

St Cuthbert's Catholic High School

Live life in all its fullness

Deputy Headteacher

(Quality of Education)

Application Pack

January 2025









Dear Applicant

January 2025

A warm welcome to St. Cuthbert's Catholic High School. It is a privilege to introduce myself as Headteacher of our school. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of **Deputy Headteacher to commence in September 2025** which has come about due to the retirement of the current postholder.

We are a school that puts the nurturing of our students' faith at the centre of all we do. We are a school that challenges everyone to live out the Gospel values of Commitment, Compassion, Courage and Community every day. To have the privilege of being the Headteacher of a school recognised across our town and Archdiocese for its rich tradition of being at the heart of the community; for being a place that refuses to give up on children and for being a place of high academic standards providing the best opportunities for our students, is a joy.

We are constantly improving and are at a time of embarking on an even broader curriculum offer by introducing new and exciting option choices at Key stage 4, and increasing curriculum time for our younger students in subjects like Spanish and music. We are continuing to improve our facilities to give our students the very best deal, and we are providing the very best continuous professional development for our staff. You may be interested to read our most recent newsletter here newsletter-december-2024.pdf

This is a great opportunity for someone to join me and my Senior Leadership Team in making a real difference to the lives of the children we serve. You are likely to be a decisive, strategic and committed senior leader, already on a path to headship. The focus of this role is to ensure the very best quality of education through the implementation of a rich curriculum; the regular measuring of impact and leading on securing the very best outcomes for our students.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10).

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body, I look forward to hearing from you and receiving your completed application form.

Yours sincerely

1Alad

Mr Stuart Holland **Headteacher**

A message from our Student Senior Team



Our names are Olivia and Abbie and we are both extremely honoured to be the Head Students for St. Cuthbert's. On behalf of the rest of the Year 11 Senior Team, our Student Council and all of the students at St. Cuthbert's, thank you for your interest in our school.

Our school is more than just a place to learn; it is a community where students and staff work together to achieve excellence. We are proud to live out our core values of Courage, Commitment, Compassion and Community. This is reflected in everything that we do, from academics to extra-curricular activities.

The staff here play a crucial role in helping us to become well-rounded individuals, as they support us in shaping our experiences and futures. Their dedication and enthusiasm have a huge impact on our lives and we would hope that any new staff would embody this and would bring fresh ideas and perspectives that will continue to inspire us.

Being a Catholic school, we are encouraged to 'live life in all its fulness,' and excel in all aspects of school life. Through Religious studies, Collective Sacred Time and wider opportunities, we learn the value of the Catholic faith as well as a variety of other faiths, cultures and religions. Recently, the school took a large group of students to Rome and the Vatican City. This allowed staff and students to explore their faith and the trip was highly successful. Other opportunities offered to us are trips to Barcelona, Skiing, residential retreats, trips to PGL and Duke of Edinburgh.

We are confident that your skills and experience will help the school to continue to grow and thrive. We look forward to welcoming you to our community and working together to make a lasting impact on our school and its students.

Olivia and Abbie (Head students)

SCHOOL LEADERSHIP TEAM



MR. S. HOLLAND HEADTEACHER



MISS. J. GRIMES DEPUTY HEADTEACHER QUALITY OF EDUCATION



MRS. C. LARKIN DEPUTY HEADTEACHER INCLUSION, ETHOS AND EQUALITY



MR. M. BOOTH SCHOOL BUSINESS MANAGER



MISS. D. ANDERSON ASSISTANT HEADTEACHER TEACHING & LEARNING



MRS. C. BARRETT ASSISTANT HEADTEACHER SENCO



MR. J. MCAULEY ASSISTANT HEADTEACHER BEHAVIOUR & ATTITUDES DSL/DT FOR LAC



MISS. N. WARD ASSOCIATE ASSISTANT HEADTEACHER PERSONAL DEVELOPMENT



MRS. L. DAWBER



MR. D. HEYWOOD YEAR 7 PASTORAL TEAM



MR. A. WALKER YEAR 8 PASTORAL TEAM



MRS. A. McCORMACK YEAR 8 PASTORAL TEAM



PASTORAL TEAM

MR. L. PLATT YEAR 9 PASTORAL TEAM



MRS. S. LEE YEAR 9 PASTORAL TEAM



MR. P. ARKELL YEAR 10 PASTORAL TEAM



MRS. T. HUNTER YEAR 10 PASTORAL TEAM



MS. K. MOA YEAR 11 PASTORAL TEAM



MRS. K. CARVILL YEAR 11 PASTORAL TEAM







Job Title: Deputy Headteacher (Quality of Education) Dates: Job start September 2025 Salary: L22 – L26 Contract type: Full Time Contract term: Permanent Closing date for applications: Monday, 10th February 2025 at 9:00am Shortlisting: Wednesday, 12th February 2025 Interview dates: Wednesday, 26th and Thursday, 27th February 2025

Details:

The Governors of St Cuthbert's Catholic High School invite applications from practising Catholics with senior leadership and management experience for the post of Deputy Headteacher.

The main priorities of all members of the Leadership Team are ensuring effective learning and teaching and providing the best education for all our students and helping them to live life in all its fullness.

We would particularly welcome applications from strong candidates, who, if successful, will initially lead on Quality of Education.

Candidates are encouraged in the first instance to contact the Headteacher's PA Cath Geden on 01744 678123 to arrange an informal telephone conversation with the Headteacher to discuss the school's requirements. We also welcome visits to the school by arrangement.

We require someone who:

- Has a clear vision for how to further improve the quality of teaching across the school in a strategic way and be a key driver in this process
- Is a highly motivated and inspirational teacher with a successful track record of working with children with a wide range of educational needs and vulnerable students
- Is a strategic thinker able to lead, inspire and motivate both staff and students
- Can demonstrate excellent interpersonal organisation and communication skills
- Can form high quality relationships for learning with all staff, students and parents
- Will be committed to making a difference to outcomes and achievements of the students of St Cuthbert's Catholic High School.

Our Vision

A vibrant community, uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff, dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.

What we can offer:

- An opportunity to work with a dynamic Senior Leadership Team
- A shared vision and ambition to deliver excellence for our young people
- An opportunity to share in shaping the school's improvement journey
- Happy children who aspire to do their best
- Motivated and dedicated staff
- Commitment to Continued Professional Development
- The opportunity to network and develop practice with schools across our Archdiocese

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For an application form, job description and further details please visit the school website www.stcuthberts.com. Or, alternatively, contact Cath Geden PA to the Headteacher, on 01744 678123 or email recruitment@stcuthberts.com

Application forms to be completed and returned for the attention of Mr S Holland, Headteacher to recruitment@stcuthberts.com

As outlined in the DfE's Keeping children safe in education, once candidates are shortlisted for interview, we wish to inform you that online searches may be carried out as part of due diligence checks.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school.** "Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work".

Our Motto Live life in all its fullness

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)** respecting and embracing all cultures and recognising that as individuals we are unique (Genesis 1:26)

accepting the supportof those in ourcommunity who work for the good of the school (Luke 10:25-37) developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world (Mark1:39-42)



Our Values Courage Commitment Compassion Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



Letter from Father Swanson, Chair of Governors

22 January 2025

Dear candidate

Appointment of Deputy Headteacher (Quality of Education)

Welcome to St Cuthbert's Catholic High School.

Due to the retirement of the current postholder, the Governing Body are recruiting for the role of Deputy Headteacher (Quality of Education) from September 2025.

We are looking for a practising Catholic who is enthusiastic and able to lead on teaching and learning. I hope that our website and the links given there, will give you a flavour of the school. If you have any questions, please do not hesitate to contact Mr Holland or myself at the school.

May I take this opportunity of thanking you for taking the time to look at this appointment and I look forward to possibly meeting you in the future.

Important advice to candidates regarding faith references:

As you are aware, the person specification for the post to which you are making an application, states that you are asked to provide a 'positive and supportive faith reference from your parish priest or the priest of the church where you regularly worship.'

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

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

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

May I also take this opportunity to remind you that the successful candidate will be employed under the terms of the CES model contract of employment? (Click here to view the model contract). You will be asked as part of the interview if there is any reason why you might be disqualified from signing this contract. You may therefore wish in advance to read the contract via the CESEW website and, if you have any query or concern, raise the same in the strictest confidence with the Diocesan Schools Officer supporting the process.

Yours faithfully

Father Philip Swanson Chair of the Governing Body



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 diocesan Trust Deed. 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 (Quality of Education)
ACCOUNTABLE TO:	The Headteacher
MAIN PURPOSE:	Quality of Education

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 the professional duties of the headteacher during his/her absence
- 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 school, the Deputy Headteacher must undertake such duties of 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 students in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Quality of Education

- 3.1 To lead on (with the support of the AHT T&L):
 - The development, organisation and implementation of the school's curriculum
 - School policies and practices around curriculum intent, implementation and impact, teaching and learning, assessment, recording and reporting
 - Ensuring that the offer provided by different departments is coordinated, coherent and that there is an ever-developing drive across all staff to continually improve outcomes of all students
 - Ensuring that the curriculum is designed in a way that can accessed by SEND and disadvantaged students and enables them to achieve the very best outcomes
 - Ensuring that those students who are accessing learning within different provisions (Melrose, Farne and AP) are receiving quality teaching and a balanced curriculum offer
 - Take responsibility for staff cover, timetabling and staffing models in consultation with the Headteacher
 - Ensuring that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
 - The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school
 - The organisation and impact of robust intervention packages for identified groups of students, and Year 11.



4. Student care

- 4.1 To contribute to:
 - Support the overseeing of effective safeguarding policy and procedure across school
 - The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
 - The effective induction of students
 - The determination of appropriate student groupings
 - The promotion among students 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 students 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/ Selection Criteria

Deputy Headteacher (Quality of Education) St Cuthbert's Catholic High School

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 teaching of the Roman Catholic Church and the Trust Deed of 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 therefore requires a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.

[A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A, R.
Involvement in parish community		D	A, 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, R.
Ways of developing religious education and worship	E		A, I, R.
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, R.
How relationships should be fostered and developed between the school, parish, its community and the diocese.	E		A, I, R.

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree or equivalent	E		А
Have completed the Catholic Certificate in Religious Studies	E		А
(CCRS) or the Catholic Teachers' Certificated (CTC) or has a			
commitment to do so.			

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role		D	А
of deputy headteacher			
Evidence of recent leadership and management professional	E		A
development			
Has successfully undertaken appropriate Safeguarding training	E		A
Has successfully undertaken appropriate Designated		D	А
Safeguarding Senior Leader training			
Has undertaken or is willing to undertake a programme of study	E		А
specifically focused on Catholic leadership (for example the			
CLP or CMLP)			

[D] School leadership and management experience

	Essential	Desirable	Source
Evidence of substantial, recent and successful leadership	E		A, I, R.
experience in an appropriate/relevant setting			
Evidence of an active involvement in school improvement,	E		A, I, R.
development planning and self-evaluation, which raised			
standards across the school.			
Evidence of an involvement in or understanding of financial		D	A, I, R.
management in a school.			
To have had responsibility for leading an area of whole school	E		A, I, R.
development which had a positive impact on outcomes for all			
students.			
To have had experience of and ability to contribute to staff	E		A, I, R.
development by, for example, coaching, mentoring, or the			
delivery of training.			
To have experience of advising a governing body or one of its		D	A, I, R.
committees.			

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Significant teaching experience within the relevant phase(s)	E		A, I.
Experience of working in a Catholic school.	E		A, I.
A knowledge and understanding of all key stages provided in the school.	E		A, I.
To be able to use data, assessment and target setting effectively to raise standards/address weaknesses.	E		A, I.
To be able to exemplify how the needs of all students have been met through high quality teaching.	E		A, I, R.

[F] Professional Attributes – These will be tested throughout the process

Essential	Desirable
E	
E	
E	
E	
	E

G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The Deputy Headteacher must be exemplary and be able to

- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all students
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfill wider professional responsibilities.
- Demonstrate a thorough understanding of safeguarding in schools.

[H] Personal Qualities

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

- Continue to promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Inspire trust in the school community
- Communicate clearly and effectively in English, both orally and in writing
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise self and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their personal strengths and areas for development and listen to and reflect constructively and act upon, as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour to achieve the standards of the school.

[I] Confidential References and Reports

Positive and supportive references are required from

- 1. The Catholic priest where the applicant normally worships confirming the applicant is a practicing Catholic;
- 2. The applicant's current or most recent employer;
- 3. Another professional reference from a suitably qualified person. This may be a local authority adviser/inspector, a School Improvement Partner or another recent employer.

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

Final confirmation of the appointment is subject to satisfactory reports on health and attendance which will be requested only after the offer of appointment has been made.

[J] Application Form and Supporting Statement

The CESEW application form must be fully completed and legible. The supporting statement should **not exceed 1,300 words** in length, be clear, concise and related to the post and setting applied for. Please use Arial font size 11.

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's 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. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

The closing date for applications is **Monday, 10th February 2025 at 9:00am.**

Shortlisting: Wednesday, 12th February 2025

Interviews will be held on: Wednesday, 26th and Thursday, 27th February 2025.

Completed application forms should be returned by email to recruitment@stcuthberts.com

The Headteacher St Cuthbert's Catholic High School Berrys Lane Sutton St Helens WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.



St Cuthbert's Catholic High School Live life in all its fullness

For more information, please contact the Headteacher, Mr Stuart Holland on 01744 678123

St Cuthbert's Catholic High School Berry Lane Sutton St Helens Merseyside WA9 3HE

Tel: 01744 678123 Email: recruitment@stcuthberts.com www.stcuthberts.com







St Cuthbert's Catholic High School





St Cuthbert's Catholic High School - Deputy Headteacher Information Pack - Jan 2025