

CLOSING DATE FOR APPLICATIONS: Monday 4th July 2022 12 Noon

INTERVIEW DATE: Monday 11th July 2022

Assistant Headteacher

Pastoral, Safeguarding and Senco

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
7-11	Job Description
12-14	Person Specification
15	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 SEND across the school. Perhaps this role, more than any other, has the potential to positively impact the lives of some of our most vulnerable students. They need 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

Visits and tours of school by appointment with Mrs Southworth on the mornings of 22nd & 23rd June.
Please ring direct on the private line 01695 583192

Closing date: 12 noon, Monday 4th July 2022

Shortlisting will be undertaken as soon as possible following closing.

Interview dates: Monday 11th 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

Assistant Headteacher Post

St Bede's Catholic High School, Ormskirk Job description

Employment details

Job title:	Assistant headteacher with Safeguarding responsibilities, Strategic Leadership of Pastoral systems & processes, Line Management of Year Leaders, Special education needs coordinator (SENCO)
Reports to (job title):	Headteacher
Hours of work:	Commensurate with the role
Level and scale point:	Leadership Pt 10 to L14 (£52,983 to £58,421)

Main duties/responsibilities

General duties
Be an active member of the senior leadership team and assist the headteacher in leading and managing the school.
Take lead responsibility for safeguarding and child protection and LAC at the school, ensuring that personal, emotional and academic needs are prioritised by providing strategic leadership across the school.
Provide support to all LAC pupils and those for whom child protection and safeguarding concerns have been raised.
Identify pupils who may be at risk, using the correct protocol to reduce these risks, and respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
Lead a safeguarding team who will review and monitor any cause of concern relating to the welfare of pupils.
Ensure arrangements are in place within the school to facilitate effective cooperation with other professionals, including external agencies, regarding the welfare and support for pupils.
Be alert to, and understand, the specific needs of vulnerable pupils.
Have overall responsibility for determining the strategic development of SEND policy and provision in the school.
Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.

Where a LAC has SEND, ensure effective communication with the relevant designated teacher.
Advise on the graduated approach to providing SEND support.
Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
Liaise with the parents of pupils with SEND.
Liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
Work with the headteacher and the governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date.
Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.
Have a sound knowledge of how relevant legislation, including the ' SEND Code of Practice ', impacts the school's SEND provision.
Understand how the needs of pupils with SEND change as they get older.
Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.
Teaching and Learning
Liaise with the headteacher to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND.
Keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.

Leadership and Management
Liaise with Year Leaders to monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils, including those with additional learning needs and SEND.

Lead processes for identifying and supporting vulnerable learners and those with SEND, ensuring the availability and implementation of appropriate support and intervention.
Coordinate and support the full SEND team.
Provide professional guidance to staff to secure good quality teaching for pupils with SEND.
Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.
Contribute to the performance management process of any SEND teachers, learning support staff and TAs.
Ensure that learning support staff are supervised effectively.
Communication
Contribute to leadership meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders.
Ensure staff are aware of developments with regards to SEND provision and policy in their identified areas of responsibility.
Talk to pupils with SEND and listen to their feedback, with a view to developing a more effective support system.
Leading LAC provision
Take lead responsibility for LAC at the school, acting as a first point of contact for staff, monitoring and reviewing any concerns relating to pupils' welfare.
Maintain detailed, accurate and secure written records of arrangements, and any concerns, for LAC.
Ensure staff members act in accordance with the safeguards in place for sharing sensitive information about individual LAC.
Create appropriate personal education plans (PEP) for LAC, introducing the necessary teaching and learning provisions, and ensure staff members effectively implement these plans.
Review PEPs before the statutory review of the care plan, ensuring that they are up-to-date and contain any new information since the last review, including whether agreed provision is being delivered.
Reflect the progress of LAC in their PEP, setting appropriate targets with appropriate timescales and providing pupils with the support needed to achieve these targets.
Stay up-to-date with the information about the pupil's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her, and have details of the pupil's social worker and the name of the virtual school head in the authority that looks after the child.
Uphold and maintain an exceptional culture of safeguarding across all aspects of school
Designated safeguarding lead responsibilities
Ensure that child protection policies and procedures are understood and implemented by all staff members.
Act as the first point of contact for staff members to raise safeguarding and child protection concerns, working closely with staff members on these matters so they understand when it is necessary to make a referral.
Be available to staff to discuss any safeguarding concerns during term time.
Represent the school at designated lead meetings and circulate the information to staff members.
Continuously keep the headteacher informed of any safeguarding issues or ongoing enquiries, and update the governing board regularly.

Ensure knowledge and skills are updated (for example, via e-bulletins, meeting with other safeguarding leads, or taking time to read and digest safeguarding developments), at least annually, to remain up-to-date with developments relevant to the role.

Recording and assessment

Ensure that the school's administrative work for SEND is effectively completed, including the following:

- Learning support staff timetables
- Reading timetables for pupils
- Contact with outside agencies, e.g. careers and outreach agencies

The implementation of behaviour support plans by staff and their understanding by pupils

Work with teachers to set challenging targets for raising achievement amongst pupils with SEND

Multi-agency work

Ensure that there is an agreed process in place for how the school works in partnership with other professionals, and make themselves aware of and follow their new local arrangements.

Liaise with safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children'

Set out in published arrangements which organisations and agencies the three safeguarding partners will be working with and the expectations placed on any agencies and organisations by the new arrangements

Have a working knowledge of how LAs conduct a child protection case conference and Child In Need meetings, and attend these, as well as effectively contributing when required.

Refer cases of suspected abuse to the LA and children's social care services and, where radicalisation is a concern, to the Channel programme.

Continuously liaise with the Looked After Children Education Service to seek specialist services and resources to support the school's LAC liaising with police as and when required.

Where necessary, securely transfer child protection files or pupils' personal files to other educational establishments, ensuring that confirmation of receipt is obtained.

Support staff members who make referrals to external agencies.

Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.

Ensure that the actions resulting from meetings are carried out in a coordinated way.

Ensure the governing body is kept up-to-date regarding all issues and investigations via a Safeguarding Lead report to Governors.

Where pupils leave the school or college, ensure their child protection file is transferred to the new school or college as soon as possible.

Training

Undertake training and provide updates on an annual basis, and undertake child protection and safeguarding training at least every two years.
Keep staff members up-to-date with guidance regarding safeguarding and LAC, and provide support with child protection issues such as radicalisation.
Ensure staff members are aware of the training opportunities available to them.
Provide comprehensive induction training to new staff and newly qualified teachers with the aim to strengthen their safeguarding skills and experience.
Conduct safeguarding training as part of all staff members' induction programme.

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

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have qualified teacher status. • Have a degree in a relevant subject • Have evidence of undergoing sufficient safeguarding and child protection training. • (NASENCO) or be willing to complete the award within 3 years of appointment • DSL up to date certificate or willing to undertake within twelve months 	<ul style="list-style-type: none"> • Post-graduate qualification, e.g. master's degree.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working effectively with vulnerable pupils. • Demonstrate a sound knowledge of the SEND Code of Practice and its application • Evidence that they have experience of behaviour management techniques for groups and individuals with SEND. • Make consistent judgements based on careful analysis of SEND data. • Working effectively with parents to safeguard pupils. 	<ul style="list-style-type: none"> • At least two years in a leadership and management role within a school environment. • At least two years of delivering either one-to-one or sessional tuition. • Creating and implementing PEPs for LAC and safeguarding procedures in schools. • Liaising with a range of agencies and professionals to support pupils, as well as working closely with the LA. • Multi-agency liaison • Leading or effectively contributing to child protection cases.
	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a clear understanding of subject areas and SEND needs across the school • Show an understanding of relevant legislation and educational developments. • Demonstrate different teaching methods, and how teaching should be adapted to cater for pupils' different needs • Demonstrate a proven ability to work sensitively and effectively with colleagues to help them to improve their everyday classroom practice. 	<ul style="list-style-type: none"> • Have contacts with relevant external agencies.

Knowledge and skills	<ul style="list-style-type: none"> • Show how resources can be managed and deployed effectively. • Demonstrate knowledge of the 'levels of intervention' framework • Demonstrate a sound knowledge of 'Keeping Children Safe in Education'. • Explain the principles involved in giving advice and guidance to pupils, including the stance on confidentiality. • Demonstrate how to create PEPs and action plans for pupils, maintain accurate records and create in-depth reports on pupils' progress. • Demonstrate knowledge of the responsibilities of agencies towards vulnerable pupils. • Explain the additional support which can be of assistance to vulnerable pupils and their families. 	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • An enhanced DBS certificate and barred list check. • A good attendance and punctuality record. • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and professional standards. • A commitment to CPD. • The ability to work both as part of a team and independently. • The ability to maintain positive working relationships with colleagues. • The ability to plan and resource effective interventions to meet curricular objectives. • High levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Confident in a leadership role. • Committed to protecting the welfare of pupils. • Dedicated to promoting their professional development, and that of others. • Able to promote good behaviour consistently. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Able to effectively promote the school's ethos and vision. 	

	<ul style="list-style-type: none"> • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload. 	
--	--	--

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



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 form 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 mornings of 22nd & 23rd June 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 Monday 4th July 2022 (12 noon).

Shortlisting

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 are Monday 11th 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

Lex Tua Lux "The Light is your Law"

