

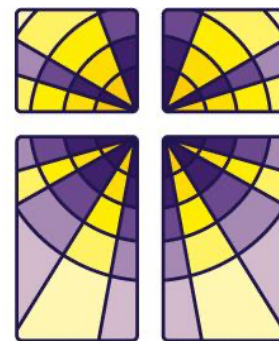


Are you ready for a new chapter?

**ASSISTANT HEADTEACHER
CANDIDATE PACK**

ST PAUL'S CATHOLIC COLLEGE

St Paul's Catholic College
Jane Murray Way
Burgess Hill
West Sussex RH15 8GA



**St PAUL'S
CATHOLIC
COLLEGE**

January 2021

A letter from the Headteacher and Governors

Thank you for your interest in the position of Assistant Headteacher currently being advertised at St Paul's Catholic College. I would like to take this chance to give you a taste of 'life at St Paul's' to help you decide if this role is the right opportunity for you. We hope it is!

We are looking for a dynamic and inspirational leader to add to our dedicated and hardworking leadership team. St Paul's is a unique place. We are a vibrant Catholic community and our educational vision is;

'To provide an innovative, inspirational and Christian education which challenges, nurtures and informs our students to enable them to take their place in a changing world.'

More than ever in 2021 we recognise it feels like a very 'changing world' and although we have all faced challenges it has enabled us to reflect on what matters most for us all. We have also learnt so much and continue to commit to building our sense of community and belonging even when at times we are not all physically together. This is a challenge that we engage with each and every day in ensuring we provide exceptional opportunities for students, and staff, to fulfil their God-given potential.

This is an exciting time in the development of the College and follows four consecutive judgements from Ofsted and Section 48 as 'outstanding'. The last of which was a Section 48 inspection in 2019 where we were graded outstanding in every category. We believe that this is a firm foundation to continue to grow and challenge ourselves to get better each and every day. We work hard to ensure

that we never accept 'second best' for the students in our care in any area of their lives; their academic progress, opportunities to develop faith and their personal growth.

We are excited by the prospect of recruiting an Assistant Headteacher to join our team. It is an excellent opportunity to develop as a leader and would suit a candidate who is looking towards Deputy Headship and Headship in the future.

We hope the information provided in the pack gives you a clear feel of what to expect at St Paul's and helps prepare you for the application process. Please feel free to contact me directly if you have any further questions and we are happy to arrange a discussion online or a visit to the school to give you a true experience of what we are all about.

A handwritten signature in black ink, appearing to read 'Rob Carter'.

Rob Carter
Headteacher

Appointment of Assistant Headteacher

The Post

We are looking forward to recruiting a new member of the leadership team as Assistant Headteacher, we believe this is an important and exciting position. This is an opportunity to further develop and grow professionally as a leader. The Governors are seeking, therefore, to appoint a candidate of high calibre to take up post in September 2021.

Salary – L12-16

- The Individual Salary Range (ISR) for the post, set by the Governors is L12-16 (£55,338-£61,166)

Applicants

- You will have had five years or more of successful teaching experience ideally in more than one school.
- You must have had responsibility for school development which has impacted positively on standards in your current school in a middle or senior leadership role.
- You must also be able to establish excellent relationships with colleagues and students and be able to work well with others with warmth and a sense of humour.
- You do not have to be a practising Catholic but need a clear commitment to support the Catholic ethos of the school.

Abilities and key qualities

We don't want to be too prescriptive about the qualities we are seeking, as experience shows that each person appointed to the post will be different and will bring to the Leadership Team their own experience and attributes. Nevertheless, the following qualities are essential:

- An excellent communicator
- An ability to articulate ideas to staff, parents, students and Governors
- A confident decision maker, knowing when to consult and when to 'get on with it'
- A motivator who is able to enthuse and inspire others
- An effective leader aspiring to Deputy Headship or Headship
- An ability to articulate your beliefs and be part of leading a faith community
- An outstanding teacher in the classroom

The role of Assistant Headteacher

You will be one of four Assistant Headteachers and two Deputy Headteachers in the College. You will have a significant number of roles and responsibilities, which initially will seek to build on the successful candidate's strengths as well as giving opportunities to develop new areas of responsibility. We definitely allow people to have ownership of their responsibilities and provide opportunities to take on different roles during your team with us. We also work very closely as a team.

You will be expected to:

- Play a lead role in promoting Gospel values throughout the College
- Continue the focus and commitment to outstanding learning, teaching and progress
- Support students, families and staff pastorally
- Develop an active role in supporting the outreach work we do supporting other schools in their development and through our leadership of Inspire and the Sussex Maths Hub

Application Process

Please apply using the Catholic Education Service application form for Senior leaders and a letter of a maximum of two pages. In your letter of application please consider the following key areas:

- Your reasons for applying for the post and a vision of what you will bring to this role
- The Leadership experiences that you have had that you feel are relevant to the post
- An outline of what you feel are the key issues facing schools in the next two to three years
- An indication of your strengths, both personally and professionally

We warmly invite interested candidates to arrange an online video discussion initially or visit. Please contact Kim Hallissey, HR Manager to arrange this khallissey@stpaulscc.co.uk

References

You are asked to give the names of up to three referees, one of which should be your current Headteacher, another should be the Parish Priest of the Church you regularly attend if you are a practicing Christian.

Deadline for applications: 29th January 2021
Shortlisting: 1st February 2021 this will include 1:1 video-calls prior to interview.
Interviews: 8th February 2021
Start date: 1st September 2021

‘Life at St Paul’s’

Come and join St Paul's and be a key part of our happy and successful team.

In choosing to work at St Paul's you will become part of a supportive and highly successful department and will learn and grow with the opportunities available through our leadership of the Sussex Maths Hub and Inspire Teaching School Alliance.

We have developed an innovative use of technology where all students work online through iPads and staff can manage workload, collaboration and communication with fantastic custom in-house designed software.

St Paul's is an 11-18 mixed Catholic comprehensive school with a total of 1120 students on roll including 270 students in the Sixth form. The College has a strong ethos and is a vibrant Christian community. We are committed to making sure we never accept second best for the students in our care and look to give them a full experience of education that supports their academic, personal and faith development.

This is summarised in our mission statement and educational vision which is:

“To provide an innovative, inspirational and Christian education which challenges, nurtures and informs our students to enable them to take their place in a changing world.”

We are proud of all that students achieve at St Paul's and this led to us being awarded High Performing Schools Status.

Our 2019 results were:

GCSE: 82% 9-4 with English and Maths and a progress 8 score in the top 6% nationally.

A2: 60% A*-B and 88% A*-C. This is an ALPS rating of ‘excellent’ over the last three years.

Over 1 in 4 students have gone on to study at Russell Group universities. This year 81% of students were offered places at their first-choice university. In the last 3 years our results at GCSE and A level have been consistently in the top 10% nationally.

Essentially these results are built on a belief that we have a duty to ensure that every student achieves their potential with us. We also believe it is essential to give our students the best opportunities to develop as learners, personally and in their faith journey.

‘St Paul's is an outstanding school where all learn, thrive and succeed together.’ Ofsted

We believe it is important to work hard to maintain and build on the current standards as well as looking to move forward and continue to improve at St Paul's in every way.

The College moved to our current site in 2004 on the outskirts of Burgess Hill. This is situated with strong travel links from Brighton and London. This gave us the unique opportunity to develop an innovative twenty-first learning environment. We have worked hard to develop the highest standards of learning and teaching and have built a national reputation for using technology to enhance learning. Students have access to learning ‘anytime, anywhere’ through a scheme which

looks to provide an iPad for every student to support their learning at home and school. As you can imagine this transforms the way we teach and the way students learn. Our approach to learning and teaching is based on the accelerated learning cycle to ensure we develop students as learners not just their understanding of subject knowledge. We believe this will develop every student as an independent learner and give them adaptable skills to ensure they can become life-long learners.

St Paul's has led a Teaching School Alliance, Maths Hub and is a Leading Edge School. Leading the Inspire Teaching School Alliance we have worked on professional learning, leadership and raising achievement. This leads us to working extensively on 'outreach' work with other schools both locally and nationally. This provides a wide range of opportunities to work collaboratively with others both at St Paul's and in our partner schools as well as developing exceptional leadership opportunities for all staff. Without a doubt it has also contributed to our development and success.

Outside the classroom there are numerous opportunities for students to take part in a very wide range of activities - drama, sport, music, exchanges, away days, Duke of Edinburgh, retreats and trips. This includes opportunities for prayer and reflection as well as many examples of living an active faith through service, pilgrimage and fundraising.

St Paul's is heavily over-subscribed and has built an excellent reputation in the community. We only recruit the best possible staff and have high expectations to ensure we develop the highest standards of learning and teaching. It is this "rich diet" in the classroom that engages and motivates students as well as leading to positive behaviour and an exciting learning environment. Each teacher is expected to work hard to keep up these high standards. All staff are given extensive opportunities to develop professionally and we only look to recruit and retain the best teachers. This is why any underperformance is challenged and it is because of this commitment that both staff and students really enjoy being at College each day and we can build on the current success which can never be taken for granted. We invest highly in the best opportunities for staff development. Staff at St. Paul's tend to be young, dynamic and ambitious and there are plenty of opportunities to develop in the classroom and as a school leader. Many staff are promoted, internally or externally, very rapidly.

You will see our last full Ofsted inspection was in 2007, which definitely seems a while ago. We are confident that we used this 'outstanding' grading as a springboard for further development, growth and success. We need to work hard to maintain and build on the current standards as well as looking to move forward and continue to improve at St Paul's in every way.

[Are you ready to be a part of this exciting opportunity to develop the next chapter?](#)

The ideal candidates will be energetic, enthusiastic, ambitious and excellent practitioners who are willing to be dedicated to all that we believe in at St Paul's. We believe St Paul's is an exceptional place to work and we are excited at having the chance to appoint the right staff to help us move into the next chapter of our development as a College. By applying to work at St Paul's you will have

fantastic opportunities to develop professionally and gain opportunities for rapid promotion. We hope you will decide St Paul's is the right place for you. We look forward to meeting you and will welcome the opportunity to show you around and share why we are so proud of our school community.

What is distinctive about St Paul's?

- **A very strong ethos**, based around the belief that we should live out our Christianity every day in the College and ensure that each member of the Community is respected and appreciated.
- **Popularity** – We are heavily oversubscribed for Admission into Year 7 each year, this year we had over 600 applications for 180 places. The Sixth Form has rapidly expanded in the last few years and we are planning to build this uptake to 350 in total. It is a popular choice for our own students and those attending our neighbouring schools.
- **Our Staff** – We have high quality staff, both teaching and non-teaching. They are hard working, dedicated and highly professional. Overall, the teaching staff are young and many have been given responsibility early in their careers. Many staff move on from St Paul's to promoted posts.
- **Learning Environment** - We moved to our current site in 2004 and created a magnificent £18 million state of the art building on a 30-acre site. Students and staff are inspired by the quality of the building and the learning environment that exists. We continually provide our students with ever enhanced learning opportunities as we strive to raise standards even higher. St Paul's has been recognised nationally for using technology in an innovative way to enhance learning each and every day.
- **Our Students** - We can only achieve what we do because of our excellent students. Ofsted (November 2007) said *"The personal development and well being of students are outstanding ... their behaviour is exemplary and they grow up as mature articulate citizens with a deep commitment to the school and wider community."* The Inspector complimented them on *"the way you care for each other"*. In all honesty you cannot wish for a better group of students to be with and they are a joy to be with each day.
- **The College Leadership Team (CLT)** – was found by Ofsted (November 2007) to be giving the College *'outstanding leadership'* and is a vibrant and dynamic group. The school has a clear sense of direction and we continue to grow and develop each and every day. It is a welcoming team to join and you will be supported and challenged in your work each day.
- **A commitment to outreach** – we are a National Teaching School and National Support School; through this we currently lead Inspire Teaching School Alliance that has established itself as a vibrant and successful alliance with a distinctive focus on faith schools. We were also appointed as one of 36 Maths Hubs nationally in September 2014 and lead the Sussex Maths Hub. We are very committed to raising achievement and supporting the development of other schools, this creates a culture of self-improvement and also has developed and challenged our teachers and leaders to

develop and grow professionally. This is an excellent environment to develop in if you are an aspiring Headteacher.

What are the current aspirations of the school?

The College Improvement Plan reflects the key priorities for the next five years and is summarised by CLASS;

- Community
- Learning
- Achievement
- Students
- Staff

Shortlisted candidates will be provided with a summary of the SEF and the College Improvement Plan. We are continually looking to improve and develop all aspects of our school community.

“You are the people of God; he loved you and chose you for his own.” Colossians 3

How do we approach Learning and Teaching?

Learning and Teaching in the school is a key strength and we have had a strong tradition of developing learning communities, formative feedback and coaching. This makes an environment that is positive, engaging and supports each person’s professional development and growth, it does mean that it is not always comfortable and is not a place to “sit back and take it easy”!

Recruiting the highest quality staff has been a key element in this success. Learning and teaching is informed by the latest educational research and theories. We have based this in research on accelerated learning and are also looking to develop this further by nurturing personal learning and thinking skills. This is enhanced by the vibrant use of e-learning in all areas of life at St Paul’s.

We have a culture of sharing best practice as well as challenging and supporting those who need to improve further. Much INSET is provided and delivered internally and this has proved very effective and encourages collaboration across the curriculum.

Learning and Teaching is led ably in the school by the College Leadership Team and Learning Strategy Team who all look to ensure that it always remains at the centre of what we do. We believe this is the key to future developments within the College at an exciting time of change in the curriculum.

What are the wider opportunities for students?

There is a wide range of extra-curricular opportunities for students. Sporting activities provide activities that are taken up by a large number of students. Music and drama are a strength providing frequent concerts and productions and performance. The highlight of this is definitely our whole College musical each year which has students from Year 7 up to Year 13 involved in the music, acting and backstage.

What are the professional development opportunities for staff?

Opportunities for staff development are broad and varied. All staff have clear performance management targets which are set and reviewed in line with standards and provide an opportunity for professional development. A devolved INSET day allows for a broad programme of twilight sessions (including support with teaching and learning, three levels of leadership courses, and the development of enhanced use of technology to support learning). Coaching partnerships exist at all levels in the school. Support staff are also encouraged to further their professional development through completion of appropriate courses and often are promoted internally too.

Staff are encouraged to work hard but also have a life. There are regular sporting activities for staff after school and a chance for times to socialise and simply enjoy being together.

We truly believe St Paul's is somewhere special to work and hope you will be keen to be a part of it.

Important Websites

St Paul's Catholic College: www.stpaulscatholiccollege.co.uk

Diocese of Arundel & Brighton: <http://www.dabnet.org/>

Catholic Education Service: <http://www.cesew.org.uk/>

Inspire Teaching School Alliance: www.inspiretsa.co.uk

Sussex Maths Hub: www.mathshubs.org.uk/find-your-hub/sussex-maths-hub/

Other information

The school's website is an important source of information which gives a good flavour of the school.

Candidates who are short-listed will receive additional information in the following areas:

- Current Self Evaluation Form
- Summary of College Improvement Plan
- Student data on achievement and progress

Where is St Paul's Located?

St Paul's is located in Burgess Hill, a thriving community of 28,000 situated in gently rolling countryside with views to the Sussex Downs to the South and the High Weald to the North. We are blessed by being able to walk on the Downs and be surrounded by the beautiful countryside and coastline.

The town has excellent road and rail communication links and proximity to Gatwick airport. Brighton is 15 minutes away by car and London 50 minutes away by train. There is good availability of quality housing.

More information about Burgess Hill, its amenities and housing can be found at:

www.burgesshill.gov.uk

www.upmystreet.com