



Holy Cross

CATHOLIC HIGH SCHOOL



Assistant Headteacher

Application Pack

Love God

Work Hard

Be Kind

Information Pack

Assistant Headteacher



April 2024

Dear Applicant

Thank you for your interest in applying for the post of Assistant Headteacher.

Holy Cross Catholic High School continues to provide an outstanding Catholic Education for the children of Chorley and the surrounding area. It is a vibrant and welcoming school dedicated to the formation of successful and rounded young people. Our ethos is founded on Gospel Values and the teachings of Christ which are realised through our daily actions. Our mission statement *I have come that they may have life and have it to the full* clearly sets out our aspirations for excellence in all that we do.

Within our school community there is a strong spirit of cooperation, kindness and love where people are valued and respected. Together we strive to produce young people with ideas and ambition, who have a clear vision of what they want to achieve in life. Our pupils have a strong sense of service and compassion for those in need and who have, above all, a love and zest for life.

As the newly appointed Headteacher I feel incredibly proud and privileged to lead this wonderful school. Our school is a fantastic place to work and we are seeking a strong, inspirational leader to join our senior leadership team. The Job Description and Person Specification within this application pack outlines the professional skills and characteristics of the person we are seeking to employ as well as the specific roles and responsibilities the successful candidate will take on.

I hope that you will give careful consideration to applying for the role of Assistant Headteacher at Holy Cross Catholic High School. If you would like to visit to our school, please contact the Headteacher's PA, Mrs Beth Palmer (b.palmer@holycross.lancs.sch.uk) or telephone 01257 262093. I would be delighted to make time during your visit to meet with you and discuss the position further.

Yours sincerely

Mr G Lindley



Job Description

Assistant Headteacher

Contract: Permanent Full Time

Start date: 1 September 2024

Salary: Leadership Spine 9 – 14
£57,482 - £65,010

NOR: 988

Closing date: 12 noon Tuesday 7 May 2024

Interview: Thursday 16 May and
Friday 17 May 2024

Key role:

- To lead on whole school behaviour including pupil attitudes, routines and expectations.
- Ensure effective systems and procedures are consistently applied
- Ensure accurate and effective management of data relating to behaviour

Main responsibilities

- Review, develop, lead and monitor assiduously a system to include:
 - Classroom credit and debits
 - Punctuality to class
 - Detentions to include departmental, Head of Year and Senior Leadership Team
 - Isolation
 - Pupils' monitoring reports
- Design, implement and evaluate systems to promote positive behaviours for learning (in liaison with curriculum teams and pastoral leaders) and ensure they are consistently applied
- Ensure high standards of pupil attire
- To lead Heads of Year
- To quality assure form time
- To lead, monitor and coordinate pupil rewards
- To lead parental guidance evenings where standards, expectations and sanctions for poor behaviour will be communicated with clarity
- Monitor, review and evaluate the effectiveness of school policies, procedures and practice for behaviour and attitudes
- To lead transition coordinator to ensure a seamless transition for the new Year 7 cohort
- To liaise with feeder primaries regarding behaviour
- Ensure staff are appropriately held to account and pupils continue to make excellent progress through high quality provision
- Maintain a visible and professional profile within school
- Be an active member of the school community, to model and support its Mission Statement and ethos, and to ensure staff and pupils follow this example
- Inspire, motivate and influence staff to reach the highest standards in all aspects, ensuring they secure excellent outcomes for pupils and themselves
- Present a coherent and accurate account of performance to a range of stakeholders

Additional Duties

The Assistant Headteacher will also be expected to fulfil the responsibilities of a teacher, with timetable commitment, agreed on appointment.

Senior Leadership Team

The School Senior Leadership Team is the key leadership group within the school, as well as having a major role to play in its daily operation. All members of the SLT have particular responsibility for the development, delivery, monitoring and evaluation of whole school systems and practices, the support and supervision of middle leaders and ensuring good discipline. They play a crucial role, through systems of line management, in ensuring that the School Improvement Plan continuously drives the school forward. This ensures that the ethos of the school remains a permanent focus. It is the responsibility of the SLT to ensure that the vision for the school is delivered by working effectively with all staff. SLT members are expected to attend whole school functions, to represent the public face of the school and to organise programmes for inspectors and other visitors. This is vital for the school to maintain a good public profile and for positive relations within both the local and wider community.

Person Specification

Assistant Headteacher



Criteria	Essential	Desirable
Faith Commitment	Commitment to Catholic Ethos and values	Practising Catholic Able to articulate personal faith
	Able to articulate a vision for Catholic education	Experience in leading collective acts of worship
		Understanding of leadership role in spiritual development of pupils and staff
Qualifications	Degree	Relevant post-graduate study or qualifications
	DfE recognised teaching qualification such as a PGCE or equivalent	CCRS or equivalent
	Successful leadership and management of the delivery of high-quality education	
	Evidence of continuing professional development including working towards or attainment of Leadership Pathways or NPQSL	
Experience	Recent successful experience at middle leadership level	
	Knowledge of current initiatives in education and how they relate to raising standards and achievement	
	Experience of monitoring progress of pupils	
	Experience of raising standards through staff CPD	
	Successful track record of raising achievement as a middle leader or in another similar role	
Leadership and Management Skills and Attributes	Proven leadership, management and teaching skills	Knowledge of the principles and practice of school evaluation
	Ability to plan meticulously and think strategically	
	Proven ability to inspire, challenge and motivate others instilling accountability in staff for the impact of their work on pupil outcomes	
	Ability to analyse and use data to inform improvement strategies	
	Ability to manage and resolve conflict	

Person Specification

Assistant Headteacher



Criteria	Essential	Desirable	
Professional Knowledge and Understanding of	Children's educational development	The work of other agencies and opportunities for collaboration	
	Curriculum and assessment, including subjects and cross-curricular aspects		
	Effective teaching and learning strategies		
	Knowledge of accountability process through Ofsted		
	The National Curriculum		
	Ability to articulate and share a vision of education		
	Strategic planning processes		
	Leading change, creativity and innovation		Local and national policies, priorities and statutory frameworks
	School improvement strategies for raising achievement and achieving excellence		
	Strategies for ensuring equality of opportunity		
The use of a range of evidence, including performance data (school/local/national), to support, monitor, evaluate and improve aspects of school life, including challenging poor performance			
Communication	Ability to have difficult conversations with pupils, parents, and colleagues and achieve the desired solution/outcome with dignity		
	Ability to communicate effectively with pupils, parents and colleagues showing warmth, empathy, respect for others and professionalism at all times		
	Excellent written, ICT and oral communication skills for a variety of audiences		
	Excellent interpersonal skills		

Person Specification

Assistant Headteacher



Criteria	Essential
Personal Attributes	Be able to lead from the front with honesty, integrity and selflessness
	Be able to elicit the trust and confidence of governors, staff, pupils and parents
	Positive attitude to team building across the school and a team player
	High levels of motivation and energy
	Ability to work under pressure whilst maintaining an appropriate work/life balance
	Be passionate about teaching and learning
	Enthusiasm for pupil and staff wellbeing, their success and fulfilment
	Excellent teaching leading to good outcomes
	Sense of humour

For more information about our school, please visit: www.holycross.lancs.sch.uk

For an informal discussion with Mr Lindley or to arrange a visit to our school please contact:

Mrs B Palmer, Headteacher's PA, email: b.palmer@holycross.lancs.sch.uk or Tel: 01257 262093

Completed application forms to be returned to: vacancies@holycross.lancs.sch.uk

Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on short-listed candidates.

The 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 subject to an Enhanced DBS Disclosure.

Child Protection Statement

In this school, the welfare of the child is paramount. 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.

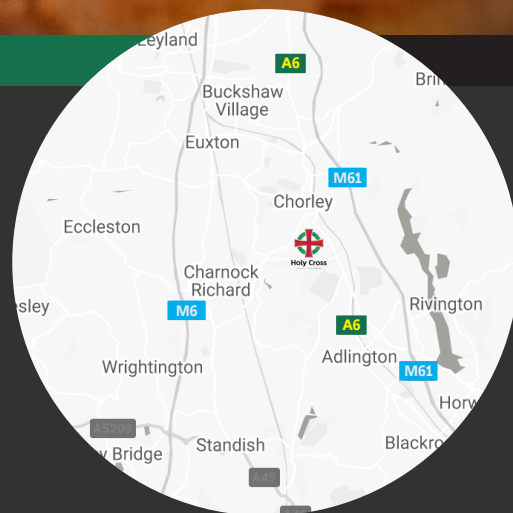
All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.



Holy Cross

CATHOLIC HIGH SCHOOL



How to find us

**Holy Cross Catholic High School,
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.

TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER [@holycrosscholr](https://twitter.com/holycrosscholr)