

# St Mary's Catholic School

## Assistant Headteacher

### Recruitment Pack



**Start Date: April, or September 2024**

Leadership L13-17 including London Fringe

*Open to all applicants, of all faiths and none, who are supportive of the aims and objectives of our Catholic ethos*



St Francis of Assisi  
CATHOLIC ACADEMY TRUST

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### ST. FRANCIS OF ASSISI CATHOLIC ACADEMY TRUST

The St. Francis of Assist Catholic Academy Trust is a family of eight Catholic schools in the Roman Catholic Deanery of the Lea Valley. Our Trust came into being on 1<sup>st</sup> September 2021, and whilst each school retains its own distinctive ethos and mission, we share one overarching vision:

To deliver a Catholic education excelling in the academic, pastoral and spiritual life, and which produces fully flourishing pupils who are inspired by the charism of St. Francis:

- To be caring towards everyone in the community;
- Being compassionate - standing up especially for the poor and oppressed;
- Acting with reverence towards all creation;
- Being peacemakers, reconcilers, and healers to all those in need.

<https://www.stfrancistrust.net/>

Dear Prospective Applicant,

Thank you for showing an interest in this key strategic position at St Mary's Catholic School. We are looking to add to the senior team with the appointment of an exceptional Assistant Headteacher, to lead on an agreed aspect of school development. The successful candidate will work within a strong, supportive and collaborative SLT. This post is open to everyone: those of no faith, the Catholic faith or of any faith, with the expectation that you will support and champion the Catholic life of the school. Exact responsibilities will be agreed with the successful candidate based on their experience and skills in school leadership balanced against the needs of the school. We have developed strong values by which we work, and if you share these traditional values of a fully rounded education in mind, body and spirit, integrity, honesty and sense of moral purpose then this could be the role for you!

We are a founding member of the St. Francis of Assisi Catholic Academy Trust, established in September 2021, which brings St. Mary's into a formal partnership with our seven Catholic primary feeder schools. Two-thirds of our intake now come from Trust primary schools. We work together closely on a range of development objectives (eg. SEND/ Curriculum, cost efficiencies) and are well supported by the Trust Executive team. We are also members of the informal Bishop's Stortford Education Trust (BSET), a local collaboration of secondary and primary schools, which includes a successful teacher training programme (SCITT) and other CPD opportunities. We are heavily over-subscribed, attracting students from across the Trust schools, local area, the Diocese of Westminster and from further afield.

There has never been a better time to join our school community. GCSE results consistently place us within the top 20% of schools nationally and these successes continue in our strong Sixth Form. Over two-thirds of our students undertake the English Baccalaureate and there is a thriving extra-curricular programme. In addition to the above, our financial outlook is extremely positive. We have been fortunate to have recently renovated classrooms, Sixth Form study facilities, Maths, RE and Science laboratories and other areas of the school, including DT workshops and the Refectory. The renovated historic Victorian and Georgian buildings, which, at a cost of over £4m, has given us ten new classrooms and has returned to the original use as the main entrance to the school - proudly facing the Bishop's Stortford town centre. In total, over £7m has been invested in the last 5 years – a remarkable project.

Our staff and students are our biggest assets. Students are polite and well-mannered, well presented and take immense pride in their school. They are a joy to teach and motivated by the strong pastoral and academic life of the school. Students enjoy their learning, behaviour around the school is good, and parents consistently recommend St. Mary's to other parents as a place where our school values of Love, Respect and Flourish underpin all that we do.

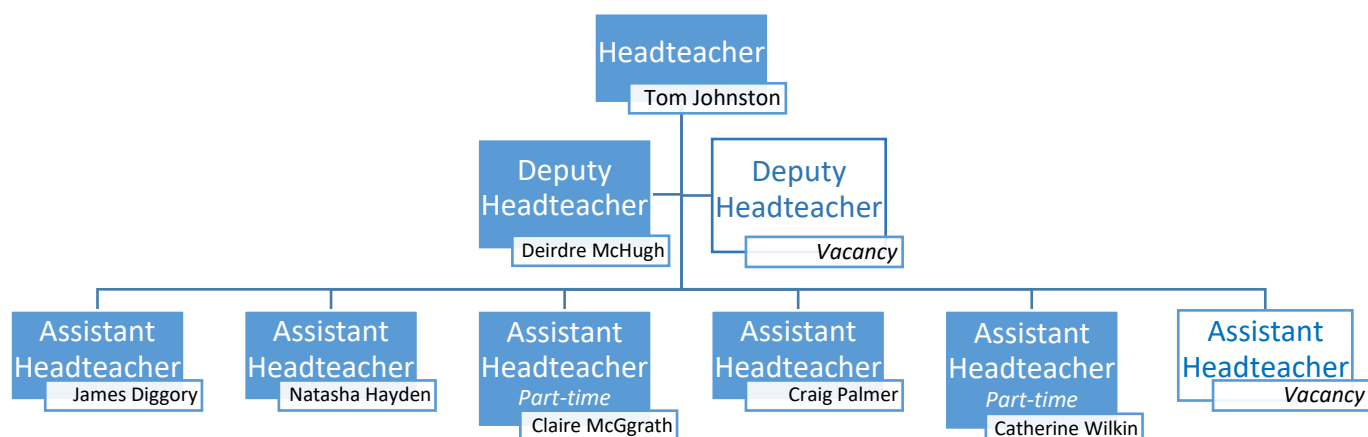
If you would like more information, or to visit, please do not hesitate to contact us and I will be more than happy to accommodate your request.

Finally, if you are passionate about working with young people and really believe you can join our team in making a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the friendly and professional environment we have established.



Tom Johnston  
Headteacher





All members of SLT line-manage curriculum and/ or pastoral leaders. We recognise that for personal development reasons and for school innovation, it is healthy to rotate SLT roles and responsibilities and this will usually happen by negotiation in the summer term ready for the new academic year, as appropriate.

All SLT members are expected to maintain up to date CPD on matters related to their brief and school leadership including Ofsted and Section 48 Inspection readiness. AHT Teaching allocations are usually 20/50 periods, or less.

## THE RECRUITMENT PROCESS



The St Francis of Assisi Catholic Academy Trust 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 require an enhanced disclosure from the DBS.

For more information please find attached:

- Child Protection Policy <https://www.stmarys.net/Child Protection>
- Keeping children safe in education.

### Equality and Diversity

St Mary's Catholic School values all its stakeholders, irrespective of gender, race or disability. It aims to live according to the values of Jesus Christ – to love thy neighbour as thyself. We see all learners, and their parents and carers, as of equal value. Our policies, procedures and activities must not discriminate and will take account of differences of life-experience, outlook and background.



# ***Love – Respect – Flourish***

## Vision and Values

The shared values of the school community are summarised by three words, reflecting the charism of our patrons St. Francis and St. Mary, and which underpin everything that we do, providing strong foundations for all we strive to accomplish:

**Love** *for Christ and for one another, as peacemakers, made in the image of God. Demonstrated by kindness, forgiveness and care.*

**Respect** *as demonstrated by being calm, smart, polite, purposeful and prayerful – having high expectations and caring for our community and all creation.*

**Flourish** *academically, artistically, physically, culturally and spiritually. Demonstrated by active engagement and pride in all that we do.*

## Our Vision

*We are a community dedicated to achieving excellence for all, producing young people formed by Gospel values to become responsible, compassionate and caring members of society whilst fulfilling their potential in all aspects of the curriculum.*



## Assistant Headteacher

L13-17

Required from September 2024

*Open to all applicants, of all faiths and none, who are supportive of the aims and objectives of our Catholic ethos.*

We require an inspiring and aspirational Assistant Headteacher to join our already successful and strong Senior Leadership Team, working with them to help steward, develop and lead our school into the future. You will need to be someone who can demonstrate: impact in role, over a minimum of 3 years in a middle-leadership role, or SLT, bringing about developments in teaching and learning, and curriculum improvement. You will have experience in more than one school and have the requisite personal resilience, emotional stability and intelligence, commitment and stamina to be a school leader. You must be committed and able to inspire, lead and develop staff and students to be the best they can be.

Working at St. Mary's is an extraordinary opportunity. We are passionately committed to developing staff and managing workload to ensure that colleagues enjoy their work and recognise St. Mary's as an almost-uniquely positive place to teach and enjoy their careers.

Our previous OFSTED inspection judged us as Outstanding in every category, and our most recent S48 Inspection (2018) also judged us as Outstanding in every area. KS4 performance is strong, with well above average P8 figures. At A Level we have a high proportion of A\*-B Grades with students enrolling at Russell Group Universities, including Oxbridge, and a range of high-quality degree apprenticeships.

The school is in very strong shape, educationally, financially and in our Catholic Life: Our Academic performance figures are consistently strong; our school has enjoyed a £7m refurbishment programme over the last few years (completed April 2022), the school has expanded to 6FE (with one year group at 7FE), and demand for school places has never been higher; our Section 48 report gives you a true flavour of the school – students enjoy coming to school and there are deep foundations with a strong Catholic ethos running through the entire school.

We can offer you a dedicated and supportive Governing Body, highly supportive parents, motivated staff and students, and a fantastic environment in which to work.

You will find more information in the Assistant Headteacher Recruitment Information pack, and if you are supportive of the aims and objectives of our Catholic ethos have the commitment, professional and personal skills to help lead our school, then we look forward to hearing from you.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants. St Mary's is committed to the equality of opportunity for all applicants.

To submit an application please refer to the information set out in the Assistant Headteacher Recruitment Information Pack and details below.

Apply in writing using the forms available on our website [www.stmarys.net](http://www.stmarys.net): Applicant Submission Sheet, Senior Leadership Application Form, Consent to Obtain References Form, Rehabilitation of Offenders Form & Recruitment Monitoring Form. Applicants are reminded that they should read the Notes to Applicants before completing an application. Please note only applications on St Mary's forms will be accepted. Please contact Tom Johnston, Headteacher [t.johnston@stmarys.net](mailto:t.johnston@stmarys.net) or [Recruitment@stmarys.net](mailto:Recruitment@stmarys.net) to submit an application, arrange a pre application visit or for more information

## Assistant Headteacher Criteria for Appointment:

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that he or she meets all of the essential criteria listed below and at least some of the desirable criteria.

### Assistant Headteacher: Criteria for Appointment (person specification)

Key: A = Application Form L = Letter/Statement R = References I = Interview T = Task

#### 1. Training and qualifications

##### Essential

- Qualified Teacher Status. (A)
- Degree. (A)

##### Desirable

- Further professional studies for senior leadership e.g. NPQSL, MA, TLDW etc.

#### 2. Experience of teaching and Educational Leadership

##### Essential

- Experience of leadership and positive impact in Academic matters at a Middle or Senior Leader level. (A/L/R/I)
- Experience of evaluating teachers' performance in accordance with the Ofsted framework. (A/L/R/I)
- Excellent classroom practitioner (A/L/R/I)
- A reflective teacher, abreast of the latest pedagogical research and practice (L/I/R)
- A thorough knowledge of the Ofsted Framework, particularly the Quality of Education section (I/T)

##### Desirable

- Specific teaching experience required for post: successful mixed comprehensive and post-16 experience. (A/L/R)
- Leadership experience in a successful school, or one that has been through a journey of improvement. (A/L)
- Other leadership and management experience, for example: (A/L/R/I/T).
  - a. Experience of successfully dealing with difficult staffing issues;
  - b. Experience in team leadership;
  - c. Experience in curriculum planning and school development, including pastoral development;
  - d. Experience in working with external agencies;
  - e. Experience of timetabling/organisational planning, monitoring and evaluation, data analysing and target setting.
- Experience in a Catholic school. (A/L/R)

#### 3. Professional knowledge and understanding

The successful candidate will be able to demonstrate skill, knowledge and understanding in the following:

##### a) The process of strategic planning for school improvement

##### Essential

- Understanding of the principles and practice of effective teaching, learning and assessment. (L/R/I)
- Detailed knowledge and understanding of the current Ofsted framework. (L/A/I)

- Understanding of performance management process. (L/A/I)
- Understanding of the principles and practice of effective school self-evaluation, including data analysis. (L/R/I/T)
- Understanding of the strategies used to promote and sustain individual and team professional development. (L/R/I)
- Successful experience of managing a budget. (L/A/I)
- Knowledge of recruiting and retaining staff. (L/A/I)

#### **b) Support for and awareness of our distinctive vision for a Catholic school**

##### **Essential**

- Knowledge of the role of the Local Governing Body in Catholic Academy Trusts.
- Vision for strengthening a school's links with the wider community, including parents, carers and parishes. (L/R/I)

##### **Desirable**

- Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools. (L/I)
- Understanding of the role of the Assistant Headteacher in leading the spiritual development of pupils. (L/I)
- Understand the central place of Religious Education as a core subject in the school's curriculum. (L/I)
- Experience and understanding of the strategies and procedures to ensure the safeguarding of children and young people. (I)
- Experience of leading collective worship/ assemblies. (R/I)
- Have a clear vision for an effective Catholic school. (L/I)

#### **4. Personal and professional qualities and attributes**

The successful candidate will be able to provide evidence of personal capacity to:

##### **Essential**

- Aspiring to be a Deputy Headteacher in due course. (L/I)
- First rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a willingness to work quickly and accurately at all times.
- Diplomacy, the ability to promote harmony, and excellent inter-personal skills. (A/L/R/I)
- Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure. (I/R)
- Aware of the need for, and use of, appropriate channels of communication. (L/R/I)
- Communicate effectively with a range of audiences and in a range of media. (L/R/I)
- Convey personal enthusiasm and commitment. (L/R/I)
- Be honest, trustworthy and caring. (L/R/I)
- Build and maintain effective relationships. (L/R/I)
- Prioritise, plan and organise themselves and others. (L/R/I)
- Seek and take account of the views of others. (L/R/I)
- Develop effective teamwork. (L/R/I)
- The ability to promote and publicly represent St. Mary's in the best possible light on every occasion. (A/L/R/I)

#### **5. Application form and letter**

##### **Essential**

- Application form should be completed in full. (A)
- Letter should complement the supporting statement (L)
- Supporting statement should be clear and concise. (L)



- Supporting statement should address the job description and criteria in the person specification. (A)

## **6. Confidential references and reports:**

### **Essential**

- Positive recommendation from current employer or Headteacher. (R)
- A second professional reference. (R)
- DBS check (prior to appointment).

### **Desirable**

- Positive and supportive faith reference from the parish where the candidate worships. (R)

### Assistant Headteacher: Job Description

#### Introduction

The appointment of the Assistant Headteacher is with the Headteacher and Governors of the school, along with the Trust Executive, under the terms of the Catholic Education Service contract, signed with the Trustees as employers. It is subject to the current conditions of service, contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Assistant Headteacher shall consult, when appropriate, The Headteacher, the Governing Body, the Diocese, the Local Education Authority, the staff of the school, the parents of its pupils, the parishes served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

**The Governing Body, Headteacher and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo a DBS check.**

#### SHAPING THE FUTURE

The strategic direction and development of the school stem from the educational mission of the Church. The Assistant Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of its work.

#### Main tasks/actions:

- Work within the school and parish communities to articulate and promote an educational vision and values for the school which take account of the school's Catholic mission and of the values and experiences of the school and the communities it serves.
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

#### LEADING LEARNING AND TEACHING

In a Catholic school, the Assistant Headteacher helps lead a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Assistant Headteacher will support the Headteacher as he leads the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

#### Main tasks/actions:



- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school-wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Guide in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the schools agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils understand their individual worth and can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the schools agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under performances at all levels and ensure effective corrective action and follow-up.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

## DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic school, the Assistant Headteacher's leadership should take Christ as his/her inspiration. His/her relationships with pupils, parents/carers, Governors and staff should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

### Main tasks/actions:

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture within the school and actively engage with other schools, especially other Catholic institutions, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Give and accept support from the Headteacher, colleagues, Governors, the Diocese and the Local Authority.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

## MANAGING THE ORGANISATION

The management of a Catholic school should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. The Assistant Headteacher is responsible for ensuring that such principles are priorities for the school and are evident in its organisation and management.

#### **Main tasks/actions:**

- Create an organisational structure which reflects the school's Catholic values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Diocesan priorities.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

#### **SECURING ACCOUNTABILITY**

In a Catholic school, the Assistant Headteacher fulfils his/her responsibilities in accordance with the Instrument of Government. He/she supports the Governing Body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The Assistant Headteacher reports to the Headteacher, Governing Body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

#### **Main tasks/actions:**

- Work with the Headteacher and Governing Body, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate for a Catholic school and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.
- Ensure that all available data is used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- Participate in arrangements for a review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

#### **STRENGTHENING COMMUNITY**

In a Catholic school, the Assistant Headteacher will support the Headteacher with his responsibility for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parishes and other Catholic organisations, as well as with the wider educational system, for the benefit of his/her own community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

**Main tasks/actions:**

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Ensure the provision of learning experiences for pupils which are linked into and integrated with the wider community, including community based learning.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, parishes/community figures, Businesses, Catholic and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other Diocesan schools.

