



*"Love one another as I have loved you"*



**ST BERNARD'S HIGH SCHOOL**

**Information Pack**

**Deputy Headteacher**

**(Pastoral & Safeguarding)**

# SCHOOL MISSION STATEMENT

St Bernard's is a school community  
that aims to live by Jesus' commandment,  
**“Love one another as I have loved you.”**



“You must not only teach content, but the values and customs of life. There are three things that you must pass on. A computer can teach content, but to understand how to love, to understand values and customs which create harmony in society, it takes a good teacher.” Pope Francis, ADDRESS OF HIS HOLINESS POPE FRANCIS TO MEMBERS OF THE ITALIAN UNION OF CATHOLIC SCHOOL TEACHERS, MANAGERS, EDUCATORS AND TRAINERS, 2015

Ours is a community where we continually work towards living out our Mission Statement, “Love one another as I have loved you,” in our school and in the parish communities to which we belong. This aspiration is supported by our strong and effective pastoral system, underpinned by Gospel values, which provides a strong base for students' academic and personal development. We are fortunate to enjoy a close, positive relationship with our families who support us in achieving these aims. The result is a very special ethos, with a combination of faith, focus and fun, as staff and students share in learning at St Bernard's together.

We are ambitious for every young person who enters the doors of St Bernard's. We aim to continue to drive the school towards outstanding so that our students fondly remember the broad, balanced, experiential education they received which prepared them for the demands of the 21st century both professionally and spiritually. Our challenging and relevant curriculum aims to provide our students with skills and knowledge that will sustain them long after they have left St Bernard's. We believe that inspired by faith, a belief in the power of education and its ability to make a difference alongside a commitment to empowering our young people that our students will thrive!

Our strategic aims are laid out in our school development plan which is overseen by our Trustees (governing body) who are responsible for holding to account the headteacher and senior leaders to see this vision fulfilled.

St Bernard's enjoys a committed and talented staff who share in this vision and know how vital it is for us to know the capabilities of all children and how we can best support them to meet and excel against challenging targets. Every child counts.



# HEADTEACHER MESSAGE

Dear Applicant,

Thank you for considering the position of Deputy Headteacher (Pastoral & Safeguarding) at St Bernard's High School, a single Academy Trust. I am delighted that you have taken the time to consider this post.

The students at the school are delightful young people, who are generous in spirit and have well established behaviour for learning. We have committed Governors, a great parental body, and a talented, hardworking and well-motivated staff.

Do you have the energy and ability to provide inspirational leadership and to further develop an already successful school as it faces its next challenges?

Included in this pack are:

- Details of the advertised post
- Background information
- Job description
- Person specification

The Governors want to appoint an experienced leader who will share their vision of a school with Christ at its centre and who is determined to give our young people the very best education possible. The school is very well resourced and maintained and enjoys a healthy financial position.

Further information about the school can be found on our website: [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk) including links to our Ofsted Report and the Application Form.

Please contact Zoe Booker or Julie Weald, in Human Resources on 01702 343583 or [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk) to arrange a visit. I hope that you will apply for the post and that we will have the opportunity to meet.

St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to Disclosure and Barring Service disclosure.

Yours sincerely

**MRS H BARNES**  
**DEPUTY HEADTEACHER (PASTORAL, SAFEGUARDING & ETHOS)**  
**(Headteacher from 1 September 2025)**

# HEADTEACHER'S WELCOME

As the current Deputy Headteacher (Pastoral, Safeguarding & Ethos) and soon to be Headteacher of St. Bernard's High School from 1 September 2025, I am delighted to welcome you and thank you for showing interest in our school.

St Bernard's (as we often are known) has a wonderful history of providing an excellent Catholic education to young people in Southend and its surrounding areas. Whilst our school was founded by the Bernardine Sisters, there has been an educational provision on our site since 1875. In 1910, the sisters formally took over the site, the beginning of the school that we currently have today. We are a highly successful bilateral girls' school with a thriving mixed sixth form.

High expectations and educational standards alongside all-encompassing pastoral care make St Bernard's more than a school. We know our students and build connections with each and every one – we are a family! We recognise and seek to further develop, deepen and nurture the individual talents, abilities and possibilities of all the students that we serve. We prioritise getting to know our students' ambitions (and their families) as we understand our role in helping and guiding them towards their chosen paths enabling them to have fulfilling lives both professionally and personally.

Despite the pandemic and the challenges that we have all faced, we are proud of the achievements of our students and staff at both GCSE and A level. Whilst our performance measures at GCSE and A level would place us well above national averages and within the top 20% of schools in the country, we are never complacent and always want to push further forward.

St Bernard's is a very special place in which to learn and work. We fully understand the importance of providing our young people with a holistic Catholic education which cherishes the spiritual and supports the academic ability of all within our school community. We are committed to living our mission statement, "Love one another as I have loved you," as we enjoy and celebrate the strong relationships which have built and sustained our diverse community since we began.

I hope that you find the information that you need in this pack and consider making an application to be Headteacher of this great school. I recommend it to you unreservedly!

Warm regards

**MRS H BARNES**  
**DEPUTY HEADTEACHER (PASTORAL, SAFEGUARDING & ETHOS)**  
**(Headteacher from 1 September 2025)**





# BACKGROUND INFORMATION

St Bernard's High School is an 11-18 comprehensive school with a 155 place Sixth Form. The school has an excellent reputation and recruits students from Essex, Outer London and London, as well as the local Southend community. The total number on roll in November 2024 was 1,022.

The school celebrated its centenary in 2010. In 2011 St Bernard's became an Academy and retained its specialisms in Arts and Science. In 2023 the school was judged by Ofsted to be 'good'. In its Catholic School Inspection, the school was judged to be 'outstanding' (May 2024).

The school has worked tirelessly to further raise the achievement of its students. In 2023, Year 11 students at St Bernard's achieved a Progress 8 figure of 0.8, this score placed St Bernard's in the top 20% of schools in the country.

Students' spiritual, moral, social and cultural education underpins all aspects of school life, is a notable strength of the school and results in high levels of cooperation between all members of the school community. In 2024 the school received an 'outstanding' judgment at the CSI Inspection.

Students enjoy a rich and varied academic curriculum, both inside and outside the classroom, with all departments organising educational visits to enhance learning experiences and raise aspiration. The curriculum is lively and relevant. It is enriched by cross curricular opportunities within the Arts and STEM.

Teaching and learning is characterised by: innovation, full inclusion, challenge, collaboration and high quality feedback. We judge that teaching is a strength of the school, as is the sharing of good practice both within and between departments to continue to develop expertise and raise standards. Staff work hard to make sure all groups of students achieve their full potential.

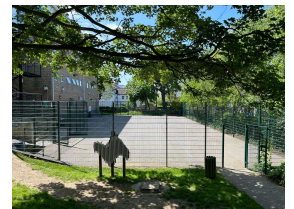
In order that students are able to access the curriculum, and are ready to learn, pastoral care and the provision of additional support for students are priorities and greatly enhance our provision.

Leaders at all levels are highly ambitious for the school and have a shared commitment to achieving the very best outcomes for the students. All staff and governors discharge their statutory responsibilities with regard to all aspects of safeguarding.

Student leadership is a key element of life at the school. Students take on a wide range of leadership roles. This is a school which respects and celebrates diversity.

The school has a well-developed School Improvement Plan setting out our priorities as we journey to be fully outstanding in all areas.

We continually review the environment in which our school community learns and works. The school's plan sets out the programme to ensure the environment continues to be attractive, well maintained and supports the curriculum.



# DEPUTY HEADTEACHER (PASTORAL & SAFEGUARDING)

Required:	<b>September 2025</b>
Salary:	<b>L18-L22 (£75,675 - £83,464)</b>
Location:	<b>Southend on Sea, Essex</b>
Contract Type:	<b>Full Time</b>
Contract Term:	<b>Permanent</b>

The Governors of this successful and consistently oversubscribed 11-18 school are seeking to appoint a highly motivated leader with vision and ambition to take the school forward into the next stage of its future.

We are looking for someone who:

- Is an experienced or aspiring Deputy Headteacher/Designated Safeguarding Lead.
- Is a practising and committed Catholic with a clear vision for Catholic Education.
- Will build on the school's achievements in terms of vision, strategic planning and outcomes.
- Will put young people at the heart of the learning process.
- Is committed to continuous school improvement and raising standards even further.
- Has previous experience of successful school leadership.
- Will lead and motivate the local and school community.

We are:

- A "safe and happy School" with very high standards; where young people thrive and enjoy their educational experiences both inside and beyond the classroom.
- A school which plays an active part within the local community.

We offer:

- A talented staff who are highly committed to developing the unique potential of each and every young person.
- Young people with excellent attitudes to learning.
- Supportive families and Alumni.
- An exceptional and supportive school community.

Student quotes from Y7 students:

"St Bernard's has been a very good support to me; the teachers have been extremely helpful and kind towards me."

"School is for learning - not just educational, but human behaviour too. Treat people with respect and kindness"

"Life at St Bernard's is a whole different world. It opens many doors that you thought were locked. Helps you do things you never thought you could do."

Student quotes from Y12/13 students:

"St Bernard's has provided me with many opportunities which I will always be grateful for. The ethos of the school brings about a welcoming and comforting environment with both students and teachers playing their own roles. St Bernard's is definitely a community of which I'm proud to be a part."

"St Bernard's is a unique school which offers subjects that have definitely shaped my education and made me who I am. It has led me onto a path that no other school would be able to offer. The support from my teachers combined with the school's encouraging atmosphere gives me motivation to work hard and strive for the best every day in everything I do."

Please visit our website for further information: [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk).

**Closing date for applications: Monday 20 January 2025, 9.00am**

**Shortlisting: Tuesday 21 January 2025**

**Interviews: Friday 7 February 2025**

The school is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to Disclosure and Barring Service disclosure.

# VISIT / LOCATION

## Visits to the School available on request

Please contact Zoe Booker or Julie Weald, Human Resources, to arrange a visit: [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk) or 01702 343583

## Closing date for applications

Monday 20 January 2025, 9.00am

## Shortlisting

Tuesday 21 January 2025

Please note that Priest References will be requested before Shortlisting.

## Interview Day

Friday 7 February 2025

## Location

The school is situated just off the A13 within walking distance of Southend High Street and approximately 10 minutes' walk from Westcliff Station (C2C/Fenchurch Street Line) and Southend Victoria Station (Liverpool Street Line) with easy access to A127. Easy access from London on both train lines.



# JOB DESCRIPTION

<b>Title of Post:</b>	<b>Teacher: Deputy Headteacher (Pastoral &amp; Safeguarding)</b>
Core Purpose:	<ul style="list-style-type: none"> <li>To undertake, in the absence of the Headteacher and to the extent required by her, the professional duties of the Headteacher.</li> <li>To undertake any professional duty of the Headteacher which may be delegated by the Headteacher.</li> <li>To support the Headteacher in providing leadership for the school which strives for success and continuous improvement, ensuring high quality Catholic education for all the students ensuring improved standards of achievement.</li> <li>To support the Headteacher in providing vision, purpose and leadership, ensuring the commitment of all involved in the school to its aims and vision.</li> <li>To support the Headteacher in planning the strategic direction and development of the school.</li> <li>To support the Headteacher in maintaining and sustaining the Catholic ethos of the school.</li> <li>To ensure the highest standards of teaching and learning.</li> <li>To lead and manage the staff of the school including the effective deployment of staff and resources.</li> <li>To take responsibility for identified additional key areas of areas from the School Development Plan.</li> </ul>
Responsible to:	Headteacher
Responsible for:	The provision of a full learning experience for all within the school.
Liaison with:	Headteacher, Deputy Headteacher, Assistant Headteachers, Middle Leaders, teachers, any relevant support staff, LA representatives, external agencies and parents.
Working Time:	Full Time
Salary Scale:	L18 - L22 (£75,675 - £83,464)
Disclosure level:	Enhanced
<b>Main Duties</b>	
To support the Headteacher in providing vision, purpose and leadership for the school which strives for success and continuous improvement, ensuring a high-quality Catholic education for all the students ensuring improved standards of achievement.	<ul style="list-style-type: none"> <li>Demonstrate a range of effective leadership skills which result in raising achievement for all students with pastoral care that supports these aims.</li> <li>To keep up-to-date with developments in Catholic School Leadership and the school's role in supporting the school, local and national aims.</li> </ul>
To support the Headteacher in providing vision, purpose and leadership. To ensure the commitment of all involved in the school to its aims and vision.	<ul style="list-style-type: none"> <li>Work closely with the Headteacher and the Governing Body to meet the strategic aims and vision outlined in the mission statement, strategic objectives and school development plan.</li> <li>Lead whole school processes to share and support the engagement with the aims and vision of the school.</li> </ul>
To support the Headteacher in planning the strategic direction and development of the school.	<ul style="list-style-type: none"> <li>Work as a member of the Senior Leadership Team contributing to whole school planning and policy formulation including the school's preparation for inspections.</li> <li>Lead evaluation strategies to contribute to overall school self evaluation.</li> <li>Plan and implement strategies where improvement needs are identified.</li> </ul>



# JOB DESCRIPTION (Continued)

<p>To support the Head Teacher in maintaining and sustaining the Catholic ethos of the school.</p>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to, and involvement with the Catholic ethos and aims of the school.</li> <li>• Lead staff and students in prayer, conduct assemblies and effectively lead students, staff, and families in all aspects of the Catholic ethos.</li> </ul>
<p>To ensure the highest standards of teaching and learning.</p>	<ul style="list-style-type: none"> <li>• Exemplify an excellent standard of classroom practice which meets the aims and objectives of the school.</li> <li>• Keep up-to-date with national developments in guidance and support and teaching practice and methodology.</li> <li>• Work closely with all AHTs to ensure that the pastoral needs of students across the year groups are facilitated, paying particular regard to our students deemed most vulnerable (P/LAC, PPG, SEND etc).</li> <li>• Maintain effective partnerships with parents to support and improve students' achievement and personal development.</li> <li>• Lead on maintaining high standards of behaviour and behaviour for learning (including attendance, reduction in exclusions and outcomes for vulnerable students).</li> </ul>
<p>To lead and manage the staff of the school including the effective deployment of staff and resources.</p>	<ul style="list-style-type: none"> <li>• Maximise the contribution of staffing to improving the quality of the holistic education provided and pastoral and moral guidance given to students.</li> <li>• Ensure that performance management arrangements are effectively carried out.</li> <li>• Plan the deployment of staff expertise to achieve school improvement objectives.</li> <li>• Assist with the recruitment and appointment of staff.</li> <li>• Manage and organise accommodation and resources efficiently and effectively to ensure that they meet the needs of students.</li> <li>• Contribute to the training and professional development of staff.</li> </ul>
<p>Teaching</p>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<p>To take responsibility for identified additional key areas from the School Development Plan.</p>	<ul style="list-style-type: none"> <li>• To lead on specific areas within the School Development Plan and to monitor and evaluate these areas throughout the year to support school effectiveness.</li> </ul>
<p>Additional duties</p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>
<p>Other specific duties</p>	<ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To actively engage in the staff review and development process.</li> <li>• To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.</li> </ul>

# PERSON SPECIFICATION

The School's 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 Deed of the Diocese of Brentwood. 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 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.

The applicant will be required to safeguard and promote the welfare of children and young people.

**Note: Candidates failing to meet any of the essential criteria will automatically be excluded.**

Criteria	Essential
<b>Ethos</b>	<ul style="list-style-type: none"> <li>Practising Catholic</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Degree or equivalent</li> <li>Evidence of substantial ongoing professional development</li> <li>Holder of the Catholic Teachers Certificate</li> <li>NPQH</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent and successful teaching experience</li> <li>Recent and successful experience of senior leadership</li> <li>Working as a leader in a Catholic school</li> </ul>
<b>Knowledge</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>The key elements of successful teaching and learning</li> <li>Catholic ethos and current issues for Catholic education</li> <li>Strategies for raising achievement and achieving excellence through effective deployment of staff and resources</li> <li>Impact of behaviour and attendance on learning</li> <li>Data analysis tools to monitor and motivate students and teachers</li> <li>School planning processes and school self evaluation</li> <li>Timetable construction/curriculum planning</li> <li>Personalising learning/tutoring and guidance</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Excellent inter-personal, communication and presentation skills</li> <li>Demonstrate personal enthusiasm for learning</li> <li>Demonstrate the principles and practice of effective teaching and learning</li> <li>Highly motivated and a creative thinker</li> <li>Work collaboratively and effectively as a member of a team with shared goals and objectives</li> <li>Manage workload effectively and independently and be able to meet deadlines</li> <li>Be committed to high standards and expectations</li> <li>Potential for Headship</li> </ul>

# ENHANCED DISCLOSURE

Thank you for your interest in this position at St Bernard's High School. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's 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. This post is subject to enhanced Disclosure and Barring Service disclosure.

The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offender's Act and any offer of employment will be subject to an Enhanced Disclosure. You must declare any convictions, including pending convictions, cautions, reprimands and warnings.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

Please return your completed application form (available on our website [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk)) to:

Mrs Zoe Booker / Mrs Julie Weald  
St Bernard's High School  
Milton Road  
Westcliff on Sea  
SS0 7JS

or

email it to [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk)

# KEY FACTS AND STATISTICS

<b>Type of School</b>	Comprehensive Single Academy Trust (Group 6)
<b>Location</b>	Southend on Sea
<b>Age Range</b>	11-18
<b>Denomination</b>	Catholic
<b>Gender</b>	11-16 – Girls 16-18 – Mixed
<b>Number of Students</b>	1,022
<b>Number of Teaching Staff</b>	67
<b>School Awards Achieved</b>	Ofsted 'Good' CSI 'Outstanding' Artsmark Gold
<b>Pupil Premium</b>	16.8%
<b>% of students with English as an additional language</b>	18.2%
<b>GCSE Results in 2023 (awaiting validation of 2024 figures)</b>	Year 11 students at St Bernard's achieved a Progress 8 figure of 0.8, this placed St Bernard's in the top 20% of schools in the country. Underpinning this excellent outcome was an Attainment 8 figure of 5.85, with 86% of Year 11 students achieving a 4 in English and mathematics and 68% achieving a 5 in the same subjects, all well above the national average. At A Level, 52% of all grades were A*-B, with 81% of all A level grades at A*-C. The average point score per A Level entry rose to 34.52. These figures continue to demonstrate the strong attainment and progress of our students.



## St Bernard's High School

Milton Road  
Westcliff on Sea  
Essex  
SS0 7JS

[www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk)

Telephone: 01702 343583