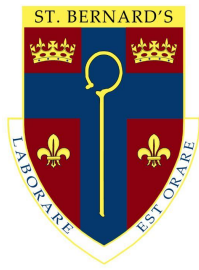


# St Bernard's Catholic High School



  
**Ofsted**  
Good  
Provider

## Assistant Headteacher Information Pack



# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

**Headteacher: Mr P Croft**  
Rating Lane  
Barrow-in-Furness  
Cumbria, LA13 9LE  
01229 814560  
[contact@stbernardsschool.uk](mailto:contact@stbernardsschool.uk)  
[www.stbernardsschool.uk](http://www.stbernardsschool.uk)

13th March 2023

## Re: Headteacher Welcome

Thank you for showing an interest in our Assistant Headteacher vacancy. Our school is based on the values of Kindness, Hard Work and Resilience. These strong foundations support our family of staff and young people in growing together and being successful.

In September 2021 we were one of the founding members of the Mater Christi Multi Academy Trust. Since then our Trust has grown to include 13 Catholic schools across Cumbria and North Lancashire. The mission of our Trust and our Local Governing Body is that each school is only as good as the staff that work within them. That is why we are committed to recruiting the best people to our school, and providing them with the training they need to be successful, both as educators and leaders.

This exciting position has arisen following the retirement of the current post holder. Our Senior Leadership Team is a small and dynamic team that has worked extremely hard to ensure the best possible education for our young people. The right person will share our ethos and values, and provide a commitment to supporting the needs of all our young people and their families.

The new post holder will lead the Pastoral Team. The team consists of three (teaching) Pastoral Leaders, three (non-teaching) Assistant Pastoral Leaders and the Education and Welfare Officer. The Pastoral Team sits alongside the Inclusion Team, all of which is overseen by our Senior Assistant Headteacher.

There will be additional roles and responsibilities depending on skills and experiences of the successful candidate.

In September 2022 we were graded *Good* in all areas by Ofsted, they recognised the hard work and commitment of all our staff. Ofsted reported that *St Bernard's Catholic High School is a positive learning community which values kindness, hard work and resilience.*

If you would like to visit for a tour and informal conversation please contact my PA, Mrs Peacock ([rpeacock@stbernardsschool.uk](mailto:rpeacock@stbernardsschool.uk)) and I will be happy to show you around.

Your sincerely,

Mr P Croft  
Headteacher



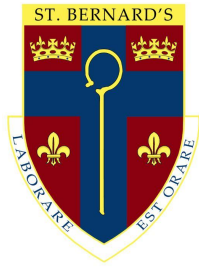
International  
School Award



Healthy Schools



Science



# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

**Assistant Headteacher  
with Responsibility for Pastoral Care & Standards  
(L12 – L16)  
Required September 2023  
Relocation Package available for the suitable candidate  
Full time - Permanent**

This is an exciting opportunity for someone who wants to join a committed and hardworking Senior Leadership Team with collective ambition for the school. Candidates should want to play a significant role in leading the school with the capacity to drive school improvement, lead staff and have a clear, positive impact on student outcomes.

It is expected that the successful candidate will be an outstanding classroom practitioner.

If you can bring innovative thinking and commitment to the role, with a clear passion for education in the 21st Century and a passion for helping students to develop and flourish throughout their teenage years, we would be delighted to hear from you.

In return we can offer you:

- A school where “Students describe the school as a loving environment” and “Students behave in a mature and sensible way”. “They respect each other and their teachers and enjoy learning”.
- A professional, enthusiastic and supportive team of staff with the capacity and commitment to raise student achievement.
- Supportive parents, Governors, Diocese and Trust.
- A well-resourced school with good results.
- A strong commitment to developing staff and creating the leaders of tomorrow.

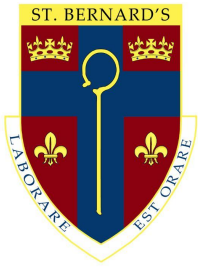
St Bernard's School is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Safeguarding Children and Safer Recruitment in Education guidelines. This will include completion of satisfactory employment vetting checks to include references, pre-employment health clearance, an approved enhanced Disclosure and Barring Service check and proof of right to work in the UK.

For further information, please download the job description, specification and application form from our website. We only accept applications on our official application form, which can be found on our website. Applications and enquiries are to be made to the Headteacher's PA, Mrs Peacock (rpeacock@stbernardsschool.uk).

**Closing date for applications is noon on 16th April 2023**

**Interviews will take place week beginning 17th April 2023**

**St Bernard's Catholic High School  
Headteacher : Mr P Croft  
11-16 Mixed - n.o.r. 690  
Rating Lane, Barrow-in-Furness, Cumbria, LA13 9LE  
Telephone: 01229 814560  
www.stbernardsschool.uk**



# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

## **Assistant Headteacher with Responsibility for Pastoral Care & Standards Job Description**

**NAME OF POST HOLDER:**

**POST PURPOSE:**

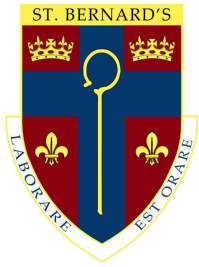
1. To support the Catholic and liturgical life of the school.
2. To lead on creating a calm and safe learning environment where all adults secure the highest standards of student behaviour and academic achievement.
3. To lead on ensuring that the routines and expectations for the behaviour of pupils are clearly articulated, shared, understood and acted upon effectively by all stakeholders.
4. To lead on ensuring that the pastoral system supports the welfare and academic needs of our pupils.
5. To lead on ensuring that there is a consistently strong focus on punctuality and attendance.
6. To lead on ensuring that the school and all staff fully embed behaviour for learning.
7. To lead on ensuring strategies to support students with behavioural difficulties are implemented.
8. Strategically lead on the schools reward and sanctions systems.
9. To lead on ensuring that we offer a fully inclusive and supportive transition programme from primary to secondary school.
10. To work strategically with the Senior Leadership Team, the Local Governign Body and the Mater Christi Trust to support the development of our young people and staff.
11. In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

**REPORTING TO:** Headteacher /Senior Assistant Headteacher

**WORKING TIME:** 195 days per year. Full Time.

**SALARY / GRADE:** L12-16

**DISCLOSURE LEVEL:** Enhanced



# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

This job description related to the leadership and management responsibilities of the post holder. For general teaching job descriptions please refer to the school's Main Scale or Post Threshold Job Descriptions.

## **LINE MANAGEMENT**

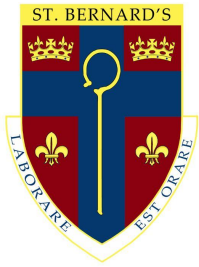
1. To line manage the Pastoral Leaders and Assistant Pastoral Leaders.
2. To line manage the EWO.
3. To line manage academic departments and other support staff (as and when required).

## **STAFFING**

1. To work with the line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs where possible.
2. To participate in the interview process for teaching and non-teaching posts when required and to ensure effective induction of new staff in line with School procedures.
3. To promote teamwork and to motivate staff to ensure effective working relations.

## **QUALITY ASSURANCE**

1. To line manage curriculum areas in agreement with the Headteacher.
2. To implement school quality procedures and to ensure adherence to those within the school.
3. To seek/implement modification and improvement where required.
4. To ensure that the school's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
5. To be responsible for monitoring discipline in school including supporting staff during lessons when appropriate.



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## MANAGEMENT INFORMATION

1. To ensure the maintenance of accurate and up-to-date information concerning the school on the management information system.
2. To make use of analysis and evaluate performance data provided where required.
3. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
4. To produce reports within the quality assurance cycle for the school.
5. To provide the Local Governing Body and Trust with relevant information relating to your post.
6. To maintain records and logs for the LA and DFE in line with regulations.

## COMMUNICATIONS

1. To ensure effective communication/consultation as appropriate with School Staff, the parents and students. e.g. meetings, assemblies.
2. To represent the school's, parent and pupils' views and interests.

## MANAGEMENT OF RESOURCES

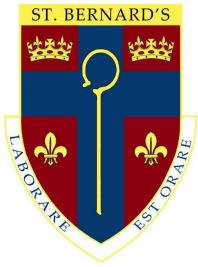
1. To work with the Headteacher and Senior Assistant Headteacher in order to ensure responsibilities are undertaken in an efficient and effective manner.

## TEACHING

1. To undertake the duties outlined in the teacher job description.

## ADDITIONAL DUTIES

1. To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.



# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

## SCHOOL ETHOS

1. The Governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:
2. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
3. To support the school in meeting its legal requirements for worship and to attend house / year or whole school acts of worship as requested.
4. To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.

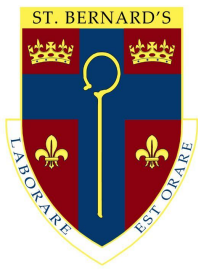
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and following consultation, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Signed ..... Dated .....  
(Assistant Headteacher)

Signed ..... Dated .....  
(Headteacher)



# St Bernard's Catholic High School

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## Person Specification For Assistant Headteacher

***E = Essential***

***D = Desirable***

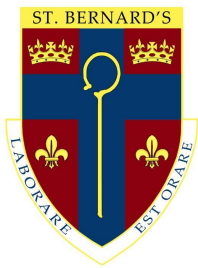
***A = Application***

***I = Interview***

***R = Reference***

<b>(A) Faith Commitment</b>	<b>E/D</b>	<b>A/I/R</b>
Practising Catholic.	D	A/R
Involvement in a parish community.	D	A/R
<b>(B) Qualifications, Experience and Professional Development</b>		
Qualified Teacher Status.	E	A
Degree.	E	A
Further academic or professional qualifications.	D	A
CCRS/Catholic Leadership Programme or commitment to obtaining the certificate.	D	A/I
Experience as a middle leader	E	A/I/R
Professional Development in preparation for Assistant Headship.	D	A/I
Evidence of good/outstanding classroom practice.	E	A/I/R
Relevant, recent experience of teaching in a fully comprehensive school	D	A/I/R
Has successfully undertaken appropriate Child Protection training.	E	A
<b>(C) Personal skill and attributes - <i>The ability to:</i></b>		
Respect the dignity of each person valued and loved by God.	E	A
Inspire, challenge, motivate and empower teams and individuals to achieve.	E	A/I/R
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	E	I/R
Build and maintain quality relationships through interpersonal skills and effective communication as required in leading a school community as deputy headteacher.	E	A/I/R
Demonstrate personal and professional integrity, including modelling values and vision.	E	I/R





# St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

Manage and resolve conflict.	E	I/R
Prioritise, plan and organise self and others in addressing strategic direction of school.	E	A/I/R
Think analytically and creatively and demonstrate initiative in solving problems as required in leading a school community as deputy headteacher.	E	A/I/R
Be aware of their own strengths and areas for development. Listen to, and reflect upon feedback and act appropriately.	E	I/R
Empathise.	E	I/R
Demonstrate a capacity for sustained hard work.	E	I/R
Demonstrate resilience and optimism.	E	A/I/R
Demonstrate impact and presence.	E	A/I/R
Show commitment to sustain excellent attendance at work.	E	I

# Our School Prayer

Dear Lord,

Thank You for all this day offers.

Let us open doors of opportunity, for ourselves and for others.

May we be a light in the darkness, offering help and bringing comfort to others when they need it most.

May we use the talents You have given us, showing love to those around us, especially those less fortunate than ourselves.

May we be proud of who we are and celebrate our differences, by highlighting the positives, and eradicating the negatives in all that we say, think and do.

Help us be inspired by St. Bernard to work and to pray and so make this school a place of learning, love and compassion.

Amen



**Laborare Est Orare  
To Work Is To Pray**



# Teaching at St Bernard's

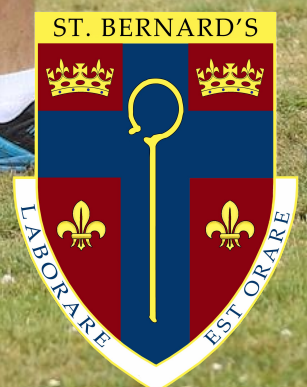
Our Catholic ethos and school motto, *to work is to pray*, is at the heart of our teaching philosophy. We have three fundamental expectations at St Bernard's which all our pupils will be able to tell you. We expect pupils to be kind, to work hard and develop resilience. Our teacher's model these three expectations in all that they do.

The pastoral care that our young people receive is centred around our Pastoral system, where all our young people looked after by our Pastoral Leaders. Our family within a family approach ensures that we meet the needs of our families and our local community.

We have three lessons a day which are each 95 minutes in length. This serves to reduce cognitive load, to reduce loss of learning time and to give pupils the time in the classroom to really explore their subjects. This slows down the frantic pace which sometimes comes with a five or six period day. It allows us to get to know our pupils and promote depth of understanding.

In addition to our three lessons of formal teaching each day, we have Personal Development time, where our young people spend 30 minutes with their Form Tutors. This time is valuable to the development of our young people. Those in lower school spend the majority of this time participating in our Literary Canon, which is our lower school reading programme. Those in upper school use this time for PSHE, Careers and study skills.

Our Literary Canon is designed to inspire a love of reading and literature in our young people. Our Canon is a set of 15 novels which we



believe that all pupils should read in their first three years at St Bernard's. Each Form Group in lower school spends approximately two hours per week reading along with their Form Tutor.

Our feedback policy is devolved to each Subject Leader so that they are able to choose how they feedback to pupils in a way which is most constructive to their subject. This also allows them to be mindful of the workload which they are placing on the members of their team whilst still ensuring that pupils get the feedback they need to make excellent progress.

Positive Learning drives our approach to behaviour management. Positive Learning is about personal development, with a focus on individual learners and their ability to develop the kinds of behaviour and skills that will allow them to respond effectively to the ever-changing world in which they live. Positive Learning is the fulcrum for all teaching and learning within St Bernard's and involves a commitment to developing the following attributes in pupils: respect, responsibility, resilience and self-reflection.

We recognise that for our young people to be successful, our teachers have to continually develop both what we teach and how we teach it. Our focus for CPD is therefore centered around how each department curates their curriculum and stays at the forefront of pedagogical developments.

St Bernard's is more than just a school, our faith and values bind us together, we are a family. Christ taught us to love our children, as a member of staff at St Bernard's you will be the glue that holds together our family and allows our young people to grow and flourish. Teachers at St Bernard's are more than just teachers, they are the light that guides our young people.

