



ST THOMAS MORE  
CATHOLIC HIGH SCHOOL



Welcome  
Vitajte  
Bine ati venit  
Bienvenue  
Fáilte  
Croeso  
Salve  
Benvenuto  
Croeso  
Willkommen  
Benvenuto  
Witam  
Svāgata  
Bienvenida  
Benvenuto



**Recruitment Pack for the Position of:  
DEPUTY HEADTEACHER**

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DEPUTY HEADTEACHER**



Welcome to St Thomas More Catholic High School

Thank for taking time to consider the post here at St Thomas More Catholic High School. The role is a vitally important one in our school and will impact directly on our continued success and future development.

Our school is recognised as one of the very best schools in Cheshire and nationally as our Progress 8 score has been the best in Cheshire East in 2016 and 2017 and in the top 5 since 2018. Our OFSTED inspections of January 2016 and March 2020, together with our pupils' examination results at Key Stage 4 establish our wider reputation as a school with excellent results and pupil progress. The Diocese of Shrewsbury graded the school outstanding in February 2017

I hope that in finding out more about the school and its secure basis on Gospel Values you will feel motivated to apply for the position. I would encourage you to visit the school and meet our exceptional pupils. Please do not hesitate to contact the school if you have specific questions. However do look at our website if you would like more information.

**Your application form and covering letter, including referees should be returned by the advertised closing date.**

The application form and covering letter can be emailed to:

[mrs.mcglone@st-thomasmore.cheshire.sch.uk](mailto:mrs.mcglone@st-thomasmore.cheshire.sch.uk)

Kind regards

Mrs Clare Hogg  
**Headteacher**



## **St Thomas More Catholic High School**

### **Keeping Faith in Education**

St Thomas More Catholic High School is a high performing, oversubscribed, 11-16 school in the South Cheshire Catholic Multi Academy Trust in the Diocese of Shrewsbury which was once again rated Good by Ofsted in March 2020. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic school.

We have a well-deserved reputation for academic excellence balanced by outstanding pastoral care and support which allows our pupils to flourish and develop as rounded individuals.

We continue to focus relentlessly on the quality of teaching leading to excellent results for pupils, very high expectations of behaviour to create a calm and happy school, a strong good pastoral system to care for pupils and their needs, and a range of enrichment activities to engage and motivate pupils to contribute to their wider education to ensure that St Thomas More Catholic High School provides an outstanding education for all pupils.

Every school in the country with high ambitions for its young people would probably say the same, but we have a distinctive foundation or inspiration for our pursuit of excellence: our Catholic Christian values, based on the Gospel of Jesus Christ, which regards every person as a unique creation of God with an 'original gift' to offer the world. Our aim is to help pupils to discover the person they are called to be.

In the day to day life of the school, Gospel values are evident in the culture of respect and the strong 'family' atmosphere which all our visitors comment on and our staff and pupils value highly. Our values and common purpose has enabled us to create a thriving community who experience a full and balanced education which prepares them to live a fulfilling life and able to grasp all job, career, high education and leisure opportunities which the world offers.

### **What is special about a Catholic School?**

- |                                  |   |
|----------------------------------|---|
| ✦ Form prayers each day          | ✦ Links with Global Schools                     |
| ✦ Assemblies                     | ✦ Caring ethos                                  |
| ✦ Retreats                       | ✦ Inclusion for all                             |
| ✦ Liturgical events              | ✦ Wellbeing Days                                |
| ✦ Faith in Action                | ✦ Curriculum Core RE                            |
| ✦ Equality and Respect of all    | ✦ Supporting the Church Catechetical Programmes |
| ✦ Relationship and Sex Education | ✦ Chaplaincy Team                               |

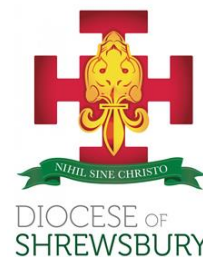


## KEY FACTS

<b>LOCATION:</b>	Crewe, Cheshire
<b>DENOMINATION:</b>	Roman Catholic
<b>DIOCESE:</b>	Shrewsbury
<b>AGE RANGE:</b>	11 - 16
<b>NO OF PUPILS:</b>	647
<b>NUMBER OF STAFF:</b>	78
<b>% OF PUPILS ON FREE SCHOOL MEALS:</b>	17.7%

Crewe is an established town in Cheshire with a population of approximately 84,000. Crewe is known for its large railway junction and its history of manufacturing and overhauling locomotives. Crewe was also the home of Rolls-Royce Motors from 1946 until 2002. The Pym's Lane factory now produces Bentley Motor Cars exclusively.

St Thomas More Catholic High School is located within the parish of St Mary's the Immaculate, Crewe, under the Diocese of Shrewsbury. We work closely with our partner feeder primary schools, St Mary's Catholic Primary School, Crewe; St Anne's Catholic Primary School, Nantwich and St Gabriel's Catholic High School, Alsager. With a PAN of 128 and approximately 650 pupils on roll the school is increasingly oversubscribed.



St Thomas More Catholic High School has an excellent reputation within the Catholic and local community. We are a successful and popular school. Examination results and Levels of Progress are above local and national averages across Key Stage 3 and 4.

Please read our latest Ofsted Report to find out more:

<https://files.ofsted.gov.uk/v1/file/50151054>



## **Job Description: Deputy Headteacher**

ACCOUNTABLE TO: The Headteacher

*The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.*

***Therefore, this post requires a practising Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.***

This appointment is made by the board of directors of **The South Cheshire Multi Academy Trust** under the terms of the Catholic Education Service (CES) contract. 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 Academy Trust 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.**

### **MAIN PURPOSE:**

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 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 the school, the Deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Academy Trust 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 Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - The efficient organisation, management and supervision of school routines

## **3. Curriculum Development**

- 3.1 To contribute to:
- The development, organisation and implementation of the school's curriculum
  - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
  - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
  - Ensuring that the Diocesan policy on Religious Education *and RSHE* are fulfilled
  - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
  - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
  - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
  - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
  - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
  - The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

## **4. Pupil Care**

- 4.1 To contribute to:
- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
  - The effective induction of pupils
  - The determination of appropriate pupil groupings
  - The promotion among pupils 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 pupils of self-discipline
  - The handling of individual disciplinary cases

- 4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- 4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

## **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 implement and develop 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 Boards.
- 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 Catholic Multi Academy Trust.

## **7. Relationships**

- 7.1 To advise and assist the Local Governing Board and Academy Trust 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 **(insert name of CMAT)** 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

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- 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.
- 7.7 Create outward - facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

*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 Headteacher.*



## Person Specification : Deputy Headteacher

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

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

### Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	✓		A/I/R
2.	Involvement in parish community		✓	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	✓		A/I
4.	Ways of developing religious education and worship		✓	A/I
5.	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.	✓		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury		✓	A/I

### Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	✓		A/CC
8.	Degree	✓		A/CC
9.	CCRS/CTC or commitment to obtaining the certificate		✓	A/CC/I

### Professional Development

		Essential	Desirable	Source
10	Evidence of appropriate professional development for the role of Deputy Headteacher		✓	A
11	Evidence of recent leadership and management professional development		✓	A
12	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	✓		A
13	Has successfully undertaken Designated Safeguarding Lead Training		✓	A/I/CC
14	<i>Has completed the Catholic Senior Leadership Programme or has a commitment to doing so</i>		✓	A/I/CC
15	<i>Has completed the Catholic Middle Leadership Programme or has a commitment to doing so</i>		✓	A/I/CC

### School leadership and management experience

		Essential	Desirable	Source
16	To have substantial and current experience as a senior leader in a secondary school	✓		A/I/R
17	To have had active and effective leadership of a team / department/ key stage/ curriculum area	✓		A/I/R
18	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	✓		A/I/R
19	To have involvement in or understanding of financial management in a school		✓	A/I/R
20	To have implemented and developed a whole school initiative	✓		A/I/R
21	To have had responsibility for policy development and implementation	✓		A/I/R
22	To have had experience of and ability to contribute to staff development across the secondary range. (e.g. coaching, mentoring, INSET for staff)	✓		A/I/R
23	Work positively with parents and carers	✓		A/I/R
24	To demonstrate an awareness of current national educational policy	✓		A/I/R

### Experience and knowledge of teaching

		Essential	Desirable	Source
25	Experience of teaching in more than one school		✓	A/I/R
26	Experience of teaching in a school in similar circumstances/ serving a similar community		✓	A/I
27	Significant teaching experience and proven excellence in teaching pupils within the secondary phase	✓		A/I/R
28	To have a knowledge and understanding of all Key Stages in the secondary phase	✓		A/I/R
29	Secure understanding of assessment strategies , data analysis and the use of assessment to maximise achievement	✓		A/I/R
30	To be able to exemplify how the needs of all pupils have been met through high quality teaching	✓		A/I/R

### Professional Attributes

		Essential	Desirable	Source
31	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	✓		I
32	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	✓		I
33	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A/I
34	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	✓		A/I/R
35	Show a good commitment to sustained attendance at work	✓		A/I/R

## 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 pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

## Personal Qualities

**All of the following are considered essential for the post and will be assessed through interview and reference:**

- 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 both orally and in written English
- 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 themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own 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

## Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	<b>E</b>
Positive recommendation from all referees, including current employer.	<b>E</b>
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	<b>E</b>

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

### Important advice 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 faith reference from a priest where you regularly worship.

The Governing Body will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Eucharist and receives the sacraments regularly.

At a time when priests are increasingly 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 him 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.

### Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

***The CESEW Leadership Application Form must be fully completed.***

***The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.***



## ENHANCED DISCLOSURE

Thank you for interest in St Thomas More Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on Police National Computer and on local Police records.

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.

