A school built originally to cater for five hundred pupils now has around seven hundred on roll and is regularly well over subscribed. In recent times, the school has performed well in external examinations, without losing its sense of identity and maintaining its commitment to the education of the whole child. Our pupils are impressive, known for their resilience, good nature and strong desire to involve themselves in all aspects of school life. Home- school links are strong and staff members are well supported by our parents who care deeply about the social, spiritual and academic progress of their children.

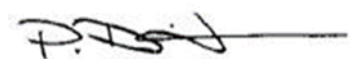
If appointed you will work with an outstanding, highly skilled Governing Body which has driven the school's recent rapid improvement. Additionally, our staff body, both teaching and support, is passionate about enhancing the life chances of our pupils and which works tirelessly towards

achieving that goal. Our school building provides a traditional learning environment which, although constructed in the 1950s, has undergone significant upgrading of late and which now provides pupils with a bright, safe, and modern site. We are committed to ensuring that our pupils receive the educational provision which they deserve.

In recent years, external assessments of the progress we have made as a school, from both Ofsted and the Archdiocese of Liverpool, have been most complimentary about the great strides forward which have been made. If you are successful in your application, I am sure that you would be excited by the capacity to further improve which still exists at our school and that you will experience both personal and professional fulfilment in the role. I hope that you will give careful consideration to applying for this post and joining a school with a proud history and bright future.

At the end of this academic year, I will be leaving St. Bede's to take up a Chief Executive post with Evaluate-Ed. Mr Morgan, who was previously our Deputy Head, has been appointed to the substantive post of Headteacher. Mr Morgan will make himself available to undertake school tours, discuss this role with prospective candidates and undertake interviews.

Yours sincerely



P Denton
Headteacher



Job advertisement

Archdiocese of Liverpool

St Bede's Catholic High School

Group 5 (11-16) 713 on roll

Headteacher

ISR L10 – L14 (£52,983 to £58,421)

The Governors of this high achieving and highly successful school wish to appoint an Assistant Headteacher from 1st January 2023 or sooner. The Archdiocese of Liverpool judged the school to be 'Outstanding' stating, "St Bede's provides outstanding Catholic education". Ofsted judged the school to be 'Good' in all categories, May 2019. The report stated that 'the school has demonstrated strong practice and marked improvement in specific areas. This may indicate that the school has improved significantly overall. Therefore, I am recommending that the school's next inspection be a section 5 inspection'.

Our school has a strong Catholic mission at the centre of its community life. Our values are centred on love, faith, and hope. We believe that we are part of God's creative process, providing the opportunity for each individual to flourish in order to serve the Common good.

Governors are looking to appoint an Assistant Headteacher who will support the Headteacher and build on a well-established reputation and culture of high achievement. Our vision is a lived ambition and all we do is centred on creating a school that can '...deliver a world class Catholic education that encourages our students to want to make the world a better place'.

The successful candidate will:

- have recent successful leadership experience in middle leadership or a similar senior leadership role
- either be a practicing Catholic, or be supportive of the school's Catholic mission, with the energy and commitment to carry forward the school's Catholic ethos, developing our world class culture
- have the ability to lead, motivate and inspire pupils, staff, parents and Governors in pursuit of the school's strategic development
- be committed to furthering the achievement and progress of all pupils in the school
- be able to exemplify how the needs of all pupils have been met through high quality teaching

We can offer:

- a calm and supportive community, underpinned by our strong Catholic ethos
- wonderful, enthusiastic pupils who are eager to learn and achieve
- a strong leadership team with a dedicated team of staff
- a committed and supportive Governing Body, Local Authority and Archdiocese
- a firm commitment to your ongoing professional development

Application packs can be downloaded from the school website www.sbchs.co.uk or by emailing Mrs A Southworth, School Business Manager a.southworth@sbchs.co.uk

All completed applications forms should be returned directly to Mrs A Southworth via email to a.southworth@sbchs.co.uk

Visits and tours of school by appointment with Mrs Southworth on Wednesday 29th June (PM) & Thursday 30th June (AM), Friday 1st July (PM). Please ring direct on the private line 01695 583192 or email a.southworth@sbchs.co.uk

Closing date: 9am, Thursday 7th July 2022

Shortlisting will be undertaken on Monday 11th July 2022

Interview date: Thursday 14th July 2022

This 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 will be required to undertake an Enhanced DBS check

Lex Tua Lux "The Light is your Law"



Job Description

Post Title:	Assistant Headteacher
	Curriculum, Assessment and Data
Reporting to:	Headteacher
Disclosure Level:	Enhanced
Contract:	Permanent

The focus of this role will be whole school leadership of Curriculum, Assessment and Data.

All senior leaders accept responsibility for each and every child in our school. The successful candidate will work as part of the Senior Leadership team supporting the delivery of our school priorities as defined in the School Improvement plan. Candidates will be reviewed in relation to:-

Key Responsibilities of the Post:

- Whole school leadership of Curriculum with a particular focus on intent, implementation and impact
- Ensure assessment processes reflect the curriculum intent in formative and summative assessment
- Lead reporting and intervention through a comprehensive data process
- Responsibility for formulating the aims and objectives of the school, establishing the policies through which they are to be achieved
- Implementation of the curriculum for all learners
- Monitoring of progress towards exceptional achievement for all learners
- Proactively manage staff and resources
- Carry out the professional duties of a teacher
- Promoting safeguarding and the welfare of children and young people within the school

Shaping the Future of the School

- In partnership with the Headteacher, Governors and other senior leaders establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher and other senior leaders manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher and other senior leaders, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

- In partnership with the Headteacher and other senior leaders support the aims of the school improvement plan

Leading Learning, Teaching and Assessment

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Support the strong implementation of school policy, including the Assessment policy, to secure excellence in all areas of delivery
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff in relation to the job role
- Lead the development and review of all aspects of the curriculum including planning, recording, and reporting, assessment for learning and the development of a creative and appropriate curriculum for all learners
- Work in partnership with the Headteacher and other senior leaders in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher and other senior leaders, lead the processes involved in monitoring, evaluating, and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Work with the Headteacher to develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure excellence, taking urgent actions as required to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of learners and staff in their own learning

Developing Self and Working with Others

- Support the development of collaborative approaches to learning within the school and beyond
- Support, with other senior leaders, the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff
- Be an excellent role model for both staff and learners in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of groups, progress data and target setting

- Work with the Headteacher and other senior leaders to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management in relation to the job role

Managing the Organisation

- With other senior leaders, undertake regular reviews of school systems as required to ensure statutory requirements are being met and improved on where appropriate
- Support the effective dissemination of information and change across school
- Support the Headteacher and other senior leaders, undertake key activities related to professional, personnel/HR issues
- In conjunction with other senior leaders, support HR and other leadership processes as appropriate e.g., sickness absence, disciplinary, capability
- Support a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior team
- Support the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Lead and support the staff and governance committee members in fulfilling their responsibilities with regard to school performance, data and standards
- Promote and protect the health, safety and welfare of learners and staff

Strengthening Community

- Work with the Headteacher and other senior leaders in developing the policies and practice, which promote inclusion, equality, and the extended services that the school offers
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties

Specific Duties

The responsibilities of all members of the Senior Leadership Team will be reviewed following this appointment. An indication of areas of particular experience and interest should be included in the application letter. We are keen to recruit a colleague with experience of:

- Assessment, data, and reporting
- Curriculum and assessment
- Excellence in Teaching and Learning

Health and Safety

- To comply with procedures on all matters concerning health, safety, and welfare in accordance with the school's policies and procedures.

Other Specific Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary, job title and Leadership standards.

This 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 will be required to undertake an Enhanced DBS check



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<p>Graduate Level Education</p> <p>Degree (or equivalent)</p> <p>Qualified Teacher Status</p>	<p>Higher Degree</p> <p>Further studies/qualifications within educational leadership</p>	<p>Application Form</p>
Experience	<p>Recent successful teaching experience in a relevant context</p> <p>Successful middle leadership/management experience</p> <p>Significant CPD in areas defined within the job description</p> <p>Successful leadership experience with a measurable positive impact in areas covered by the job description</p> <p>Be able to demonstrate highly effective use of data.</p> <p>Experience or knowledge of whole school assessment</p> <p>Up to date knowledge of national and local policy, and the educational landscape</p>	<p>Recent, relevant professional development (particularly in leadership/management)</p> <p>Experience of contributing to whole school self-evaluation</p> <p>Experience of whole school leadership</p> <p>Experience of writing or co-ordinating the school Timetable</p> <p>Experience of utilising SISRA to monitor and support whole school assessment</p> <p>Experience of, or understanding of, strategic leadership/management including human, financial and material resource planning</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>
Personal Attributes	<p>Outstanding communicator and team player</p> <p>Strong empathy for working with all students</p> <p>Outstanding interpersonal skills with the ability to be reflective and self-critical</p> <p>Stamina and a capacity for hard work with the ability to work with minimum supervision</p>	<p>Lively personality</p> <p>Outside-classroom interests</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>

Skills and Knowledge	<p>Strong commitment to inclusive practices, knowledge of curriculum intent and implementation</p> <p>Excellent classroom practitioner with outstanding organisational skills</p> <p>Demonstrate ability to work effectively in a wide range of partnerships to achieve school improvement</p> <p>Excellent management, motivational and communication skills</p> <p>Ability to understand and interpret data to support student level intervention and whole school improvement structures</p> <p>Confident in understanding, analysing, and making effective use of a wide range of data including SISRA and IDSR. IT Literate</p> <p>Awareness of current national developments in education</p> <p>Ability to think and work creatively and flexibly, with the ability to pay close attention to detail whilst under pressure of deadlines</p> <p>Ability to communicate a clear vision and empower others</p> <p>Confident in implementing quality assurance and providing constructive feedback</p>	<p>Knowledge of whole school self-evaluation</p>	<p>Application Form References Interview Task/Presentation</p>
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Disposition, Adjustment & Attitudes	<p>A commitment to the Catholic values of the school</p> <p>Desire and ability to lead change with a willingness to accept change and learn</p> <p>Commitment to parental/community involvement</p> <p>Ability to relate to others at all levels</p> <p>Ability to manage time and priorities successfully</p> <p>A fundamental concern for the safety, security, and well-being of all the students in the school</p> <p>Understand, uphold and put into practice the requirement to safeguard and promote the welfare of children in day-to-day dealings with them.</p>		<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>
Personal Circumstances	<p>Circumstances should not preclude reasonable attendance at evening meetings and weekend and other in-service commitments.</p> <p>Outstanding attendance and punctuality.</p>		<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>

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Application Process

Application

If you wish to apply, please email your completed application form to Mrs. A Southworth, School Business Manager, at A.Southworth@sbchs.co.uk, or alternatively post your completed forms and address to Mrs. A Southworth, St Bede's Catholic High school, St Annes Road, Ormskirk, L394TA. Please note that only Catholic Education Service Leadership application forms will be accepted and that you should not enclose a Curriculum Vitae.

School visits

Prospective candidates are welcome to visit the school on either Wednesday 29th June (PM) & Thursday 30th June (AM), Friday 1st July (PM) to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Mrs. A Southworth, School Business Manager, at a.southworth@sbchs.co.uk or Call 01695 583192

Closing date

Please ensure that your completed application form arrives by Thursday 7th July 9am.

All completed applications forms should be returned directly to Mrs A Southworth via email to a.southworth@sbchs.co.uk

Shortlisting

Shortlisting will be undertaken on Monday 11th July. Shortlisted candidates will be informed by telephone. If you have not been shortlisted, we will inform you of this via email.

Selection process & Interview dates

The dates for the interview will be Thursday 14th July

This 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 will be required to undertake an Enhanced DBS check

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