



Broughton Hall Catholic High School

Application Pack

Role:	Deputy Headteacher
Preferred Start Date:	1 st September 2025
Closing Date:	Tuesday, 22 nd April at 12.00 noon
Shortlisting Date:	Wednesday, 23 rd April 2025
Interview Dates:	Wednesday 30 th April and Thursday 1 st May 2025
Salary Scale:	Leadership Scale L21 to L25
Contract Term:	Permanent/Full-Time

"We pride ourselves on our high expectations of all pupils and have an 'Ambition for All' policy."



Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.



Broughton Hall is Ofsted rated as a “Good” provider (November 2022).

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6th Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an ‘**Ambition for All**’ policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto ‘**Cor Unum et Anima Una**’ - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

School has a weekly Newsletter – please [click here](https://www.broughtonhall.com/newsletter/) to view our latest edition.

Message from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at our school, to start in September 2025.

We hope you find the information included with this advert useful. Should you require more information about our school please visit our website www.broughtonhall.com

We warmly invite you to visit our school. Please contact Gina Smith, PA to the Headteacher, on 0151 541 9465 or email smithg@broughtonhall.com to arrange a visit.

On behalf of the Governing Body of Broughton Hall Catholic High School we thank you for your interest in our school and look forward to receiving your application.

With best wishes,



Karen Holland
Chair of Governors

Headteacher's Welcome

Thank you for your interest in the Deputy Headteacher role.

This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. Our aim is to be a good school in all areas and we are seeking staff to apply to work with to be of that journey.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and hope that you are the person we are looking for to bring creativity and innovation to the role.

Our school actively supports the development of all staff, providing a dynamic and nurturing environment where people can thrive. Our team is composed of dedicated support staff and passionate teachers who are committed to crafting exciting and stimulating lessons that not only engage students but also inspire a lifelong love for learning. If you are an enthusiastic and driven educator looking to grow in a supportive and forward-thinking community, we encourage you to join us.

We look forward to receiving your application.

Handwritten signature of Sarah O'Rourke

Sarah O'Rourke
Headteacher

We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff
- Regular training and development programme
- An enhanced Occupational Health & Well-Being App (Smart Clinic) with access to a wide variety of services e.g.
 - Virtual GP
 - 24 hour employee assistance line
 - Physiotherapy
 - Mental Health Services
 - Self-support and guidance tools
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued
- Continuous professional development for all staff and follow a whole school approach to staff performance and development

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.



DEPUTY HEADTEACHER

Start Date: September 2025

Salary Range: L21 – L25

The Governors under the Trusteeship of the Sisters of Mercy are seeking to appoint an inspirational and dedicated Leader with the vision, energy, dynamism and commitment to continue to inspire the whole school community. Our aim is to be an “Outstanding” school in all areas and we are seeking a leader who will continue to move our school forwards and have the highest ambitions for our children. Ofsted rated the school as “Good” in November 2022.

The School Motto, ‘**Cor Unum et Anima Una**’ – ‘One Heart and One Mind’ – reflects the strong sense of community amongst staff, pupils, parents and governors. The central aim of our School is to provide the very best educational opportunities enabling all our pupils to develop their God-given talents, to grow in confidence and self-esteem and fulfil their potential.

You will:

- Be a committed practising Catholic;
- Have successful experience of implementing and managing change;
- Be an inspirational and visionary leader with a passion for teaching and learning;
- Have a passion for developing potential in others and promoting a whole school learning community;
- Have excellent people management and communication skills;
- Have the knowledge, core values, behaviours and qualities needed to be an outstanding leader in our school;
- Command the respect of the whole school community; staff, parents, students and governors.

We offer:

- A school which places the development, care and respect of the individual at the heart of our mission;
- A committed, experienced Governing Board closely involved in all aspects of the school;
- A strong and experienced Leadership Team;
- Talented and innovative staff committed to the development of the potential of each and every student;
- Enthusiastic pupils who are keen to succeed;
- A warm and caring school community;
- Trustees committed to the continuing success of the school;
- Close working links with the Archdiocese of Liverpool and Local Authority.

Application Guidelines:

- An application pack can be downloaded from the school's website www.broughtonhall.com in the Vacancies Section.
- Please ensure that you address or account for any gaps in your employment history.
- Your supporting statement should be included within the application form to a maximum of 2,000 words. This should detail why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

Please complete the application form and submit it to recruitment@broughtonhall.com

Key Dates:

Closing Date for applications: Tuesday 22nd April 2025 at 12 noon

Shortlisting: Wednesday 23rd April 2025

Interviews to be held: Wednesday, 30th April and Thursday, 1st May 2025

Visits to School:

We warmly invite you to visit our school.

Visits can be arranged by telephoning Mrs G Smith, PA to Headteacher on 0151 541 9465 or emailing smithg@broughtonhall.com

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deeds of the Institute of our Lady of Mercy and the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a candidate who is a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing body of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the Deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Body shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of Deputy or Assistant Headteacher.

1. Class teacher responsibilities

- 1.1. To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3. If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

2.1 To have specific responsibilities to be agreed upon appointment.

2.2 To contribute to:

- Fulfilling the school's Mission Statement
- Maintaining and developing the Catholic ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- A development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school and its achievements as a Catholic school
- Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

3. Curriculum Development

3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
- Ensuring that the diocesan policy on religious education is fulfilled
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school

- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.
- 6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

- 7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with diocesan and local authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.

Person Specification

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deeds of the Institute of our Lady of Mercy and the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

[A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A/I/R
Involvement in parish community		D	I/R

[A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

	Essential	Desirable	Source
Leading worship	E		A/I
Ways of developing religious education and worship	E		A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
How relationships should be fostered and developed between the school, parish, its community and the diocese.	E		A/I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree or equivalent	E		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificated (CTC) or has a commitment to do so.	E		A/I
Has completed the Catholic Leadership Programme (CLP) or has a commitment to do so		D	A/I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy headteacher	E		A/I/R
Evidence of recent leadership and management professional development	E		A/I/R
Has successfully undertaken appropriate Child Protection training.	E		A/I
Has successfully undertaken appropriate Designated Senior Leader training.	E		A/I
Has successfully undertaken the Secretary of State's (NCTL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post.	E		A/I

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful leadership as a Deputy Head or Assistant Headteacher.		D	A/I/R
Substantial and current experience as a Senior Leader in a Secondary School	E		A/I
Active effective leadership of a team/key stage/curriculum area/department.	E		A/I
Be able to demonstrate successful/effective leadership in a school in a similar community or facing similar challenges.		D	A/I
To have taken an active effective involvement in school self-evaluation and development planning	E		A/I/R
To have implemented and developed a whole school initiative	E		A/I
To have an understanding of the financial management of a secondary school.		D	A/I
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		D	A/I
To have had a key involvement in reviewing and developing the curriculum	E		A/I/R
To have had responsibility for policy development and implementation		D	A/I/R
To have had experience of and ability to contribute to staff development across the secondary range (e.g. coaching, mentoring, INSET for staff)	E		A/I/R

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		D	A
Experience of teaching in a Catholic school		D	A
Significant successful teaching experience within the relevant phase(s)	E		A/I/R
Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
To have a current knowledge and understanding of all 3 Key Stages in the secondary phase	E		A/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R
To be able to work effectively with the governing body	E		A/I

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this School and how these could be met	E		A/I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		A/I
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		A/I

[G] Professional Skills based on the National Standards for Headteachers

The Deputy Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Deputy Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

The supporting statement for this application should detail the applicants' current knowledge of the ten standards listed above. There is no expectation that a prospective Deputy Headteacher will have fully attained all these standards.

[H] Ethics and Professional Conduct

All the following are essential for the post and will be assessed throughout the process.

Deputy Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Deputy Headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

(1) Selflessness (2) integrity (3) objectivity (4) accountability (5) openness (6) honesty (7) leadership

Deputy Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Deputy Headteachers and should be able to:

- Promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through effective interpersonal skills and communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise work
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of the personal strengths and areas for development of others; listen to reflect on and respond to their views

