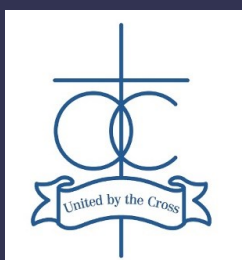


Oaklands Catholic School and Sixth Form College

APPLICATION PACK FOR CURRICULUM DEPUTY HEAD



**Edith
Stein**
Catholic
Academy
Trust

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NOTE FROM CHAIR OF GOVERNORS

Dear Prospective Applicant

Thank you for taking an interest in applying to be our next Curriculum Deputy Head at Oaklands. We are looking to appoint a passionate leader who aspires eventually to Headship.

At Oaklands we aim to deliver the best possible Catholic education for our students, to enable them to maximise their achievements, spiritually, academically, socially and emotionally, so that they are ready to take their place in society as positive and successful adults.

The successful candidate will take on a range of responsibilities including leading on curriculum and teaching and learning throughout the school and providing exceptional support for colleagues. Not only will they work closely with the SLT, they will also have an opportunity to work with the Governing Body advising on curriculum matters.

The school works closely with other Catholic schools in the Diocese through the Edith Stein Partnership, and local schools through the Havant Federation. Championing and modelling this collaboration will be a key element within the role

I believe that Oaklands is a very special school. Whilst our students come from a broad range of backgrounds and have diverse academic needs, they all share the Catholic values that underpin our mission and vision.

Our school's immediate needs can be found in our school development plan, and we are looking for a candidate who will help support and lead the school not only to fulfil this plan but also to shape and fulfil plans in years to come.

The curriculum needs of the school continue to evolve and our new Deputy Head will be expected to strategically lead and further develop the curriculum offer, in its broadest sense within the resources available. We therefore seek a senior leader who can rise to the challenge and ensure that Oaklands' reputation for excellence continues.

We demand high standards of our students, staff, and ourselves as Governors, and expect our new Deputy Head to do the same. It goes without saying that the successful candidate will need to demonstrate their Catholic faith, contributing to the spiritual leadership the school requires.

If you are appointed you will be supported by excellent staff and senior leaders, outstanding students, and a Governing Body which will provide you support in your leadership of the school and in the development of your professional career.

Yours sincerely



Marc Evans

*Chair of Governors, Oaklands Catholic School and Sixth Form College
Chair of Edith Stein Catholic Academy Trust*



DEPUTY HEAD - THE ROLE



Deputy Head: Curriculum Permanent, Full Time Appointment

September 2022

Leadership Scale L21 - L25

(£69,033 - £76,141 + Relocation package)

Dear Colleague

Thank you for your interest in the advertised post of Curriculum Deputy Head. The current post holder is retiring following a substantial period of outstanding service.

We are seeking to appoint a highly qualified, inspirational and experienced leader to the post of Deputy Head to lead on curriculum and teaching and learning. This is an outstanding opportunity for an exceptionally talented colleague to join our school at an exciting time; we have recently partnered with Corpus Christi Primary School within our Trust.

We are looking to recruit an enthusiastic and ambitious leader, who has their eyes on headship, to make a vital contribution in shaping the school's

Catholic Vision. We are genuinely open-minded as to where applicants might currently be working – whether they are a serving Deputy Head looking for the next move or an experienced Assistant Headteacher. However the successful candidate must have a passion for Catholic Education.

Critical to us will be the vision of what a truly exceptional curriculum and pedagogy looks like in a Catholic School. Applicants need to demonstrate that they have the spirit, drive and ambition to make this a reality with a natural flair for challenging and empowering others.

The successful candidate will be able to demonstrate the impact they have already achieved in their current setting, key to this will be a strong record of leading developments that accelerate student progress and develop passion and excitement in the curriculum for students.

The post of Curriculum Deputy Head is a key senior leadership role at Oaklands reflecting the importance we place on creating a nurturing, supportive and inclusive community where everyone has the potential for greatness. As a Catholic School we provide our students with a moral compass based on Catholic Social Teaching. This supports their growth and development, our curriculum offer is integral within this.

THE ROLE (continued)



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be expected to undertake an enhanced DBS check.

The position is only open to practising Catholics.

I hope this information is useful. This pack has been put together to guide you from application through to appointment. Please read the content carefully; it may be referred to at interview.

There are a number of other important documents that you may wish to read in preparation for this important position:

Edith Stein Stakeholders Report
[Stakeholders-report.pdf \(escat.org.uk\)](https://escat.org.uk/Stakeholders-report.pdf)

Oaklands Catholic school strategy
[Strategy-and-Vision-Statement.pdf \(oaklandscatholicschool.org\)](https://oaklandscatholicschool.org/Strategy-and-Vision-Statement.pdf)

School Development Plan
[OAKLANDS CATHOLIC SCHOOL](#)

If there is any further way in which I can be of assistance, please do not hesitate to contact me.

Details relating to the application procedure can be found at the rear of this pack and we look forward to receiving your application for this important appointment.

A handwritten signature in black ink, reading 'Matthew Quinn'.

Matthew Quinn
Headteacher
CEO Edith Stein Catholic Academy Trust

OUR JOURNEY



Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a Catholic education at the school, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,300 students on roll, including a Sixth Form College of 220 students. It is a well established Comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

Details related to the curriculum offer can be found by following this link:

[Curriculum - Oaklands Catholic School and Sixth Form College](#)

Oaklands was one of the first Catholic Academies in the country converting as a single Catholic Academy Trust in 2011. Corpus Christi Primary School joined the Trust in April 2021.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources. The school is also part of the wider Edith Stein Partnership working closely with other local catholic schools across primary and secondary phases.

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. In recent years the school has undergone a major refurbishment in many areas.

The Chapel is a focal point the school's spiritual life. Oaklands is also fortunate enough to have a full-time Chaplain.

OUR JOURNEY (continued)



The aims of the school emphasise the importance of each student as an individual and the need to focus on and promote the spiritual, moral, intellectual, physical, social, personal and cultural development of each person entrusted to our care.

To this end, the community endeavour to create a Christ-centred learning community whose primary aim is to ignite a passion for faith and learning. At Oaklands we recognise that students have special and different gifts, we aim to develop them in a climate where they can be shared and personal achievement can be maximised, where difference is not just tolerated but celebrated. Students need to work within an environment where they can develop their unique God given gifts and feel lovable, loved, capable and valued members of the community. This occurs within a warm and caring safe and open environment in which all children can grow in confidence and trust, and achieve their true all round potential.

The school also recognises its responsibility to foster a Christian atmosphere, to equip the young students in its care to face the adult world with confidence and to play a responsible part in a society which is rapidly changing and holds a variety of different standards.

This confidence is shaped through a deep understanding of the relationship between faith and culture. Students are encouraged to further their faith journey. To this end Religious Education, Form and Year Assemblies, Year Masses and Liturgical services, full School Masses, Residential Experiences and Community Service are all important aspects in the life of the school.

At Oaklands extra-curricular activities are an essential part of a young person's development and all students are encouraged to profit from the wide range of activities on offer. Whatever their talents and abilities, there are opportunities to succeed.

The successful pastoral system at Oaklands is built on the strong partnership between the school, home and parish enabling each student to flourish. We believe that parents have a key role to play in the education of their child. The Year Head and Form Tutors, through the pastoral curriculum at Oaklands, emphasise with students the importance of self-discipline and responsibility and also the importance of care, concern and respect for each other.

JOB DESCRIPTION

CURRICULUM DEPUTY HEAD

The Deputy Head will be required to:

Work with the Headteacher, Senior Leadership Team and other key staff to deliver on the strategic aims and key priorities for the school.

Purpose of the job:

The role and responsibility of the Deputy Head is to support and assist the Headteacher with strategic planning and in managing, leading and developing the school. The Deputy Head will undertake any professional duties of the Headteacher delegated to them by the Headteacher and deputise for them as and when the need arises. The Deputy Head is a member of the School Leadership Team who, under the leadership of the Headteacher, work together to:

- support the Headteacher, deputising where necessary in the provision of Catholic leadership, vision and direction for the school;
- implement all legislative requirements including those related to safeguarding and child protection;
- play an inspirational and strategic role upholding the Catholic values and ethos of our school and undertaking specific lead responsibilities;
- be responsible for the implementation and development of the strategic vision for curriculum at Oaklands;
- provide effective, collaborative leadership and management of the school, securing success and driving continuous improvement;
- championing and modelling collaboration with partner schools and organisations;
- carry out professional duties in accordance with the school's mission and vision, Canon Law and the teachings of the Catholic Church and within the terms and conditions of the current School Teachers' Pay and Conditions Document.

The Deputy Head will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The role has a teaching commitment of between 8 and 10 periods a fortnight.

Specific Duties:

1. Curriculum Teaching and Learning

- Lead on curriculum planning, modelling and the development of an appropriately rich and flexible curriculum to ensure excellent student achievement, linked to accountability measures;
- Ensure that the curriculum reflects the distinctive nature of a Catholic school;
- Ensure that curriculum materials are appropriately communicated to stakeholders;
- Lead the Oaklands Teaching and Learning team to establish creative, responsive and effective approaches to learning and teaching;
- Take responsibility for the teaching and learning and curriculum elements of the development plan and school self evaluation;
- Lead and manage the KS4 Options process, in collaboration with the Head of Year 9;
- Coordinate and monitor timetable design and construction.

JOB DESCRIPTION (continued)

2. Professional Development

- Lead on organising whole school Professional Development, including leading staff INSET specifically related to teaching and learning;
- Lead and manage the performance appraisal process for teaching staff, including overseeing professional development requests;
- Organise performance pay reviews and present to the Governing Body at the appropriate point in the year;
- Promote a culture of development and coaching as part of our strategy to improve teaching.

3. Monitoring, Evaluation and Reporting

- Lead on the monitoring, evaluation and review of classroom practice including the organisation of subject reviews;
- Challenge underperformance at all levels and ensure effective support and challenge is in place when standards are not met;
- Regularly attend Governing Body meetings and advise the Governors Teaching and Learning Committee, including preparing relevant papers, policies and reports for meetings;
- Develop and embed a programme of self-evaluation within and across departments;
- Develop systems to monitor school data and disseminate to staff as required. Oaklands currently use 4Matrix.

4. Operational responsibilities

- Work closely with other members of SLT and leaders where responsibilities contained within this role integrate with responsibilities designated to others;
- Keep up to date with national curriculum trends, issues and changes;
- Take on necessary line management as directed by the Headteacher;
- Oversee, create and update relevant policies related to the role;
- Take assemblies, liturgies and Acts of Worship.

5. Additional Responsibilities

- To actively support and participate where possible in the development of the extra-curricular and/or enrichment activities across the whole school;
- Ensure that all staff members have a clear understanding of their roles and responsibilities;
- Liaise effectively with all stakeholders, including parents, students, partner primary schools and partner secondary schools, business and community partners and the wider community as appropriate to designated strategic responsibilities, including representing the school at various external forums for example, Havant Federation and Edith Stein Partnership;
- To be present at school public exam results days and other after school events where SLT presence is critical;
- To hold up-to-date safer recruitment training;
- On occasions represent the school in parish activities;
- Maintain and model high standards of professional behaviour and presentation to reflect the expectations made of our students, staff and parents;
- To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you (see: STPCD).

PERSON SPECIFICATION

FAITH COMMITMENT

1.1	Practising Catholic	E	A/I
1.2	Involvement in parish community	D	A/I
1.3	Leading and develop school worship	E	A/I
1.4	A commitment to strategic thinking and planning that carries forward a shared vision	E	A/I
1.5	Experience in leading assemblies and acts of worship	D	A/I



QUALIFICATIONS

2.1	Qualified Teacher Status	E	A
2.2	Degrees	E	A
2.3	NPQH or similar	D	A

PROFESSIONAL DEVELOPMENT

3.1	Evidence of appropriate professional development for the role in a Catholic school	D	A
3.2	Up-to-date child protection training	E	A

PROFESSIONAL ATTRIBUTES

4.1	Be able to demonstrate an understanding, awareness and empathy for the needs of pupils at the school and how these could be met	E	I
4.2	To have excellent written and oral communication skills	E	A/I
4.3	Strong interpersonal skills and the ability to engage the community in the school's mission and vision	E	I
4.4	Demonstrate emotional resilience in working in challenging situations	E	A/I
4.5	Reflective practitioner	E	A/I
4.6	Model personal faith values to all members of the school community	E	I
4.7	Honesty and integrity	E	I
4.8	A sense of humour	E	I



PERSON SPECIFICATION (continued)

EXPERIENCE AND KNOWLEDGE OF TEACHING

5.1	Successful teaching of students in the secondary phase	E	A/I
5.2	Experience of teaching in more than one school	D	A
5.3	To have taught in 11-18 setting	D	A
5.4	Experience of providing professional challenge and support to others through the performance management process	E	I
5.5	To be able to effectively use data, assessment and target setting to raise standards for all groups	E	A/I



LEADERSHIP AND MANAGEMENT EXPERIENCE

6.1	Recent successful leadership within a senior leadership team	E	A/I
6.2	Evidence of successfully leading school improvement with integrity	E	A/I
6.3	Experience of the application of strategies to review, evaluate and monitor aspects of school.	E	A/I
6.4	Evidence of impact of successful curriculum leadership	E	A/I
6.5	Principles of timetabling design and development	E	I
6.6	Evidence of impact of successful leadership of teaching and learning	E	A/I
6.7	Ability to plan strategically and to lead, motivate, develop and inspire staff, students and parents to manage change	E	A/I
6.8	Ability to collaborate and communicate with a wide range of audiences, including parents, students, colleagues, Governors, Diocese and Local Authority	E	A/I
6.9	Experience of being able to successfully transfer leadership skills to unfamiliar situations	E	A/I

Source Key:

A = Application Form

I = Interview

E=Essential

D = Desirable

Candidates failing to meet any of the essential criteria will automatically be excluded

WORKING FOR US

Nine reasons why we think you might want this role at Oaklands

1. You have a firm vision of education in a Catholic School
2. You are resilient and relish a challenge
3. You have already had experience as a senior leader and you see this as the next step in your career
4. You are ambitious for Headship and this position provides a platform to enhance your career
5. You value young people and see them as unique, precious and unrepeatable
6. You can see the value of a close professional dialogue with colleagues who can challenge and support you in Leadership
7. You like the idea of working with colleagues to develop outstanding practice
8. You are motivated by the thought of being part of a school that has ambitions to work in close partnership with other schools
9. You are excited by the chance to work collaboratively with other colleagues in the SLT



Three reasons why you might not feel you are ready to take the next step in your career

(Please look at the very last section)

1. Your experience does not fully complement the job description
2. You are unable to meet the full person specification
3. You feel you might not be ready for the challenge



HOW TO APPLY

Visits to the school in advance of application are encouraged.

A CES application form can be downloaded from the school website:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

Completed applications should be sent by email to:
s.mann@oaklandscatholicschool.org

or by post (marked 'Application' in the top left hand corner) to:

Mrs Sarah Mann
PA to the Headteacher
Oaklands Catholic School
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

Please note that incomplete applications will not be accepted.

Closing date:

Friday 4th February 2022 at 12.00noon

Interviews:

Week beginning 7th February 2022 (across two days)

Please note on Page 11 of the application form you are required to complete a supporting statement. Your statement should cover:

- How you meet key elements of the person specification.
- How your leadership has had a positive impact on curriculum outcomes.
- Your vision for the distinct nature of a curriculum in a Catholic school.

The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example).
- Whether the applicant has been the subject of any safeguarding concerns.
- The outcome of any enquiry or disciplinary procedure.
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate.

As part of the interview process all candidates will be required to:

- Observe lessons
- Talk to students and staff
- Participate in panel interviews
- Make presentations
- Live written exercise

Please visit our school website for more information about Oaklands and other recruitment documentation:

www.oaklandscatholicschool.org

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor Strategy
- Oaklands Catholic School Main Prospectus
- Information on Appointment of Teachers in Catholic Schools
- CES Teacher Contract
- Equality Act 2010 information

FAITH COMMITMENT

Important advice regarding faith commitment for practising Catholics

As you are aware the person specification for the post to which you are making an application states that you have to be a practising Catholic.

You are asked to provide a referee who is a priest, who can provide a positive and supportive faith reference from where you regularly worship.

At a time when clergy are assuming responsibility for larger pastoral areas, it is becoming increasingly common for clergy not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references:

1. Speak to your referee before completing your application and ask if he agrees to you including his name.
2. Provide him with an outline of your involvement in parish life (it may be that currently you are not heavily involved in parish life due to other commitments)
3. Describe your present post – school, areas of responsibility the post to which you are applying – name of school, post, etc

If you worship in more than one parish, then you may need to specify more than one referee.

Please be aware that if Governors are not in receipt of a supportive faith reference prior to appointment, then even though you may have been shortlisted, Governors may withdraw the job offer.

The Governors recognise that there are differences in the beliefs and practices of Catholics and applicants must have due regard to the Catholic nature of the school and not do anything in any way detrimental or prejudicial to the interest of the Catholic traditions.

This will be discussed with applicants before interview.



AND FINALLY

What about those **THREE** reasons why this role might not be for you!

Your experience does not fully complement the job description

The Governors are looking to appoint a candidate that has the capacity to grow into the role. There will be opportunities to develop skills along the way. The school will adjust elements of the job description to maximise the skill set of the successful candidate.

You are unable to fully meet the person specification

The ideal candidate will be a close match to the person specification. However, we understand that a candidate's professional attributes develop over time and therefore the match may not be exact.

You feel you might not be ready for the challenge

If you are still reading, then you probably are!





Oaklands Catholic School and Sixth Form College

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