



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Head of Year

Application Pack

June 2024

We're all about a warm welcome



June 2024

Dear Applicant

Re: Head of Year

Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Head of Year, with a start date to be negotiated.

As Headteacher at St Cuthbert's, I am so proud to lead our school as we reflect on and celebrate a year of major change and success. We are experiencing a dramatic shift in terms of ambition, aspiration and achievement. To put it in plain terms, St Cuthbert's Catholic High School is on the up, and we are excited to see how progress will continue at a pace in 2023 and beyond.

Of course, as a community of students, staff, governors and parents, we have been working towards changing our culture and vision of the school for some time, and now we are all satisfied to see that our collective achievements are being showcased and recognised by others.

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".*

"Leaders have put together a coherent and well-ordered curriculum across all subjects. The curriculum identifies what pupils will learn and when this content will be taught. Leaders have ensured that the curriculum is broad and balanced from Year 7 to Year 11. The curriculum is ambitious. Leaders have successfully increased the proportion of key stage 4 pupils who study subjects included in the English Baccalaureate".

For the sixth year in a row, we are an oversubscribed school for 2023-2024.

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 in receiving your completed application form.

Yours sincerely

Mrs Catherine Twist
Headteacher

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



- ❖ By learning to know and accept the love of God by the way we treat each other and work together (Matthew 7:12)
- ❖ By respecting and embracing all cultures and recognising that as individuals we are unique (Genesis 1:26)
- ❖ By developing the gifts, talents and aspirations of all students and staff (Matthew 25:14-30)
- ❖ providing the best education for all students and helping them to live life in all its fullness (John 10:10)
- ❖ accepting the support of those in our community who work for the good of the school (Luke 10:25-37)
- ❖ reaching out to those who need our help in our world (Mark 1:39-42)
- ❖ protect and take pride in all aspects of our environment so that we become stewards of God's creation (Psalm 8)

“Treat others as you would like to be treated!”
The Golden Rule (Matthew 7:12)

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.

Our Core Values



MORE THAN A SCHOOL



Advert

Job Title: Head of Year
Salary: MPR/UPR + TLR 1B (£11,402)
Closing Date: **Monday, 24th June 2024 at 9:00am**
Contract type: Full-time **Contract term:** Permanent
Interviews: **During week of 24th June 2024**
Start date to be negotiated

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Job details

We have an exciting opportunity for an ambitious and inspirational teacher who wants to make a real difference.

We are looking for someone who:

- Has high expectations of behaviour and committed to driving high standards across the school.
- Has as much enthusiasm about our students as we have.
- Is an inspirational teacher, who believes in high aspirations for all.
- Is an individual who is motivated, organised and tenacious.
- Is a teacher who is passionate about improving the lives and education of our students.
- Can demonstrate excellent teaching and classroom management skills.
- Has the ability to build good relationships with all students and parents/carers.
- Has the ability to lead a team of form tutors and pastoral staff to ensure high standards of care, guidance and support.
- Has the willingness to go above and beyond for our students.

The position could be for either an experienced teacher or for someone with less experience but with bags of enthusiasm and a willingness to learn. (Not suitable for ECTs). A specialism to teach Science or RE would be an advantage. Year group will be determined based on skills/experience of successful candidate.

What we can offer:

- 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

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.

We are a really exciting and interesting place to be. We have a large number of very bright and able students and a higher-than-average percentage of SEN and PP students.

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. Interested candidates can contact the Headteacher should they wish to discuss the position further, whilst visits to the school can also be arranged.

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 hello@stcuthberts.com

Application forms to be completed and returned for the attention of Mrs C Twist, Headteacher to hello@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.

Job Description

Post:	Head of Year
Grade:	MPS/UPS + TLR 1B (£11,402)
Responsible to:	Assistant Headteacher (Behaviour & Welfare)

Purpose of the Post:

- The Head of Year will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all students.
- The Head of Year's principal responsibility is to be responsible for all aspects of Student Learning and Progress in an allocated year.

Duties and Responsibilities:

Student Welfare:

- To effectively manage student welfare issues including behaviour and attendance/punctuality of all groups of students.
- To effectively manage student behaviour including rewards and sanctions. To plan review meetings with parents/carers as appropriate, either in school or home visits if necessary
- To liaise with external agencies to support the wellbeing of students.
- To lead effective mentoring programmes with identified students.

Student Progress:

- To track the attainment and progress of all students within the Year Group and plan appropriate interventions as needed, working with SLT.
- To monitor the progress of disadvantaged, SEND and other vulnerable groups of students to ensure that all students make at least good progress.
- To ensure that students receive effective and appropriate careers advice and guidance, working with CEIAG Lead.
- To plan, lead and manage the most effective use of Form time in order to deliver rich and engaging experiences for students and ensure the best possible outcomes.
- To work with relevant staff on the assessment and reporting process for the Year Group.
- To prepare and present the Head of Year report for Governors.

Communication:

- To oversee and promote effective parent/carer communication including Parents evenings and year information meetings.
- To lead assemblies and other key events.

Leadership:

- To lead a team of Form Tutors and line manage the AHOY
- To lead Year Team meetings.
- To carry out observations and appraisals of staff as required.
- To promote high expectations and a positive St Cuthbert's ethos, encouraging aspiration for all.
- To develop and implement highly effective policies and procedures, which promote the highest possible standards.

Professional Standards and Developments:

- To support and promote the wider school ethos and school development.
- To attend and engage with all relevant meetings including for example staff briefings, whole school, year team and curriculum area meetings.
- To participate in appraisal reviews and related activities.
- To identify appropriate areas for own professional development and pursue opportunities for such development.
- To meet all appropriate requirements as described in the DfE Teachers' Standards

Specific duties and responsibilities:

- To be confirmed.

Carry out any other duties deemed appropriate by the Headteacher.

Postholder's Signature: _____ **Date:** ____ / ____ / ____

Headteacher's Signature: _____ **Date:** ____ / ____ / ____

Person Specification

POSITION: Head of Year

PERSONAL ATTRIBUTES				
	Essential Attribute	Identified	Desirable Attribute	Identified
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status* Degree in related subject or equivalent * 	A A	<ul style="list-style-type: none"> Further accreditation in leadership and management. 	A
Experience	<ul style="list-style-type: none"> A passion for teaching subject area with a confident and creative approach to getting the best out of students Excellent practitioner – evidence of outstanding lesson observations Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages. Ability to inspire and motivate students of all abilities. Proven success in raising attainment Ability to drive improvements Ability to lead, inspire and motivate staff 	A I R R A I R A I R A I A I R A I R	<ul style="list-style-type: none"> Use of ICT in teaching Experience of assessment for learning Experience of managing an area of responsibility Experience of managing change successfully. 	A I A I A I R A I
Knowledge and Skills	<ul style="list-style-type: none"> Good knowledge of national and local initiatives in Pastoral care Ability to analyse data Use a variety of teaching strategies Experience of monitoring and evaluating students' progress Good communication and interpersonal skills Ability to motivate, challenge and inspire staff. Excellent ICT Skills 	A R A R A I R I R I R I R A	<ul style="list-style-type: none"> Examination marking experience Ability to work using own initiative Proven ability to set and meet deadlines 	A I R A I R A I
Personal Qualities	<ul style="list-style-type: none"> Support the Catholic ethos Enthusiasm & energy Commitment to safeguarding and promoting the welfare of Children and Young People 	A I I R A I R	<ul style="list-style-type: none"> Willingness to undertake further training and responsibility 	I
Other circumstances	<ul style="list-style-type: none"> An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	I	<ul style="list-style-type: none"> 	

A = Application form I = Interview R = Reference

*Shortlisted candidates should bring with them copies of their qualifications

School and local information

St Cuthbert's Catholic High School

St. Cuthbert's is a mixed Roman Catholic Voluntary Aided College for students aged 11 to 16.

Number on roll: 912

Getting around St Helens

Situated on the main A580 East Lancashire Road and at the centre of the region's motorway network, St Helens is one of the best-connected towns in the country. And once you get into the town centre, parking couldn't be simpler with spaces for over 2,300 cars on our Council run car parks.

St Helens has an efficient bus network with regular services from across the region passing through the main bus station on Bickerstaffe Street, alongside the Hardshaw shopping centre and a few hundred yards away from the newly redesigned Central Railway Station. From here, there are direct rail links with nearby Eccleston, Thatto Heath and Lea Green in addition to direct train to and from Liverpool, Wigan and Manchester.

Out and about in St Helens!

In our multi-award winning Cultural Quarter we have the perfect location for our new-look arts and entertainment venues – The Citadel and Theatre Royal. The Citadel was voted by *The Independent* as one of the top ten jazz and blues venues in Britain, with theatre, dance, music and film events also on the agenda.

If you want art, then the Godfrey Pilkington Art Gallery and the World of Glass museum are the places for you, giving you a flavour of the town's industrial heritage and history. As is the North West Museum of Road Transport with the largest collection of old buses in the country – especially if you have kids.

At the heart of the town's shopping offering is Church Square, St Helens largest indoor shopping centre, with popular high street stores amongst the many shops.

Outside of town is Ravenhead Retail Park on the Linkway, where you will find some of the larger retailers, conveniently situated in one place. While St Helens Retail Park may offer the same but it also houses a number of independent and discount stores.

When it comes to eating out, St Helens town centre has many restaurants appealing to all tastes and budgets from café bars and coffee shops to international and traditional British cuisine. Or if you are simply looking for a place to enjoy a few drinks, we have the traditional pubs with many serving real ale, modern bars and clubs in and around the town centre, with the biggest concentration of eating and drinking establishments on Bridge Street and Westfield Street

In the Area

St Helens excellent communication links offer a gateway for you to explore the local area, and there's loads to do nearby with Knowsley Safari Park right on our doorstep. And if you want countryside, then we have loads with Sankey Valley Country Park, Billinge Hill and Carr Mill Dam on the edge of the town. Venturing further out of town, the splendour of Knowsley Hall will impress you with its 2,500-acre scenic parkland that resembles a scene from *Brideshead Revisited*.

On the edge of the town we have the product of "The Big Art Project", an ambitious public art commissioning initiative from Channel 4, supported by Arts Council England, the national development agency for the arts, and The Art Fund, the UK's leading independent art charity.

Dream has generated worldwide media coverage for St. Helens, and was awarded the prestigious Marsh Sculpture Prize for the best public sculpture of the year, plus 8 other awards. It is attracting tens of thousands of additional visitors to the site and surrounding region every year.

When it comes to Sport, there can only be one in the town: rugby league!

In St Helens we are fanatical about the game and with some justification because, the 'Saints' are the most successful Super League team in history, and having just taken delivery of a fabulous new stadium, who can blame us?

If you love football, then all of Liverpool and Manchester's grounds are within 40 minutes travelling time from the town centre.

Our leisure facilities are second to none with 4 state of the art, council run, leisure centres, golf course and driving range, as well as private clubs in the area, you won't be lost for something to do!

Advisory Note to Applicants

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, 24th June 2023 at 9:00am.**

Interviews will be held:
During week of 24th June 2024.

Completed application forms should be returned by email to hello@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, Mrs Catherine Twist
on 01744 678123**

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