

**St Francis Xavier's College  
Deputy Headteacher  
Applicant Pack**



**April 2021**

# St Francis Xavier's College

A Catholic Academy

Deputy Headteacher



## WELCOME FROM THE CHAIR OF GOVERNORS

Dear Candidate

Thank you for your interest in the post of Deputy Headteacher at St Francis Xavier's College.

We are now seeking to appoint an inspirational school leader with the right combination of personal and professional skills to help lead our school.

We are a Catholic boys' secondary school with a mixed 6<sup>th</sup> Form. We want to take the college to the next level and want you to help us achieve it.

Working closely with the governors and other members of the senior leadership team you will be expected to continue the improvements at the college and set out a dynamic, modern and forward-looking agenda that will inspire, encourage and motivate our talented and committed staff to deliver the best possible outcomes for all our pupils.

If you think you have what it takes, then we want to hear from you. We would also encourage all prospective candidates to come and visit our school and meet us before submitting an application.

In this pack you will find information about our school, the post and the appointment process. We hope that this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact Mrs Donna Banks on 0151 288 1000 or via e-mail at [d.banks@sfx1842.org](mailto:d.banks@sfx1842.org)

The closing date for applications is 9am on Tuesday 4<sup>th</sup> May 2021. Please note that any letter of application should not be longer than 2 sides of A4.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Keeley', with a long, sweeping underline.

Dr A Keeley  
Chair of Governors

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## MISSION STATEMENT

St Francis Xavier's strives to build a Catholic Christian community of love and respect to educate young people to meet the challenges of life confidently, to develop their unique talents to the full, and to live out the values of Christ and his Gospel.

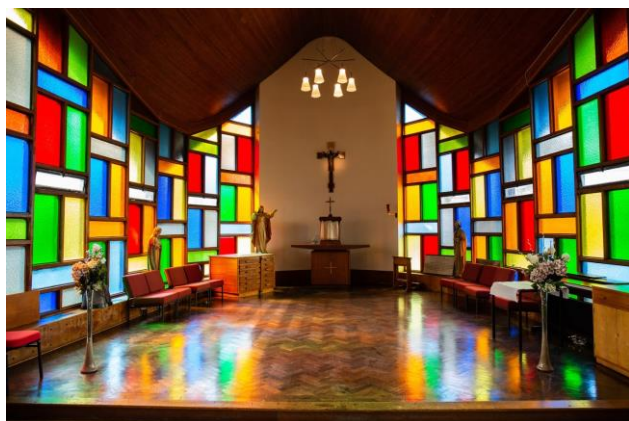
We aspire to be a confident, outward-looking Catholic community in which every member:

- Enjoys creative, dynamic and reflective learning
- Is supported, challenged and equipped for the future
- Values and takes responsibility for themselves and others
- Helps to build supportive, long-lasting relationships

Underpinning our aims is collective worship that encourages the spiritual growth of each individual by providing opportunities

- To contemplate in wonder the mystery of God
- To respond to and celebrate God's love for each individual
- To enrich the religious experience of those in our community and give opportunities for growth in faith
- To intercede before God for those in need, both inside and outside the school community through prayer and direct social action
- To deepen our understanding of Catholic liturgy

We strive to live out the charism of the De La Mennais Brothers and their Founder Father Jean-Marie De La Mennais, "making Jesus Christ better known and loved" by all, through the formation and development of the whole person (intellectual, spiritual, physical, emotional).



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## TOP 10 XAVERIAN STANDARDS

Xaverians are **DIFFERENT**

Xaverians want to make a **DIFFERENCE**

Xaverians have a **PLAN**

Xaverians **NEVER GIVE UP**

Xaverians know **THEIR WORTH**

Xaverians look after **THEMSELVES**

Xaverians care for **OTHERS**

Xaverians **PLAY FAIR**

Xaverians **WIN**

Xaverians know when to ask for **HELP**

**We are Xaverians**



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**L20 to L23 (£67,364 to £73,559) negotiable depending on experience**

**Required 1 September 2021**

St Francis Xavier's College is seeking to appoint an outstanding and inspirational teacher and leader. The Deputy Headteacher will be an experienced and skilled strategic leader who will inspire and motivate all towards improved outcomes and enhanced experiences.

This is a critical position in realising the vision of returning St Francis Xavier's College to its rightful place as a leading Catholic boys school in the City of Liverpool.

## **The successful candidate will be:**

- committed to upholding the Catholic ethos of the school
- an inspirational and visionary leader with a passion for teaching and learning
- an excellent leader, motivator, communicator and role model to staff and pupils
- able to demonstrate successful leadership and management skills and have relevant experience in school improvement
- enthusiastic and have the ability to inspire staff to meet the academic and pastoral needs of our pupils
- able to support the new Headteacher in leading the College forward as a "Good" and ultimately 'Outstanding' school
- be able to demonstrate strong knowledge and experience as an effective change agent
- able to deal with parents, pupils and colleagues with integrity, transparency, expertise and kindness.

The specific remit and responsibilities will be confirmed on appointment; however, the successful candidate will be the strategic lead on at least two of the following areas of whole school responsibility:

- Safeguarding and student welfare
- Curriculum standards and development
- Behaviour, ethos and standards
- Staff development and appraisal
- Pastoral care and the pastoral curriculum
- School organisation and operations

## **In return St Francis Xavier's College will offer you:**

- A Catholic school with a long history of educating boys in Liverpool
- A highly committed leadership team and dedicated staff
- A committed, supportive and challenging Governing Body
- Enthusiastic pupils who behave well who are keen to succeed
- A warm and caring working environment

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## Informal discussion

Tours of the school by arrangement, please contact Mrs Donna Banks (contact details below).

We are an equal opportunities employer welcoming applications from all sections of the community.

St Francis Xavier's College 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 under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check.

You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.

## Application forms should be returned to:

Mrs D Banks  
PA to the Headteacher  
St Francis Xavier's College  
Woolton Hill Road  
Liverpool L25 6EG

0151 288 1000

or by email to: [applications@sfx1842.org](mailto:applications@sfx1842.org)

Closing date: 3pm on Monday 26<sup>th</sup> April 2021

Shortlisting: 27<sup>th</sup> – 28<sup>th</sup> April 2021

Interviews will take place on 5<sup>th</sup> and 6<sup>th</sup> May 2021

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## **JOB DESCRIPTION**

### **1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Development Plan.

The Deputy Headteacher works with the Headteacher to develop a vision and strategic view for the school in its service to the community. The Deputy Headteacher will analyse and plan for future needs and further development within diocesan, local and national contexts.

### **MAIN TASKS**

Work with the Headteacher in:

- 1.1 fulfilling the Mission Statement;
- 1.2 formulating the educational aims, objectives and targets of the school and policies for their implementation;
- 1.3 ensuring and agreeing the production of the School Improvement Plan;
- 1.4 monitoring and evaluating the performance of the school and its achievements as a Catholic school, responding and reporting to the Headteacher as required;
- 1.5 motivating staff and pupils through interest, encouragement and recognition of their unique value;
- 1.6 implementing the Governing Body's policies on equal opportunities;
- 1.7 participating, to such an extent as may be appropriate having regard to the Deputy Headteacher's other duties, in teaching pupils at the school;
- 1.8 assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims and are appropriate to the schools present and likely future resources;
- 1.9 assuming responsibility for the discharge of the Headteacher's functions at any time when he/she is absent from school;





## JOB DESCRIPTION

### 2. TEACHING AND LEARNING

In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Deputy Headteacher works with the Headteacher to secure and sustain effective teaching and learning throughout the school. He or she assists the Headteacher in monitoring and evaluating the quality of teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.

### MAIN TASKS

2.1 Work with the Headteacher in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:

- (a) follows the curriculum policy of the Governing Body and meets statutory requirements;
- (b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
- (c) ensures the Diocesan policy on Religious Education is fulfilled;
- (d) fulfils the statutory duties in relation to the Curriculum including the National Curriculum;
- (e) includes arrangement for the daily act of collective worship and the spiritual life of the school;

2.2 Work with the Headteacher in developing means whereby:

- (a) school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
- (b) the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
- (c) 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 fulfilling their responsibilities for the school;
- (d) there is continuity of learning and of progression for all pupils;
- (e) challenging targets are set for pupil attainment leading to whole school improvement;



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## JOB DESCRIPTION

2.3 Work with the Headteacher in providing a curriculum for the spiritual, moral, social and cultural development of all pupils.

2.4 Work with the Headteacher in ensuring appropriate pastoral care and guidance for all in accordance with the Mission Statement.

2.5 Work with the Headteacher in determining appropriate pupil groupings which reflect the values of the Mission Statement.

2.6 Work with the Headteacher to determine and publicise the means for promoting:

(a) pupils' self discipline;

(b) respect for self, others and authority;

(c) good behaviour on and off school premises in accordance with any written directions of the Headteacher.

2.7 Work with the Headteacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular.

## 3. LEADING AND MANAGING STAFF

In a Catholic school the Deputy Headteacher shares, with the Headteacher, responsibility for the leadership of a learning community rooted in faith. This leadership should take Christ as its inspiration and the Deputy Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The Deputy Headteacher's leadership should motivate, support, challenge and develop staff.

## MAIN TASKS

To work with the Headteacher:

3.1 in reviewing and assessing the staffing structure of the school;

3.2 in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities;

3.3 in deploying and managing all staff appointed to the school;

3.4 by promoting and developing good management practice, positive staff participation, effective communication and clear procedures;

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## JOB DESCRIPTION

3.5 by supervising and participating in arrangements made in accordance with the regulations for appraisal of the performance of teachers in the school, and in the identification of areas in which they would benefit from further training;

3.6 in the implementation of all staff development policies appropriate to the Catholic Nature of the school with regard to:

- (a) the induction of new and newly qualified teachers and other staff;
- (b) the development of professional knowledge, skills and abilities including those necessary for career development;
- (c) the provision of professional advice, support and training;
- (d) the provision of references where relevant to career progression;

3.7 by maintaining positive and professional relationships with individuals and groups including staff unions and associations;

3.8 by demonstrating effective leadership through good professional practice;

3.9 by participating in the setting and/or monitoring of targets relating to their own performances and that of other staff.

## 4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Deputy Headteacher works with the Headteacher to deploy staff and other resources efficiently and effectively to meet specific objectives in line with the school's Mission Statement and with the strategic plans determined by the Governing Body.

## MAIN TASKS

4.1 Work with the Headteacher to implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with the Mission Statement, other guidance and any legal requirements.

4.2 Work with the Headteacher to allocate, control and account for those financial and material resources of the school.

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## **JOB DESCRIPTION**

4.3 Work with the Headteacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the Headteacher.

4.4 Work with the Headteacher in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the school, and expresses the Catholic identity of the school.

4.5 Work with the Headteacher to ensure that the external agencies and services contracted to the school operate efficiently effectively.

## **5. FULFIL THE MISSION STATEMENT**

In a Catholic school the Deputy Headteacher fulfils his or her responsibilities as specified by the Headteacher and in accordance with the school's Mission Statement.

## **MAIN TASKS**

5.1 In relation to the Governing Body:

- (a) to advise and assist in the exercising of its functions when requested;
- (b) to attend meetings of and report to the Governing Body as required;

5.2 In relation to parishes and the community

Work with the Headteacher by:

- (a) developing and maintaining positive relationships with the parish communities;
- (b) ensuring that the school recognises and meets its responsibilities in the life of the local community;
- (c) developing links with local employers for the benefit of the pupils and the school;
- (d) promoting a positive image of the school in accordance with the Mission Statement;

5.3 In relation to the Diocese:

- (a) to recognise the authority of the Bishop in relation to the provision of education in the Diocese;



## JOB DESCRIPTION

### 5.4 In relation to parents and those with parental responsibility

Work with the Headteacher in:

- (a) building an effective partnership between the school and parents recognising them as the first educators of their children;
- (b) promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
  - the school curriculum;
  - the progress of their children;
  - other matters relating to teaching methods and organisation;
  - and opportunities for dialogue between parents and staff and for their involvement in the wider life of the school;

5.5 In relation to the Local Authority and as directed by the Headteacher, to liaise and work in partnership with officers and support services, this to include monitoring and evaluation of the school.

### 5.6 In relation to other schools, colleges and educational bodies

Work with the Headteacher:

- (a) by promoting continuity of learning, progression of achievement and curriculum development;
- (b) by arranging for effective transfer and induction of pupils;
- (c) by maintaining effective liaison;
- (d) by maintaining effective relationships with other schools, and especially with other Catholic schools in matters of common concern;
- (e) by providing training and work experience placements for school and college students as appropriate and in accordance with school policy;

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## **JOB DESCRIPTION**

### **6. LEADERSHIP GROUP - GENERIC ROLE**

6.1 Contribute to the strategic planning processes of the school

6.2 Play a leading role in the construction, development, monitoring, evaluation and review of all whole school systems and policies.

6.3 Contribute to the monitoring of the quality of teaching and learning and pupil progress and attainment.

6.4 Contribute to the day to day management of the school.

6.5 Plan and lead assemblies as required; support and help lead the liturgical life of the school.

6.6 Undertake lunchtime duties as required.

6.7 Lead general duty teams and perform general duties as required.

6.8 Take detentions as required.

6.9 Play a leading role in the positive promotion and implementation of all school policies, procedures and initiatives.

6.10 Attend and where required lead after school meetings and events.

6.11 Deputise for the Headteacher and other Deputy Headteacher as and when required.

6.12 Line manage curriculum areas, pastoral teams and support staff as designated.

6.13 Contribute to the appointment of new staff as required.

### **Safeguarding**

The Teacher must adhere to the College's safeguarding procedures at all times as outlined in the College's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".

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## PERSON SPECIFICATION

Training and Qualifications	Essential	Desirable	Source
Qualified Teacher Status	✓		A
Catholic Certificate of Religious Studies or equivalent		✓	A
Degree	✓		A
Higher Degree		✓	A
Post-entry curriculum or management qualification		✓	A
Recent participation in a range of relevant In-service training	✓		A
Must hold or be currently engaged in training for, NPQH qualification		✓	A

Faith Commitment	Essential	Desirable	Source
Practising Catholic	✓		A/R/I
Evidence of participation in life of faith community		✓	A/R/I
Sound understanding of the distinctive nature of the Catholic School	✓		A/R/I
Able to articulate a philosophy for Catholic education	✓		A/R/I/
Understanding of leadership role in spiritual development of pupils & staff	✓		A/R/I
Understanding of and commitment to curriculum Religious Education	✓		A/R/I
Experience in leading collective acts of worship	✓		A/R/I
Understanding of School's role in community	✓		A/R/I

Source - A = application I = interview R = references

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## PERSON SPECIFICATION

Experience of Teaching & School Management	Essential	Desirable	Source
Recent experience in a secondary school (11-16/18)	✓		A
Relevant experience in more than one school		✓	A
Responsibility for managing pupil admissions in a school which acts as its own admissions authority		✓	A
Whole school leadership experience in a secondary school (11-16/18)	✓		A

Professional Knowledge and Understanding	Essential	Desirable	Source
Pupil educational development	✓		A/I
School leadership and management	✓		A/I
Curriculum & assessment, including subjects & cross curricular aspects	✓		A/I
Effective teaching & learning strategies	✓		A/I
School improvement strategies	✓		A/I
Key national policies, priorities & statutory frameworks	✓		A/I

Personal Skills & Abilities	Essential	Desirable	Source
Communication	✓		A/R/I
Interpersonal skills	✓		I
Stamina and resilience	✓		I/R
Confidence	✓		I/R
A high standard of discipline	✓		I/R
Inspirational qualities as team leader	✓		I/R



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## KEY INFORMATION ABOUT OUR SCHOOL

Type of school	Academy
Age range	11-18
Location	Woolton, Liverpool
Number on roll	1104
Number of staff	130
Average class size	30
Attendance	93.3%
% children on FSM	17.5%
% children with EAL	2.3%
% children in receipt of pupil premium	25.6%
Latest OFSTED report	<a href="https://reports.ofsted.gov.uk/provider/23/138463">https://reports.ofsted.gov.uk/provider/23/138463</a>
School website	<a href="https://sfx1842.org/">https://sfx1842.org/</a>
Curriculum statement	<a href="https://sfx1842.org/curriculum-and-learning/overview/">https://sfx1842.org/curriculum-and-learning/overview/</a>

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## OUR SCHOOL

