



CtKCC

Christ the King
Catholic Collegiate

Candidate Brochure

Together as
one community
with Christ at
the centre





A message from the CEO / Accounting Officer

Thank you for expressing an interest in joining us as an employee of Christ the King Catholic Collegiate, a family of six Catholic schools working together as one multi academy.

Formed in April 2014, CtKCC is founded on the Gospel values of love, faith and service to others. These values underpin our strategic plans and are demonstrated in our daily operations, as we work to improve the educational outcomes for our children and young people.

We are a shared community working together in a culture of trust, respect and love. Our family of Catholic schools is committed to working together to provide the highest quality of Catholic education in the communities we serve. Our mission statement, 'Together as one community with Christ at the Centre' is a commitment which is evident in all we do and secures an ethos of trust, respect and love, whereby everyone can fulfil their potential as a child of God.

Our school staff embody this ethos and are ably supported by Governors and Directors. We believe that all our children and young people have the right to a safe, exciting and enjoyable education in a positive, disciplined and caring environment. We are committed to providing distinctive, strong, sustainable Catholic education based on Jesus's words "I have come that they may have life in all its fullness" John 10:10. Every child is challenged to be the best person they can be, to reach their full academic potential and to realise their dreams. We offer wider educational opportunities for children, young people and staff to achieve and excel throughout their educational life. Learning is at the heart of all we do and we provide opportunities for all to develop, grow and improve.

We offer professional development opportunities for all staff, investing in training and support for individuals and teams to continually improve. We nurture a rich and inclusive Catholic life within our schools, in our families and local parishes.

I look forward to welcoming you as a new colleague and all you may contribute to our schools, as we support our children and young people on their journey in the name of Christ, the servant King.

Best wishes,

Mrs Theresa Madden
CEO / Accounting Officer

The Ethical Framework for Education Leadership

CtKCC follows The Ethical Framework for Educational Leadership which is based upon the seven principles of public life.



Selflessness

School staff should act solely in the interest of children and young people.



Integrity

School staff must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.



Objectivity

School staff must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.



Accountability

School staff are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.



Openness

School staff should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.



Leadership

School staff should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.



Honesty

School staff should be truthful.

Our staff values

Our Academy schools serve children and young people and help them grow into fulfilled and valued citizens. As role models for children, how we behave as a Christ the King staff member is as important as what we do and there is an expectation that all our employees hold the following virtues:



Trust

Staff are trustworthy and reliable. We hold trust on behalf of children and should be beyond reproach. We are honest about our motivations.



Wisdom

Staff use experience, knowledge and insight. We use experience, knowledge, insight, understanding and good sense to make sound judgements. We demonstrate restraint and self-awareness, act calmly and rationally, exercise moderation and propriety as we serve our schools wisely.



Kindness

Staff demonstrate respect, generosity of spirit, understanding and good temper. We give difficult messages humanely where conflict is unavoidable.



Justice

Staff are fair and work for the good of all children. We work fairly for the good of children from all backgrounds. We seek to enable all young people to lead useful, happy and fulfilling lives.



Service

Staff are conscientious and dutiful. We demonstrate humility and self-control, supporting the structures and rules which safeguard quality. Our actions protect high-quality education.



Courage

Leaders work courageously in the best interests of children and young people. We protect their safety and their right to a broad, effective and creative education. We hold one another to account courageously.



Optimism

We are positive and encouraging. Despite difficulties and pressures, we are developing excellent education to change the world for the better.

CtKCC Multi Academy

Our schools



Our Lady and St. Werburgh's Catholic Primary School
Seabridge Lane, Newcastle-under-Lyme, Staffordshire, ST5 4AG
Headteacher: Mrs Rachel Wilson
Website: www.ourlady-st-werburghs.staffs.sch.uk

Type: Primary with nursery



St. John Fisher Catholic College
Ashfields New Road, Newcastle-under-Lyme, Staffordshire, ST5 2SJ
Headteacher: Mr Garrett Murray
Website: saintjohnfishercc.co.uk

Type: Secondary with Sixth Form



St. Mary's Catholic Primary School
Stanier Street, Newcastle-under-Lyme, Staffordshire, ST5 2SU
Headteacher: Mrs Denise Mellor
Website: stmarycatholicprimary.co.uk

Type: Primary with nursery



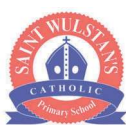
St. Teresa's Catholic Primary School
Stone Road, Trent Vale, Stoke-on-Trent, Staffordshire, ST4 6SP
Headteacher: Mr Nathan Price
Website: st-teresas.stoke.sch.uk

Type: Primary with nursery



St. Thomas Aquinas Catholic Primary School
North Street, Stoke-on-Trent, Staffordshire, ST4 7DG
Headteacher: Mrs Shenade Moorhouse
Website: st-thomasaquinas.stoke.sch.uk

Type: Primary with nursery



St. Wulstan's Catholic Primary School
Church Lane, Newcastle-under-Lyme, Staffordshire, ST5 0EF
Headteacher: Mr Ben Grove
Website: st-wulstans.staffs.sch.uk

Type: Primary with nursery



A letter from the Chair of Governors

St. John Fisher Catholic College

Dear Candidate,

Thank you for your interest in the Deputy Headteacher vacancy at St John Fisher Catholic College. We are an inclusive Catholic community, part of Christ The King Catholic Collegiate. St John Fisher Catholic College is a Group 7 school, with 1100 pupils on roll from ages 11-18, and we have our own Sixth Form on site.

We are proud to guide our learners along The Fisher Way; with our values of love, faith and joy at the heart of all that we do. Alongside our core curriculum, we are proud to have a strong pastoral team and to offer a diverse range of extra-curricular activities; ensuring that our young people leave us with the knowledge and skills to prepare them for adult life. We are also very fortunate to have an on-site chapel, which is a wonderful space for our learners to take time to reflect and also to celebrate mass. We strive to celebrate the diversity of our school community while ensuring that our Catholic ethos and values remain central to all aspects of school life.

To find out more about our school's mission and ethos, curriculum and attainment and of course our wonderful learners and their achievements, please visit our website www.saintjohnfishercc.co.uk.

We hope that after reading more about our school you will arrange an appointment to visit us and appreciate all that our community has to offer. Candidates are encouraged to visit the school. To arrange a visit, please contact Mrs C Birchall on 01782 307551.

The recruitment pack includes the CES application form and sets out the duties and responsibilities of the post, which I hope you will find helpful. Notes of Guidance have been included to assist you when completing your application form. If you have any supporting documentation that demonstrates how you meet the person specification please include this with your form.

We will request references for shortlisted candidates prior to interview and it is essential that you have informed your referees that we will contact them and that references are present at your interview. Please note, to be considered for this post you must fully complete the application form and return it by noon on Monday 7th February 2022. Electronic applications are preferred to recruitment@ctkcc.co.uk

Shortlisting will take place in the afternoon of 7th February 2022 and candidates who are shortlisted will be informed as soon as possible via telephone call/email. Candidates who have not heard from us by the end of the day on 7th February should consider that on this occasion they have been unsuccessful. The two-part interview process will take place on Thursday 10th and Friday 11th February 2022, and will include a school-based assessment.

Yours sincerely,

Mr M Amison
Chair of the Local Governing Body



A letter from the Headteacher of St John Fisher Catholic College

Dear Candidate,

Thank you for expressing an interest in joining us as Deputy Headteacher of St John Fisher Catholic College.

St John Fisher Catholic College is underpinned by the Fisher Way, which aims to educate and inspire with joy, faith and love because we are an inclusive Catholic community. This mission statement underpins the strategic vision of the school in ensuring the highest quality Catholic education is provided for every learner. Working in our school, you will be part of the wider Multi-academy community of Christ the King Catholic Collegiate, which affords many opportunities for personal and professional growth and development.

St John Fisher Catholic College exists to ensure that each learner can be their best version of themselves, and all staff work together to ensure that learners can achieve this. All of our children deserve the very best experience of Catholic education based on Jesus' words "I have come that they may have life in all its fullness" (John 10:10). In supporting our learners to achieve this, we strive to ensure that learning is at the heart of all that we do and we provide opportunity for all to develop, grow and improve through our Fisher Way Curriculum.

There are professional development opportunities for all staff, with investment in training and support for individuals and teams to continually improve. There is a strong commitment to support the wellbeing of our staff. As Deputy Headteacher, you will be pivotal to ensuring that this commitment remains steadfast and will benefit from this support.

As Deputy Headteacher, you will join a strong Leadership team which comprises 6 Assistant Headteachers and 2 Associate Assistant Headteachers. Specific roles undertaken by the Deputy Headteacher will be decided based on requirements of the school.

I strongly encourage any potential candidate to arrange for a tour of the school and to meet the team and some of our learners. As Deputy Headteacher, you will form a significant partnership with me as Headteacher and I look forward to discussing with you my vision for our school and the role of Deputy Headteacher.

God bless,

Mr Garrett Murray

Headteacher

Deputy Headteacher

Job Description

Indicative Salary Range ISR L19-L23

Responsible to: The Headteacher

Introduction

This appointment is with the directors of the Multi Academy Company under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the headteacher and the deputy headteacher and will be reviewed annually.

Core Purpose of the Deputy Headteacher

To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

The core purpose of the deputy headteacher is to support the headteacher in ensuring that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities

To carry out the duties of the deputy headteacher as set out in the current School Teachers' Pay & Conditions Document.

Key Areas of Responsibility – Shaping The Future

The 'preferred future', expressed in the strategic vision 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 improvement plan.

Actions

The deputy headteacher supports the headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Working within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

Leading Teaching and Learning

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Actions:

The deputy headteacher supports the headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
- Securing high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establishing creative, responsive and effective approaches to learning and teaching.
- Creating and maintaining an effective partnership with parents to support and improving pupils' achievement and personal development and furthering the distinctive Catholic nature, purposes and aims of the school.
- Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.

- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance.
- Determining, organising and implementing a diverse, flexible curriculum and implementing effective assessment framework.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

Developing Self and Working with Others

In a Catholic school the role of headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership should take Christ as its inspiration. The headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Action

The deputy headteacher supports the headteacher in:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

Strengthening Community

In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

Actions

The deputy headteacher supports the headteacher in:

- Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The deputy headteacher should support the headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

Person Specification

Secondary Deputy Headteacher

Category	Essential	Desirable
1. Faith Commitment	<ul style="list-style-type: none"> A practising and committed Catholic Secure understanding of the distinctive nature of the Catholic school and Catholic education Understanding of leadership role in spiritual development of pupils and staff Understanding of the school's role in the parish and wider community and in promoting community cohesion 	<ul style="list-style-type: none"> Evidence of participation in faith life of the community Experience in leading acts of worship in Catholic schools
2. Qualifications	<ul style="list-style-type: none"> Qualified teacher status 	<ul style="list-style-type: none"> Postgraduate level qualification NPQH award or Leadership Pathways certification CCRS or equivalent
3. Experience	<ul style="list-style-type: none"> Successful experience of leading one or more subject areas Substantial, successful teaching experience 	<ul style="list-style-type: none"> Recent experience in a Catholic voluntary aided school or academy Experience as assistant headteacher Teaching experience in at least 2 of the 3 key stages: KS3, KS4 and post 16 Curriculum leadership in one or more core subjects Experience of teaching in more than one school
4. Professional Development	<ul style="list-style-type: none"> Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning 	<ul style="list-style-type: none"> Evidence of continuing professional development relating to Catholic ethos, mission and religious education Experience of working with other schools/organisations /agencies Experience of leading/co-ordinating professional development opportunities Ability to identify own learning needs and to support others in identifying their learning needs
5. Strategic Leadership	<ul style="list-style-type: none"> Ability to articulate and share a vision of secondary education within the context of the mission of a Catholic school Ability to inspire and motivate staff, pupils, parents and 'governors'¹ to achieve the aims of Catholic education Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils Understanding of and commitment to promoting and safeguarding the welfare of pupils' 	<ul style="list-style-type: none"> Knowledge of the role of the 'governing body' in a Catholic voluntary aided school or academy Evidence of having successfully translated vision into reality at whole-school level

¹ The general terms 'governing body' and 'governors' also include, in the case of academies, the Board of directors and the representatives on local academy committees

Category	Essential	Desirable
6. Teaching and Learning	<ul style="list-style-type: none"> A secure understanding of the requirements of the National Curriculum Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning Experience of effective monitoring and evaluation of teaching and learning Secure knowledge of statutory requirements relating to the curriculum and assessment Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	<ul style="list-style-type: none"> A secure understanding of the requirements of the Curriculum Directory for Religious Education Understanding of successful teaching and learning in religious education across the key stages Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management
7. Leading and Managing Staff	<ul style="list-style-type: none"> Experience of working in and leading staff teams Ability to delegate work and support colleagues in undertaking responsibilities Experience of performance management and supporting the continuing professional development of colleagues Understanding of effective budget planning and resource deployment 	<ul style="list-style-type: none"> Experience of working with 'governors' to enable them to fulfil whole-school responsibilities Successful involvement in staff recruitment, appointment/induction, understanding needs of a Catholic school Understanding of how financial and resource management enable a school to achieve its educational priorities
8. Accountability	<ul style="list-style-type: none"> Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, 'governors', parishioners and clergy Experience of effective whole-school self-evaluation and improvement strategies Ability to provide clear information and advice to staff and 'governors' Secure understanding of strategies for performance management 	<ul style="list-style-type: none"> Experience of presenting reports to 'governors' Understanding the criteria for the evaluation of a Catholic school Leading sessions to inform parents Experience of offering challenge and support to improve performance
9. Skills, Qualities & Abilities	<ul style="list-style-type: none"> High quality teaching skills Strong commitment to the mission of a Catholic school Commitment to their own spiritual formation and that of pupils High expectations of pupils' learning and attainment Strong commitment to school improvement and raising achievement for all Ability to build and maintain good relationships Ability to remain positive and enthusiastic when working under pressure Ability to organise work, prioritise tasks, make decisions and manage time effectively 	
9. Skills, Qualities & Abilities (Continued)	<ul style="list-style-type: none"> Empathy with children Good communication skills Good interpersonal skills Stamina and resilience Confidence 	
10. References	<ul style="list-style-type: none"> Positive and supportive faith reference from priest where applicant regularly worships Positive recommendation in professional references Satisfactory health and attendance record 	<ul style="list-style-type: none"> Faith reference without reservation Professional reference without reservation

NOTE:

- 'Governors' are advised to focus on determining whether the candidates meet the requirements in relation to the ten broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- Governors may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.



Equality and safer recruitment at CtKCC

At Christ the King Catholic Collegiate, we are committed to providing equality of opportunity and full participation for all applicants, staff, pupil and students. We work proactively to identify and eliminate all forms of discrimination and continually improve services to ensure an inclusive environment.

Safeguarding and the welfare of our children and their families is central to our work at CtKCC. If you are considering applying for a paid or volunteer role within our organisation, please be advised that all applicants will be subject to appropriate vetting procedures and pre-employment checks in accordance with the DfE guidance on Keeping Children Safe in Education. This includes a satisfactory Disclosure and Barring Service Enhanced check.

For more information contact recruitment@ctkcc.co.uk



CtKCC Central Office:
c/o St Teresa's Catholic Primary School,
Stone Road, Trent Vale,
Stoke-on-Trent, ST4 6SP

HR & Recruitment contact: **Jo Howarth, HR Manager**
Telephone: **01782 976176**

Email: recruitment@ctkcc.co.uk
Website: www.ctkcc.co.uk

