The Salesian Academy of St. John Bosco

Proud to be part of Pope Francis Catholic Multi Academy Trust

Deputy Headteacher Recruitment Pack

March 2023



Pope Francis Catholic Multi Academy Trust

Enabling schools, aspiration and faith to flourish by;

Uplifting Hearts, Inspiring Minds

Closing: Thursday 23rd March at 9am
Shortlisting: 24th March and Interviews to take place on: Tuesday 28th March

Welcome from the CEO

Dear Candidate,

Thank you for your interest in our school and our Catholic MAT; both the Pope Francis Catholic Multi Academy Trust and The Salesian Academy of St. John Bosco are at an exciting point in their development.

The Pope Francis Catholic MAT is the first of the Catholic Multi Academy Trusts that are being formed by the Archdiocese of Liverpool. Each school within the Archdiocese will be given the opportunity to join one of 12 locally based Catholic MATs. We are the first of these MATs and are therefore acting as a pathfinder for the MATs that will follow. At present there are three schools within the CMAT; Saint Edmund Arrowsmith Catholic Academy in Whiston, Sacred Heart Catholic Academy in Crosby and The Salesian Academy of St John Bosco in Bootle. The Pope Francis Catholic MAT will serve the Sefton area and may ultimately include up to 29 Catholic schools, both primary and secondary.

The Archdiocesan Catholic MATs will work closely with one another and have a clearly defined philosophy about the way in which a Multi Academy Trust works. We believe that each of our schools has their own distinct identity, history, tradition and values. We believe very much in the preservation of this identity and that the role of the Trust is to work with the Headteacher to offer support and the highest quality services to enable the schools to focus exclusively on providing the highest quality of education rather than dealing with other distractions. We aim to create a collaborative Trust where all individuals are able to thrive and flourish knowing that they are being underpinned by the highest quality support.

Our Mission is clearly laid out, “Enabling schools, aspiration and faith to flourish by uplifting hearts and inspiring minds.”

Our Values are:

- Unity – working together for excellence
- Excellence – to strive to be the best
- Love – respect and care for others and treat them as you want to be treated
- Service – following the teachings of Christ to become valued members of our communities

Welcome from the CEO

The Salesian Academy of St John Bosco became part of the Trust on 1st January 2023. The school was formally known as Savio Salesian College. In the last six years, the school has faced a difficult journey. In recent years, it has been inspected three times and each time the Overall Effectiveness has been judged to be Inadequate, the latest being in September 2022. This only tells part of the school's story and there is a well-grounded and strong sense of optimism within the school.

The Salesian ethos pervades all aspects of school life and pupils value the way in which they are loved and cared for. We have appointed a new Headteacher, Mrs Susan Bourgade, who will build on this and have the highest expectations. The school has strong support from the DFE and was included as part of the school's re-building programme and we expect the new school to be ready for the pupils to move into in 2025.

The new Headteacher will start at the school at Easter and we are very much hoping a that the successful candidate will take up the post at Easter too. This will allow the new Senior Leadership of the school the opportunities to appoint new staff, understand the strengths and areas for development of the school and begin in earnest the implementation of their vision for school improvement. At the same time we appreciate a number of prospective candidates may have some exam groups facing examinations in the Summer series and are prepared to be flexible to ensure their continuity of learning along with the excitement of starting this new role.

We encourage visits to the school to tour the site, if you would like to arrange a visit before the closing date please contact louise.jones@pfcmat.org.

Yours faithfully,



Andrew Dawson
CEO Pope Francis CMAT

Enabling schools, aspiration and faith to flourish by **uplifting hearts and inspiring minds.**

Welcome from the Headteacher

Dear Candidate,

As the recently appointed Headteacher of The Salesian Academy of St. John Bosco, I am delighted about your interest in joining our leadership team.

The newly appointed Deputy Headteacher will play a vital role in delivering our vision of securing the very best standards of teaching and learning so that pupils, regardless of their background, abilities or specific learning needs, remain healthy, successfully complete their formal education, and are able to make positive contributions towards society. Working alongside myself and the school's leadership team, your role will be to create and maintain high standards and aspirations in all aspects of school life, underpinned by our Salesian and Gospel values and to secure outstanding outcomes.

There is a new ambition for The Salesian Academy of St. John Bosco, driven by the strong partnership that exists between the Pope Francis Catholic Multi Academy Trust and the Salesians. This ambition, alongside the build of a new school in 2025, will provide an exciting environment for pupils and staff alike to develop their many talents and pursue academic and personal excellence under our leadership.

If you are confident that you have the qualities, skills and experience we are looking for, as well as the enthusiasm, knowledge and resilience to shape the future of our school, I look forward to receiving your application.

Kind regards,

Sue Bourgade
Headteacher

Welcome from the Salesians

Dear Candidate,

Welcome to a school inspired by the educational charism of St. John Bosco (1815 - 1888). He was a tireless worker on behalf of young people in Turin, Italy, especially the poor, the homeless and the uneducated. As an ordained priest, he was and still is known as 'Don' Bosco, 'Don' being the Italian word designating a priest.

St. John Bosco founded the Salesians of Don Bosco in 1859, as a religious congregation within the Catholic Church dedicated to continuing his work for young people in need. He named this congregation the 'Salesians' after the Bishop of Geneva, St. Francis de Sales (1567 – 1622) famed for his gentleness and patience. The approach, taken by St. Francis, was to emphasize that God was loving and merciful rather than exacting and judgemental and that holiness was achievable through ordinary rather than extraordinary things. St. John Bosco sought to bring the love of God to young people, many of whom were poor and without work or education, so that they would know that they were valued and could realise their potential. This he did though practical action such as providing shelter for those who were homeless, teaching them trades, offering them rudimentary schooling and providing a classical education for the more able. His motivation was not just to make them 'honest citizens' able to earn their own living; he was driven by a passion to save souls (his Latin motto was 'Da mini animas caetera tolle'), to educate young people in their Christian faith and to challenge them to holiness as exemplified by his pupil St. Dominic Savio, being the name adopted by Savio Salesian College. St. John Bosco's approach and mission, and that of the Salesians, was summed up by Pope Francis speaking to young people on January 27th 2019 at the Catholic Church's World Youth Day in Panama. He said the following:

"Don Bosco did not go to look for young people in far places or special locations; he simply learned to see everything that happened in the city with the eyes of God and, thus, his heart was stricken by hundreds of children, of abandoned young people without a chance for study, without work and without the helping hand of a community. Many people lived in the same city, many criticized these young people, but they were unable to look at them with the eyes of God. Young people must be looked at with the eyes of God." John Bosco was courageous to do this and took the first step forward in favour of abandoned young people "and, from there, he was not afraid to take the second step: to create with them a community, a family, where, with work and study, they felt loved. To give them roots from which to hold themselves up, so that they can reach heaven, so that they can be someone in society; to give them roots so that they can stand steady and not be thrown down by the next wind. That is what Don Bosco did, that's what the saints do, that's what is done by communities that know how to look at young people with the eyes of God."

In working to deliver Don Bosco's educational charism today a Salesian school seeks to be:

- **A home where children belong** - where a young person learns that they are important, have dignity and a set of gifts that are uniquely theirs.
- **A school, a place of formal learning** - where a person learns about life and themselves in a formal relationship that builds knowledge and skills.
- **A playground in which to celebrate** - in a setting in which a young person learns to relax physically, celebrate life appropriately, engage in music and drama, and experiment safely with new roles.
- **A church for prayer and reflection** – a place that asks questions and raises awareness about meaning in the journey of life.

Welcome from the Salesians

The Salesians established Savio Salesian College, predecessor to The Salesian Academy of St John Bosco, in 1964 and as Trustees of the school have worked closely with the Liverpool Archdiocese to help bring about its conversion to an academy, a school which is Salesian in character and ethos, within the Pope Francis Multi Academy Trust. The Salesians remain active in serving the local area. The Salesian community, located in central Bootle, is committed to administering the parish of St. James and to ongoing and active engagement in the new academy through chaplaincy and teaching provision, as well as through the appointment of governors and the selection of senior staff.

In coming to The Salesian Academy of St. John Bosco, you are joining a worldwide network. Salesian schools and universities that can be found in over 130 countries of the world. There are five Salesian secondary schools in Great British, six parishes and a residential Youth Retreat Centre (Savio House in Bollington, Cheshire). The five secondary schools, together with the Salesian Sisters school in Croxteth (St. John Bosco Arts College), form a Salesian network, with shared residential conferences, meetings of headteachers and annual sporting events. The other Salesian schools are Thornleigh Salesian College in Bolton, Salesian College (independent school) in Farnborough, Hampshire, the Salesian School in Chertsey, Surrey and St. John Bosco College in Battersea.

As Salesians we thank you for your interest in the post of Deputy Headteacher at the Salesian Academy of St. John Bosco. If you are successful in your application, we look forward to supporting you in your role as Deputy Headteacher, leading a Catholic school community within the Salesian tradition inspired by the charism of St. John Bosco.

Rev J G Briody
SDB Salesian
Provincial



About the Role

The Salesian Academy of St. John Bosco

Proud to be part of Pope Francis Catholic Multi Academy Trust

Deputy Headteacher - Lead for Quality of Education

Required, ideally, for September 2023 or sooner
Pay Scale: L18 - 22 (£67,351 - £74,283)

"Enabling schools, aspiration and faith to flourish by uplifting hearts and inspiring minds."

Our predecessor school has been judged to be Inadequate three times since 2016, the latest being in September 2022. Whilst there are many strengths in our school and an overriding sense of community, this is not good enough. Our school needs to improve quickly and for the improvement to be sustained. Our pupils, parents and staff need, deserve and expect this.

We are seeking a Deputy Headteacher who will support the Headteacher in leading the transformation of our school by instilling in our community a sense of belief that comes with self-confidence, aspiration and high expectation for all. We want to appoint a Deputy Headteacher who understands the needs of our community and will provide highly visible leadership underpinned by an unrelenting moral purpose. Our school serves a community with high levels of deprivation and our school should continue to be a place offering a warm welcome and love but we also want it to become a beacon of excellence for all.

We are looking for the individual who has the following attributes, skills and knowledge:

- A practicing and committed Catholic who will enhance the Academy's Catholic and Salesian ethos.
- Strong record of successful school improvement.
- Ability to lead the Quality of Education so that all pupils maximise their potential.
- Deep understanding of the issues and complexity of school improvement.
- Successful experience of managing change at a whole school level.
- Ability to command the respect and confidence of pupils, staff, parents and the wider community.

About the Role

The Salesian Academy of St. John Bosco

Proud to be part of Pope Francis Catholic Multi Academy Trust

This is an exciting time to become the Deputy Headteacher at The Salesian Academy of St John Bosco. The school has just appointed a new headteacher and it is strongly supported by the Pope Francis Catholic Multi Academy Trust who will provide the experience of school improvement, guidance and support but at the same time understands that it is the Headteacher and senior leaders in school who are driving school improvement. The school is in the process of undertaking a whole staff restructure which will ensure the school is financially sound whilst investing in Senior Leadership to drive rapid and sustainable school improvement.

Pope Francis Catholic Multi Academy Trust is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

The recruitment process for this post will be underpinned by rigorous Safer Recruitment assessment to ensure that children and young people are protected.

We are an Equal Opportunities Employer.

To arrange an informal visit to the academy
and please contact Louise Jones (louise.jones@pfcmat.org).

Deputy Headteacher Job Description

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Governance 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 and Salesian trust deeds. At all times, the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for 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.

Job Purpose:

- Strategic leadership of all aspects of the Quality of Education. Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Undertake the professional duties of the Headteacher in the event of his/her absence, as required.
- Help to formulate and review the aims and objectives of the school in line with its Mission Statement and Catholic ethos.
- Establish policies to promote high standards.
- Manage staff and resources.
- Monitor and evaluate the progress of policies.
- Undertake professional duties of the Headteacher as delegated.
- Provide leadership to ensure high-quality education for all and improved standards of learning and achievement.

Line Management:

- Reporting to the Headteacher. Responsible for the Assistant Headteachers & Heads of Department.

Liaising with:

- Headteacher, senior leadership team, managers, teaching and support staff, Governing Body,Trust leaders LA representatives, external agencies, parents and members of the community and the Archdiocese.

Salary Scale: Leadership spine.

Working Time: Full-time as specified within the STPCD.

DBS Disclosure Level: Enhanced.

Deputy Headteacher Job Description

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Strategic/Operational Planning

- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement, which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- Create a positive ethos and provide educational vision and direction which secures effective teaching, successful learning, achievement by students and sustained improvement in their development.
- Assist the Headteacher in ensuring that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
- Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets, which secure the educational success of the school.
- Lead on the day-to-day management within school, including the effective deployment of staff and physical resources.
- Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences.
- Provide information, objective advice and support to the Headteacher and Governing Body.



Deputy Headteacher Job Description

Curriculum Intent, Review and Revision

- Liaise with managers to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Improvement Plan.
- Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- Be accountable for developing and delivering curriculum areas as the Headteacher delegates.

Curriculum Development and Implementation

- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, and good behaviour and enable teachers and other staff to meet standards.
- Assist the Headteacher in determining, organising and implementing the curriculum and and its assessment, monitoring and evaluation.
- Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas, and meet challenging and realistic targets for improvement.
- Create and promote strategies for developing inclusion practice, including those involving race relations.
- Assist the Headteacher in ensuring that improvements in literacy, numeracy and ICT are priority targets for all students, including those with SEN.
- Ensure that students develop study skills in order to learn more effectively and with increasing independence.
- Ensure that the principles of the National Strategy are planned, implemented and reviewed.

Staffing

- Lead professional development of staff through example.
- Motivate and enable all staff to carry out their roles to the highest standard through high-quality continuing professional development based on an assessment of needs.
- Lead, support and coordinate the provision of high-quality professional development, drawing on other sources of expertise as appropriate.
- Assist the Headteacher in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for ECTs and Induction.
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement appraisal arrangements in line with school policy.
- Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy.
- Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- Take responsibility for own professional development, including time management issues.

Deputy Headteacher Job Description

Quality Assurance

- Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality control systems.
- Contribute to the school procedures for lesson observation.
- Implement school quality procedures and to ensure adherence to those as delegated by the Headteacher.
- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Support the Headteacher in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement, where required.

Management Information

- Make explicit to all stakeholders the school's high expectations that all students can succeed.
- Seek and use national, local and school data, Ofsted evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Ensure the maintenance of accurate and up-to-date information on the management information system.
- Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- Assist in the use of performance data analyses and evaluations.
- Produce reports on the analysis of examination performance, including the use of value-added data.
- Provide the Headteacher and the Governing Body with information relating to delegated areas of responsibility concerning performance and development.
- Account for the efficiency and effectiveness of the delegated areas of responsibility to the Headteacher, Governing Body and other relevant stakeholders.

Communications and Liaison

- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.
- Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Chair reviews, case conferences and meetings, as delegated.
- Judge when to make decisions, and when to consult with others, including external agencies.
- Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.

- Support the Headteacher in ensuring that parents and students are well-informed about curriculum, attainment and progress, and about their contribution to achieving the school's targets for improvement.
- Contribute to communication and liaison events.

Management of Resources

- Assist the Headteacher to recruit staff of the highest quality.
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Advise the Headteacher and Governing Body of likely priorities for expenditure.
- Support the Headteacher in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, quantity, and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and Catholic and Salesian ethos and encouraging staff and students to follow this example.
- Support the school in meeting its requirements for collective worship and liturgy.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



Person Specification

Applicants must meet all of the essential requirements for this post.

Applicants must demonstrate that they have relevant sustained and successful leadership experience together with the skills, knowledge and understanding needed to play a critical role in leading or supporting the Headteacher in leading a successful 11-16 Catholic High School.

These will be measured as shown below:
Source: Application (A) Reference (R) Interviews (I)

Faith Commitment	Essential	Source
Practising Catholic (Letter from priest confirming regular worship).	✓	A R

Catholic Dimension	Essential	Source
Demonstrate an understanding of the distinctive nature of Catholic schools and the role of the Deputy Headteacher in an Secondary school serving a Catholic Community.	✓	A I R
Articulate a clear vision of Catholic education.	✓	A I R
Experience senior/whole school leadership responsibility within a Catholic School.	✓	A I R

Education & Qualifications	Essential	Source
Qualified Teacher Status.	✓	A
Evidence of relevant professional development for this post.	✓	A

Safeguarding Requirements	Essential	Source
Understanding and commitment to pupil welfare and safeguarding.	✓	I

Person Specification

Equal Opportunities	Essential	Source
Understanding and commitment to the implementation of equal opportunities throughout the school community.	✓	I

Leadership & Management	Essential	Source
Demonstrate a sustained positive impact within senior roles in a secondary school.	✓	A I R
Proven ability to successfully lead evidence informed change, leading to school improvement, which is substantial.	✓	A I R
Demonstrate the ability, which is fully evidenced, to secure and sustain high standards within a specific area of the school.	✓	A I R
Demonstrate an understanding of current issues and challenges.	✓	A I R
Show evidence of successful leadership and management of staff that motivates, challenges, supports and develops staff.	✓	A I R
Is adept at using a variety of sources of information to determine action. Can articulate clear examples of this.	✓	A I R

School Community	Essential	Source
Have the ability to communicate effectively across the school community.	✓	A I
Show understanding of developing partnerships with other schools and the wider community.	✓	A I

Person Specification

Personal Qualities	Essential	Source
To have excellent communication and interpersonal skills.	✓	A I R
The ability to work collaboratively with other adults.	✓	A I R
To be able to gain the confidence of colleagues and students.	✓	A I R
To be self-reflective, with the ability and desire to improve own performance.	✓	A I R
To be able to work effectively in a team.	✓	A I R
To have an excellent record of personal attendance, punctuality and health.	✓	A I R
To have high personal standards – dress, conduct and presentation.	✓	A I R

Other Requirements

- The CES Senior Leadership application form and supplementary documents must be completed in full. (Current version updated December 2020)
- The letter of application must be clear and concise and no more than three sides of A4 (min font size 12).
- The supporting letter of application should be structured to show how the applicant meets the essential requirements outlined in sections of the Person Specification. It will be used as one way to assess communication skills.

Confidential References & Reports

- Only written references will be accepted.
- One reference must be a supportive reference from a Catholic Priest in the Parish where you regularly worship.
- Two professional referees who can comment and provide a positive recommendation on the suitability of the applicant for this post. One of the referees must be the applicant's current employer.

Application Process

The Salesian Academy of St. John Bosco

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The closing date for applications is: Thursday 23rd March at 9am
Shortlisting: 24th March and Interviews to take place on: Tuesday 28th March

Applications must be made on the CES Application Form and the supporting statement should be set against the criteria laid out in the Person Specification. It must not exceed 1300 words. No other information will be considered.

The relevant forms can be accessed online via the link:

http://saviosalesiancollege.com/innerpage.php?rowid=116

Once completed, please forward your application form and supporting statement to:

Louise Jones (louise.jones@pfcmat.org)





The Salesian Academy of
St. John Bosco



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Catholic Multi Academy Trust