



All Hallows Catholic School

Information Pack

for

Deputy Headteacher
(Pastoral Care)

Welcome

Dear Deputy Headteacher Applicant,

Thank you for your interest in All Hallows Catholic School. I am very pleased that you are considering applying to join our unique and wonderful school.

We have put together an information pack with more detail on the opportunity the post offers. I hope the information provided sparks interest and that you are inspired to apply for the post, if there is any information or questions you have please let us know.

All Hallows is a Roman Catholic comprehensive school and Sixth Form College in the diocese of Portsmouth that serves the students and families of Surrey, Hampshire and Berkshire. We are a happy and high achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

The successful candidate will have the support of a very active and committed Governing Body who will work closely with you to ensure our school provides the best support for all our pupils needs. The Governors and staff are strongly committed to building and strengthening the Catholic ethos of the school. Underlying our teaching and our relationships are the Gospel Values of Unity, Respect, Joy, Love and Courage.

More detailed information on the job description and job specification is in this document, but if you would like to discuss this further do please contact me at i.anderson@governors.allhallows.net If you would like an application form or to visit the school please contact Paula Gosling, Clerk to the Governors, either by email to p.gosling@governors.allhallows.net or by telephone on 01252 319211.

Closing date for applications:

Monday 30 January 2023 (noon)

Shortlisting:

Wednesday 1 February 2023

Interviews:

Thursday 9 February 2023

I look forward to hearing from you and/or receiving your application.

Ian Anderson
Chair of Governors
All Hallows Catholic School



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Our Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Our Mission

To create our vision, we will treat everyone with Christian care and respect and we will educate the students to the highest standards. In order to achieve this, we will:

- Foster a happy, positive and safe community where students can flourish;
- Provide many opportunities for spirituality, sport, music, art, drama and leadership;
- Live and learn according to the truth of Christ and the principles of the Catholic Church;
- Recruit, develop and retain the very best staff;
- Pursue outstanding academic results;
- Forge excellent links with our parents, primary schools, parish and dioceses;
- Use the talents and support of our Governors, parents and other supporters;
- Build the best facilities for learning;
- Grow a fund that will enable the school to continue to provide the very best resources.

At All Hallows, the mission of our school community is to travel together on a journey of learning in the spirit of the Gospel, aware of the spirit of the age in which we live.

All members of our community are created "in the image and likeness of God" and so deserve, and should receive, equal love, justice, respect and opportunities for growth and fulfilment.

Each individual is highly valued and all students are expected to achieve their full potential.



Our Core Values

At All Hallows, we develop our students' character education by teaching five Core Values. Our 5 Core Values are:

Respect

Respecting ourselves,
others and
our community

We expect our students to **respect** God, themselves, others and the All Hallows Community;

Courage

Never giving up and
taking on
new opportunities.

We expect them to be **courageous**, to never give up and take on new opportunities;

Responsibility

Taking ownership of our
actions and who we
are

We want them to take ownership of their actions and take **responsibility** for themselves;

Consideration

Being thoughtful and
giving our time
for others

We want them to be **considerate**, by being thoughtful and giving up time for others;

Intellectual Curiosity

Using new ideas and
concepts,
challenging our way of
thinking

We expect them to have **intellectual curiosity** by using new ideas and concepts and challenging themselves in how they think.



High Expectations

OFSTED 'OUTSTANDING'

RESULTS

By way of external credentials, we are rated an 'Outstanding' school both by Ofsted and by the Diocese of Portsmouth.



STUDENTS

Our academic performance is strong:

A Level: 79% of all grades are at A*-B.

48% of all grades are A*/A

GCSE: 82% of students attained 5 Grades 9-4 (incl. English and Maths).

39% of all exam results were at grades 9-7

Our Progress 8 score is 0.46

This data is collected from exams taken in 2022

At All Hallows, we aim to provide all of our students with the opportunities to reach their full potential.



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Delivering Excellence

Our Curriculum

Our Vision is to form **happy** and **successful** students, who reach their full potential and leave the school with **integrity** and **moral purpose**.

All Hallows aims to deliver a full, broad and balanced curriculum, providing a wealth of learning opportunities and experiences for our students. Our curriculum promotes lifelong learning as well as academic and personal achievement; in a supportive environment and guided by the truth and love of Christ, students of all abilities can develop the skills and attributes needed to find their vocation.

As part of the All Hallows Family, our students will experience a spiritual education alongside their academic studies. Students will have opportunities to participate in extra-curricular activities and events to develop their interpersonal skills. At the centre of the whole school curriculum, the Core Values programme will encourage students to enhance their communication, cognitive and collaborative skills inside and beyond the classroom, to become more effective learners and more successful people.

KEY STAGE 3

At KS3 we offer a broad and balanced curriculum of:

- English
- Maths
- Science
- Religious Education
- Art
- Computing
- Design & Technology
- Drama
- French
- Geography
- History
- Music
- Physical Education
- Spanish

KEY STAGE 4

In addition to all KS3 subjects, our students can choose to study:

- 3D Design
- Business Studies
- German
- Health & Social Care
- ICT
- Sport

KEY STAGE 5

Our KS5 course options include all KS3 and KS4 subjects, in addition to:

- Architecture
- Economics
- Further Mathematics
- German
- Graphic Design
- Philosophy
- Photography
- Politics
- Psychology
- Sociology
- Spanish



Our Practice

At All Hallows we have developed over time a shared understanding of the 5 fundamental features of great lessons. They are research based and centre around the seminal piece of research conducted by Barak Rosenshine in 2012 on the habits of the most effective teachers. Great teachers take time to adapt and refine each of these to maximise how well their students learn over time in their classrooms.

Strong subject knowledge

- The teacher has strong knowledge of the lesson content, the long-term goals of learning and how it is assessed

Purposeful environment

- There are clear expectations of work and behaviour that everyone meets
- There are strong and established routines in place
- Time is used effectively
- All students are accountable – 'above all, include them all'
- Delivery is engaging

Positive relationships

- There is a positive rapport evident between students and staff

Aspirational Mindset

- There is a positive mindset – staff believe that students can achieve

We plan lessons around 4 key phases of learning. These phases may take the full lesson to travel through or may repeat during a lesson. These phases are a framework for staff to use to help support the delivery of the features of high-quality instruction.

High quality instruction

- The big picture and focus for the lesson are shared with students
- Pre-requisite knowledge or skills are checked on before learning starts
- Explanations are clear and well thought through
- Students are given sufficient opportunity to practice and apply their learning
- Scaffolding supports students so all can make progress
- There are regular checks on learning
- Actionable feedback is given to students in a timely manner
- Students are given the opportunity to review their learning



Connection

Connecting to prior learning, learning goals and big picture of learning



Activation

Building new learning and key vocabulary for learning



Demonstration

Practising, applying and challenging learning



Consolidation

Reviewing and reflecting on the success of learning



Our Resources

Learning is maximised in the right environment; at All Hallows we are gifted with a wealth of resources and facilities to support our students in accessing the curriculum.

We have expert IT and Site teams, who ensure that our teachers are able to focus on delivering excellent lessons.



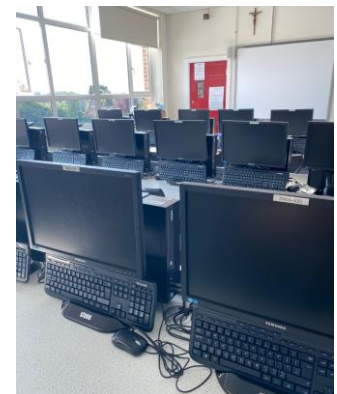
Our practical subjects are taught in high-specification rooms with subject-specific equipment, which include:

- architecture studio
- photography lab and dark room
- graphic & product design studios
- Adobe Creative Cloud
- media room
- food technology kitchens
- workshops
- computing suites
- auditorium with light & sound studio
- drama studio
- iMac music suite
- recording studios/practice rooms
- fitness suite
- gymnasium
- swimming pool



All teachers have access to:

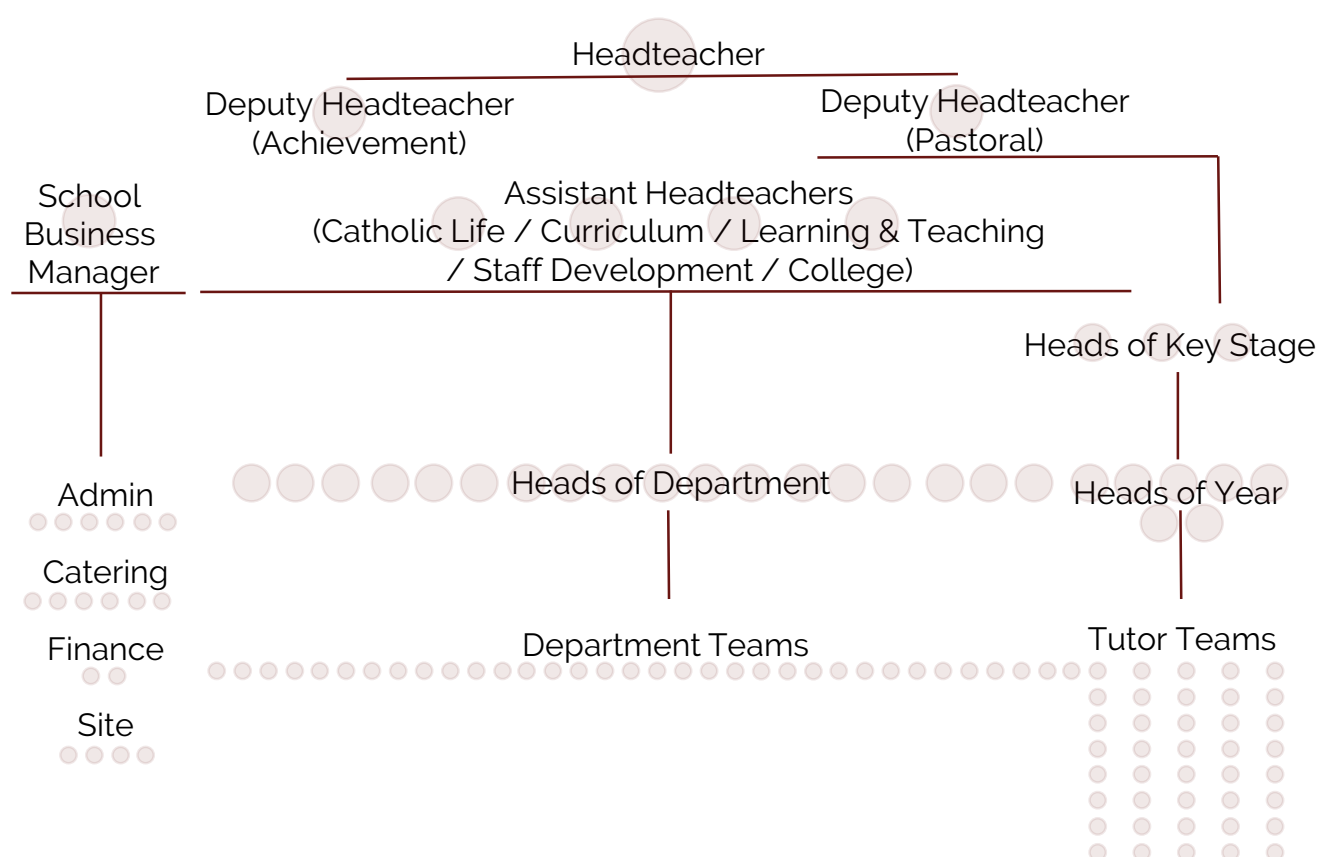
- Office 365 applications
- school email and SharePoint access
- projector or IWB in classrooms
- school-wide printing facilities
- reprographics support
- staff library



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A Team Effort

The All Hallows Family provides both practical and emotional support. Our staff work in teams across the school, not only to deliver an excellent learning journey for our students, but to recognise and celebrate the work of one another.



Our Facilities

We are located in a beautiful part of Surrey, bordering with Hampshire. We benefit from excellent links to London, as well as the Surrey Hills, for weekend walk and endless views. On site, we are incredibly fortunate to enjoy large fields and outdoor sports areas, as well as dedicated buildings for our Sixth Form students, Staff Training Suite and Chapel.

Recently, we redeveloped our school canteen and built an outdoor food service, for staff and students to have varied dining options throughout the school day. We expanded and refitted our school gym, which is available to staff before and after the working day.



Our main canteen underwent a full remodel, and is now a far more efficient, user-friendly and stylish place for lunch.





Our purpose-built fitness suite is available for staff and students; whilst our pool is used by the community for swimming lessons. Our Sixth Form building provides a dedicated learning environment for our older students & The Ark is a nurturing and safe space for our learners with Special Educational Needs.



Working with us,

INVESTING IN YOU

At All Hallows we are committed to developing a confident and capable team. We believe that by investing in our staff, we will nurture happy people and outstanding educators. We have built a supportive and targeted programme for those who join us, at any stage in their professional journey.

You will be offered a range of

- In house and external training and INSET opportunities
- Coaching to provide cyclical support & development to enhance your practice

ECT

To support our Newly Qualified Teachers through the Early Career Framework, we have a dedicated team for Teacher Development. As a new teacher, you will be assigned a mentor for day-to-day support, in addition to an in-house assessor who will observe and evaluate your successes and areas of development. A weekly programme of training is designed to provide relevant information and guidance, and is delivered in a dedicated area of the school.

Specialist NPQs

Our new and aspiring leaders are invited to participate in a National Professional Qualification. The course offers you the opportunity to consider wider issues within your team and beyond, whilst networking and building relationships with leaders from other departments and other schools.

SCITT

We participate in the izi scheme. Information can be found on our website.

NPQSL

Our new and aspiring Senior leaders are invited to participate in a National Professional Qualification for Senior Leaders.

MASTERS

We are proud to become a Hub for the MA Education (Leading Impact and Change) in collaboration with St Marys University, Twickenham. In addition to financial support, we offer you easy access to training sessions offered on the school site, studying alongside peers.

The school supports you in identifying and completing an in-school project focusing on learning & teaching, alongside a key aspect of the whole school strategy. The course offers you the opportunity to consider wider issues across the school, preparing you with a better understanding for future opportunities in senior leadership roles. The course offer access to networking with other leaders from nearby schools.



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Staff Benefits

THE SMALL THINGS MATTER

It is important that our school is a safe and enjoyable place to be for staff, as well as students.

In addition to the training and induction we offer to all staff, we care about the conveniences of work:

- we have a large, secure, onsite **car park**
- our **staffroom** is open and sociable with spaces to work, eat or relax
- O365 access to the **Microsoft Suite** at home for free
- **tea and coffee** is available throughout the day
- we have a staff **library** to borrow books
- dedicated training spaces for new and experienced teachers
- we offer secure **lockers** for personal belongings
- we use **biometrics** to make lunchtimes cash-free and easy
- the **fitness suite** and **pool** are available before school for staff use
- our staff benefit from **London Fringe pay** on the MPS and UPS
- local businesses offer discounts for Surrey employees



Cycle Scheme PEDALLING INTO THE FUTURE

We are participants of the Cycle to Work scheme. Should you wish to participate then our School Business Manager will be happy to provide details of how to access the scheme.



On Fridays we celebrate our Family. Each week, we get together for Tea & Cake, socials, staff parties and BBQs throughout the year. We believe that staff who work hard, deserve to enjoy the weekend!



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Job Description



Post title: Deputy Headteacher (Pastoral Care)
Salary and grade: L19 to L23– Group 7 School
Reports to: The Headteacher

Role Purpose

1. To be responsible through the Headteacher to the Governing Body for the efficient overall leadership and management of the school, maintaining its distinctive Catholic ethos;
2. To deputise for the Headteacher in their absence and undertake the role and responsibilities of the Headteacher in the day-to-day management of the school;
3. To share with the Headteacher the overall responsibility for the strategic direction and development of the school.

Be a role-model to others:

1. Be an outstanding teacher, who can deliver excellent outcomes for students;
2. Be highly visible and proactive in all aspects of school life;
3. Have a passion and enthusiasm for education and an excellent understanding of current trends and initiatives.

Leadership and Management

1. Support and deputise for the Headteacher;
2. Leadership and line management of relevant members of Senior Leadership Team and Middle Leaders relevant to role;
3. Support and uphold the school's policies;
4. Undertake responsibilities as assigned in the Senior Leadership Team Roles and Responsibility Structure;
5. Collaborate and provide active support as needed for areas such as Health & Safety, SEND, Safeguarding and Wellbeing.

Enrich our school culture:

1. Be dedicated to developing our excellent Catholic ethos and culture of service;
2. Be ambitious for all and committed to raising standards;
3. Understand the importance of the Pastoral Role in raising student achievement;
4. Celebrate the successes of students and their demonstration of the school **Core Values**.

Lead change and deliver improvement:

1. Provide innovative pastoral leadership supported by a strong, research-informed pedagogy;
2. Be an active and committed member of the School's Leadership Team;
3. Have an approachable, positive outlook;
4. Have excellent interpersonal and communication skills;
5. Grow staff through a cohesive CPD plan, to ensure all staff have the necessary skills to support all students and their families.



Job Description



Working with pupils:

1. Identify strategies to help overcome individual pupils' barriers to learning;
2. Use systems to monitor the behaviour and progress of pupils who are on targeted interventions;
3. Co-ordinate the development of pupils' individual support plans and review ongoing progress towards set goals;
4. Promote high standards of expectations and behaviour, consistently implementing the All Hallows Catholic School Behaviour Policy.

Working with staff

1. Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies;
2. Liaise with teaching staff to support monitoring activities on individual pupils' behaviour;
3. Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions;
4. Work with the Pupil-Premium co-ordinator to ensure disadvantaged students receive the best possible support from the school.

Working with families and external agencies:

1. Act as the lead point of contact for families in relation to pastoral and behavioural issues, involving relevant staff members as necessary;
2. Communicate with families about specific support in place for their child;
3. Liaise with external support agencies and professionals as required, to cater for pupils' individual needs.

As Designated Safeguarding Lead (DSL) you will:

1. Lead responsibility for safeguarding and child protection across the school (including online safety), taking part in strategy discussions and inter-agency meetings and contribute to the assessment of children;
2. Advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police;
3. Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

Additional Responsibilities

All reasonable responsibilities delegated by the Headteacher, as detailed in the Leadership Roles and Responsibility Structure, which is reviewed annually.



Person Specification

Deputy Headteacher



1. Qualifications

Essential	Desirable
A good honours degree	Higher degree or further qualification in education
Qualified Teacher Status in England & Wales (PGCE, B.Ed., Cert. Ed or equivalent)	Recent participation in an accredited leadership programme

2. Educational Commitment

Essential	Desirable
Supports the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	Proactive use of professional development to develop quality of teaching
A proven commitment to inclusion & equality of access / opportunity	
A resolute commitment to academic excellence within a comprehensive context	
A proven commitment to comprehensive education	





3. Experience & Skills

Essential	Desirable
Record of successfully implementing pastoral care	Current membership of a senior leadership team in a school or college
Successfully lead pastoral care initiatives, to ensure that students consistently have highly positive attitudes to education, with excellent attendance and behaviour	Experience of working in a Catholic School at a Senior Leadership position
Robust understanding of statutory safeguarding requirements	Experience in leading wellbeing and welfare matters (student and staff)
Proven experience of managing safeguarding of children in a senior position, as the DSL or DDSL	
Recent experience in an 11-18 maintained school and good working knowledge of the 11-18 school curriculum and current curriculum developments	
Experience and success in raising standards in teaching and learning across the school or Department	
Experience and proven success in leading a team of teachers – either a department or tutorial team that has a proven record of raising standards of achievement	
Excellent Organisation Skills – able to effectively manage and prioritise own workload and others to achieve best outcomes and allow for an appropriate work/life balance	
Strong Communication Skills – ability to communicate effectively and engage in a variety of written and verbal media. Skills and confident in leading difficult conversations and delivering messages with impact	
Change Management – able to shape and lead others through change.	
Stakeholder Engagement – ability to collaborate, influence and develop strong relationships with a broad range of internal and external stakeholders.	





4. Personal Attributes

Essential	Desirable
Practising Catholic with strong links to their own parish	
Ability to place the Catholic ethos at the heart of the school and contribute to leadership in this area	
Able to develop positive relationships with students that promote learning, good behaviour and student wellbeing.	
Passion for coaching and mentoring others	
Inclusive – promotes and creates the right environment for diversity and inclusion to thrive	
Wellbeing – to set the tone on all wellbeing matters and ensure appropriate practices and measures are put in place	
Prepared to make an active contribution to the wider extracurricular life of the school	
Personal resilience and adaptability, has the energy, drive and passion to succeed. Able to galvanize action, sustain momentum and bring together the school in challenging circumstances	
Innovative – forward thinking and able to leverage opportunities	
Role Model – inspires and motivates students, staff, Governors and parents. Demonstrates the vision and values in everyday work and practice to create a shared culture and engaged community	
School Culture & Values – demonstrates and brings to life the school values of Respect, Courage, Responsibility, Consideration and Intellectual Curiosity in ways of working	

All Hallows Catholic School is committed to safeguarding and promoting the welfare of children and young people; and expects all staff and volunteers to share this commitment.

