



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL



**ASSISTANT HEADTEACHER ~ PASTORAL**

**L10 – L15**

**APPLICANT INFORMATION PACK**



# *Our Foundation Statement*

Cardinal Allen is a Catholic and 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

**March 2021**

Dear Applicant,

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

The Governors are ambitious for the school, and are seeking to appoint someone 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, including leadership and management, and behaviour and safety, but we acknowledge that further improvement is needed to ensure that all aspects are securely good or better, and are improving towards outstanding.

Governors have appointed a new Deputy Headteacher to succeed our longstanding colleague who is retiring this summer. Our new Deputy's specific responsibilities will focus on teaching and learning, and so Governors now wish to recruit another senior leader who will assume strategic and operational leadership for all aspects of pastoral care.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school, the appointment process, and the person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#) covering all aspects of school life and the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. 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](mailto:head@cardinalallen.co.uk).

Yours sincerely,

Andrew Cafferkey  
Headteacher



# Advert

## CARDINAL ALLEN CATHOLIC HIGH SCHOOL

### Assistant Headteacher ~ Pastoral

*L10 – L15*

*Required for September 2021*

The Governors of this very successful Catholic High School wish to appoint a dynamic and inspirational Assistant Headteacher to assume strategic and operational leadership of all aspects of pastoral care.

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 a 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”. Ofsted judged both leadership and behaviour as outstanding and we are determined to continue to provide the very best for the pupils in our care. 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.

Application forms and further details are available via the school website. Candidates are strongly encouraged to call the Headteacher for an informal discussion or to visit the school prior to application. Closing date for applications is Friday 23<sup>rd</sup> April 2021 at 9.00am. Applications should be sent to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk).

**Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659**

**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 endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2021 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), 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 we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

## OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

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

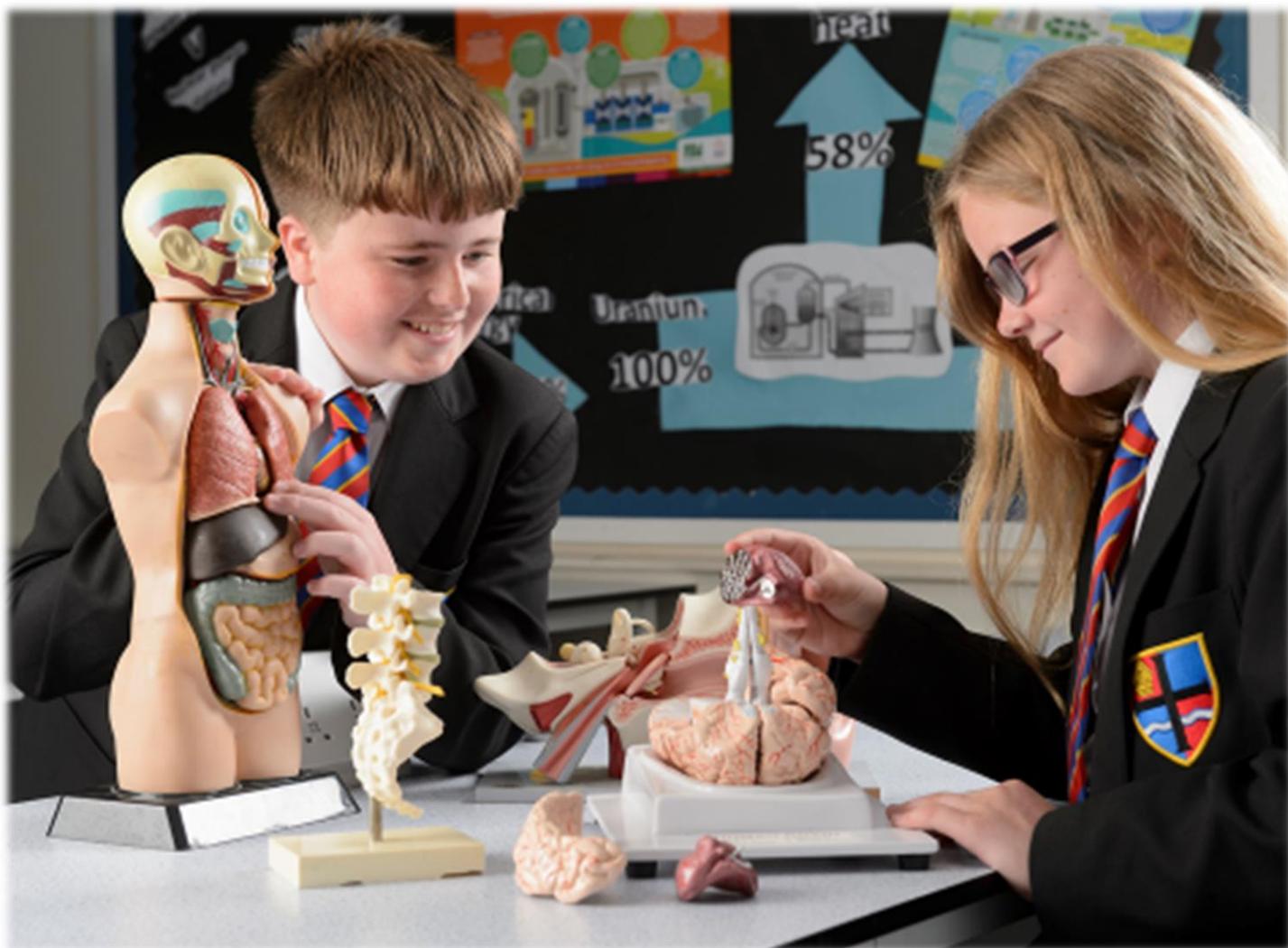
*“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be”.* (Section 48)

*“The headteacher, governors and senior leadership team provide outstanding leadership.”* (Ofsted)

*“A whole-school focus on improving teaching and students’ academic and personal development has led to significant improvements across the school. The school has an excellent ability to continue to improve further.”* (Ofsted)

*“Students behave outstandingly well. They are courteous and polite, relate very well to each other and to adults and are very happy at school. They are very enthusiastic about learning.”* (Ofsted)

*“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.

## **THE CURRENT SENIOR LEADERSHIP TEAM**

The current SLT was restructured in 2019 and, once fully implemented, will include Headteacher, Deputy Headteacher, three Assistant Headteachers, SENDCo, and School Business Manager.

In addition to the traditional, individual responsibilities of curriculum, pupil welfare, teaching and learning, assessment etc., all senior leaders have a leadership 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 will be expected to play a key role in the continued provision of outstanding Catholic education.

## **PASTORAL STRUCTURE**

We continuously strive to provide the very best for our children, and we are always seeking ways of doing things better. As such, our pastoral structure has undergone significant changes over recent years.

Strategic and operational leadership is the responsibility of the Assistant Headteacher – Pastoral i.e. this vacant position. The school is then divided into three schools - Upper (Y10/11), Middle (Y8/9), and Lower (transition / Y7). There is a Head of School for each, and each year group has a full-time non-teaching Pastoral Assistant – this has been one of the most impactful changes that we have made. Each Year Group is made up of six Form Groups each with a Form Tutor. Working alongside the team is the Attendance Officer and School Counsellor.



## **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 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 absolutely 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.

In having appointed a new Deputy Headteacher, and the subsequent shift in responsibilities, Governors are taking the opportunity to revise job descriptions for all of the senior leadership team, and so whilst the broad areas of responsibility for this post are defined below (Page 10), detailed job descriptions 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, 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.



## 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

Interested colleagues are strongly encouraged to contact the Headteacher for an informal discussion or to visit the school prior to application. Such visits are compliant with current Covid restrictions.

### Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- Page 11 of the 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 of pastoral care at Cardinal Allen will ensure that all pupils have the opportunities 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](mailto:head@cardinalallen.co.uk). All applications will be acknowledged;
- The closing date for applications is Friday 23<sup>rd</sup> April 2021, 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 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.

### Selection Process

The selection process will take place over the course of two days, and only shortlisted candidates will be sent detailed arrangements. Whilst Governors anticipate the process taking place on the school site, all Covid secure expectations will be observed throughout.



# Job Description

As stated above, a final job description will be completed on appointment and will be in two parts which 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;
- 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 SLT 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.

## Specific to this Role

- Lead on all aspects of pastoral care, including Heads of School, Pastoral Assistants, Form Tutors, Attendance Officer, and School Counsellor;
- Engage with external agencies to support the wellbeing of all pupils;
- Lead on the implementation and development of school policies which specifically relate to pastoral care, including Attendance, Behaviour, Child Protection and Safeguarding, and Uniform and Appearance;
- Be the Designated Safeguarding Lead (following the relevant training) for the school and lead the extended Safeguarding Team;
- Account for all aspects of this role to the Governors' Pupil Welfare and Community Committee.





# Person Specification

**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 of all aspects of pastoral care. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
<b>Faith Commitment</b>	
Supportive of the Catholic ethos of our school and a willingness to develop a deeper understanding of our teachings and traditions	E
<b>Qualifications and Professional Development</b>	
Qualified Teacher Status	E
A good honours degree or equivalent	E
Evidence of recent professional development for the role of Assistant Headteacher	E
Successfully completed the statutory training to undertake the role of Designated Safeguarding Lead, or a commitment to undertake such training on appointment	E
<b>Leadership and Management Experience</b>	
Recent successful experience in a middle leadership role	E
Recent successful experience in a middle pastoral leadership role in a school in similar circumstances / serving a similar community	D
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
<b>Teaching and Learning</b>	
Experience of teaching in more than one school	D
Experience of teaching in a Catholic school	D
Experience of teaching in a school in similar circumstances/serving a similar community	D
Significant teaching experience within the secondary phase	E

Selection Criteria	Essential / Desirable
To have a current knowledge and understanding of 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
<b>Knowledge, Skills and Attributes</b>	
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
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E
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 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
<b>Personal Qualities</b>	
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	E
Passionate about great teaching and learning	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

Selection Criteria	Essential / Desirable
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
<b>Commitment</b>	
To equal opportunities	E
To excellent attendance	E
Willing to participate fully in the life of the school and contribute to enrichment activities	E

