



# **ELLESMERE PORT Catholic High School**

**Headteacher Application Pack**

**“I have come so that they may have life and have it to the full”**

**JOHN 10:10**

## **Welcome from Mark Mountcastle – Trust CEO**

Thank you for your interest in the role of Headteacher at Ellesmere Port Catholic High School.

Our mission says, 'I have come so that they may have life and have it to the full' (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

This is a hugely exciting time for our school as we continue our journey of school improvement. In addition, we are about to begin a new school build – we have before us an amazing opportunity for a new headteacher to lead us on the next steps of our journey.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned.

Ellesmere Port Catholic High School is part of the Our Lady Help of Christian's Trust. Being part of the Trust ensures that the headteacher and staff benefit from highly effective support and guidance. While we value the individuality and autonomy of each school, the Trust's central team brings a wide range of expertise and resources to support school improvement and provide practical, day-to-day assistance.

For a confidential conversation, more information or to arrange a visit please call me on 07389 163361, or email [ceo@olhoc.org.uk](mailto:ceo@olhoc.org.uk).

Thank you

**Mark Mountcastle**

CEO

Our Lady Help of Christians Catholic Academy Trust

## Values & Mission Statement

### Inspired by Excellence & Innovation

**“I have come so that they may have Life and have it to the Full” – John 10:10**

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

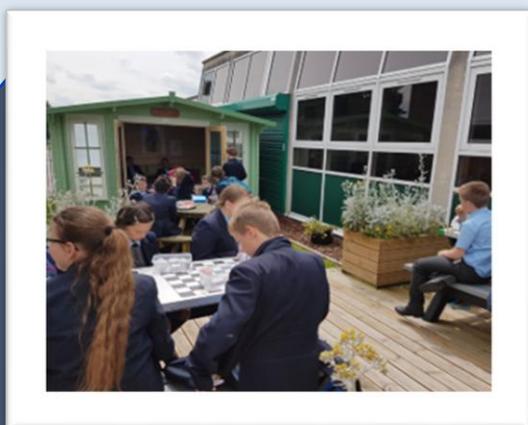
- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

### Our Priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school

This information pack and our school website will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective leader of our school. We would encourage all applicants to visit our school, please contact Mark Mountcastle to arrange a mutually convenient time.

**Ellesmere Port Catholic High School** is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



With 953 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire CH65 7AQ

[www.epchs.co.uk](http://www.epchs.co.uk)



TEL: 0151 355 2373

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**Inspired by Excellence & Innovation**

## Headteacher

**Required for:** September 2026

ISR L25 - 32 (Group 6)

**Lead with Faith. Inspire Excellence. Shape the Future.**

The governors of Ellesmere Port Catholic High School, in partnership with Shrewsbury Diocese and OLHoC Catholic Academy Trust, are seeking to appoint an inspirational, supportive and innovative Headteacher to inspire us in the next phase of our journey.

Rooted firmly in our Catholic identity and guided by Gospel values, we are a community committed to ensuring that every young person flourishes spiritually, academically and personally. As we continue to strengthen outcomes and culture and prepare to move into a significant new build development, we are looking for a leader who will shape the next chapter of our story with clarity, courage and conviction.

Our new school building represents more than improved facilities — it is a visible sign of renewal, ambition and long-term investment in Catholic education in Ellesmere Port.

This is a rare opportunity to lead a Catholic school with strong foundations, a clear moral purpose, and ambitious plans for the future.

### ***About Our School***

Ellesmere Port Catholic High School is a proud Catholic community where faith is lived daily through worship, service, compassion and high expectations.

We are:

- A welcoming and inclusive Catholic school serving our local community
- Committed to academic excellence and holistic formation
- Embedding a culture of high expectations and mutual respect
- Driven by a strong moral purpose and belief in the dignity of every child
- Entering an exciting phase of development, including a new build which will provide
- outstanding facilities to support teaching, learning and community engagement

We are seeking a practising Catholic leader who:

- Is deeply committed to Catholic education and able to articulate and model a clear vision rooted in faith
- Has a proven track record of sustained school improvement
- Demonstrates the ability to raise standards, secure strong outcomes and develop a culture of excellence
- Be a role model who inspires and motivates others through their commitment, enthusiasm and dedication to raising standards
- Leads with integrity, compassion, resilience and moral purpose

- Can inspire and develop staff at all levels
- Has the strategic capability to lead the school confidently into its new build phase and beyond
- Is an engaging and hardworking individual, able to collaborate with parents, staff, governors, the parish and wider community in providing opportunities for all pupils.

#### What We Offer

- A school at a transformative point in its improvement journey
- The opportunity to lead within a strong Catholic ethos and supportive diocesan family
- A committed and dedicated staff team
- Enthusiastic pupils who are proud of their school
- Investment in first-class facilities through our new build development
- The chance to shape the long-term future of Catholic education in Ellesmere Port
- Good opportunities for continuing professional development
- Excellent support from our Trust and partner schools within it

Visits to the school are warmly welcomed and encouraged. Please contact Mark Mountcastle, CEO of Our Lady Help of Christians Catholic Academy Trust at [ceo@olhoc.org.uk](mailto:ceo@olhoc.org.uk) or 07389163361.

For further details and an application pack, please visit the Trust website by [clicking here](#).

Applications must be completed on the CES application form provided and submitted electronically to: [Julie.English@dioceseofshrewsbury.org](mailto:Julie.English@dioceseofshrewsbury.org)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be expected to complete a Disqualification Declaration. The successful applicant's appointment will be subject to satisfactory references and pre-clearance including an enhanced DBS check.

**Closing Date:** Monday 13th April 2026, 12.00pm

**Recruitment tasks and interviews:** Thursday & Friday 23/24th April 2026

## Headteacher Person Specification for Academies

### Person Specification/Selection Criteria for Headteacher at Ellesmere Port Catholic High School

The Academy Articles of Association state that it is part of the Catholic Church and is to be conducted as a Catholic Academy in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post, therefore, requires a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Ellesmere Port Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

**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

#### [A] Faith Commitment

		Essential	Desirable	Source
1	Practicing Catholic	E		A/I/R
2	Involvement in parish community		D	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	E		A/I
4	Ways of developing religious education and worship	E		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	E		A/I
6	How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	E		A/I
7	Has completed the Catholic Leadership Programme or other approved Catholic leadership training, or has a commitment to do so		D	A/I/CC

**[B] Qualifications**

		Essential	Desirable	Source
8	Qualified teacher status	E		A/CC
9	Degree	E		A/CC
10	CCRS/CTC or a commitment to obtain the certificate		D	A/CC/I

**[C] Professional Development**

		Essential	Desirable	Source
11	Evidence of appropriate professional development for the role of headteacher	E		A
12	Evidence of recent leadership and management professional development	E		A
13	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
14	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC
15	Has successfully completed approved Safer Recruitment Training or has a commitment to do so within 12 months	E		A/I/CC

**[D] School leadership and management experience**

		Essential	Desirable	Source
16	Recent successful leadership as a headteacher		D	A/I/R
17	Recent successful leadership as a deputy headteacher or assistant headteacher	E		A/I/R
18	Evidence of successfully leading school improvement	E		A/I/R
19	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E		A/I/R
20	Experience of curriculum leadership and development	E		A/I/R
21	Experience of working constructively with parents	E		
22	Experience of monitoring staff performance	E		A/I/R
23	Experience of effective budget management and financial analysis		D	A/I/R
24	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities	E		A/I/R
25	An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	E		A/I/R
26	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
27	Is able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

**[E] Experience and knowledge of teaching**

		Essential	Desirable	Source
28	Experience of teaching in a Catholic school	E		A
29	Successful teaching of pupils/students in the secondary phase	E		A/I/R
30	Experience of teaching in more than one school		D	A/I/R
31	To have a working and current knowledge and understanding of the Key Stages in the secondary phase	E		A/I/R
32	Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A/I/R
33	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
34	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
35	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

**[F] Professional Attributes**

		Essential	Desirable	Source
36	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met		D	A/I/R
37	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	E		A/I/R
38	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
39	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
40	Show a good commitment to sustained attendance at work	E		A/I/R

**[G] Professional Skills**

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings

#### [H] 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
- 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
- Uphold the 7 Nolan principles of public life

#### [I] Confidential References and Reports

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

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

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received.

#### [J] Important advice regarding faith references

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practicing Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

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 **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
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
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

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.

#### [K] 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.***



## **Headteacher Job Description for Academies**

### **Headteacher Job Description**

**Ellesmere Port Catholic High School, a Voluntary Academy**

#### **Introduction**

*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 practicing 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 Our Lady Help of Christians Catholic Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The Our Lady Help of Christians Catholic Academy Trust and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The 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.**

#### **A. The Core Purpose of the Headteacher**

The core purpose of the Headteacher is to provide professional leadership and management of the 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. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

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.

The Headteacher, working with the and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the Our Lady Help of Christians Catholic Academy Trust, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed

and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school. The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, higher education institutions and employers. Through such partnerships and other activities, the Headteacher play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally. Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

## **B. The Headteacher Standards 2020**

### **1. Culture and Ethos**

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work. Critical to the role of headship is working with the Our Lady Help of Christians Catholic Academy Trust and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of

#### *The Headteacher will:*

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

### **2. Curriculum and Teaching**

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity. The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective enthusiastic independent learners

*In accordance with the school's Catholic ethos, the Headteacher will:*

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

### **3. Organisational effectiveness**

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with

*In accordance with the school's Catholic ethos, the Headteacher will:*

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education and RSHE are fulfilled.

2. 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.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the Our Lady Help of Christians Catholic Academy Trust to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

*Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:*

7. Create an outward-facing school which works 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. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
8. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
9. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
10. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
11. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
12. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

***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 Headteacher.***

# Guidance for Applicants

## **How to apply**

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## **Shortlisting**

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## **The Interview**

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## **Safeguarding statement**

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

<p style="text-align: center;"><b>1</b></p> <p>CEO Phone 07389163361</p>	<p style="text-align: center;"><b>2</b></p> <p>Email to send applications Julie.English@diceseofshrewsbury.org</p>	<p style="text-align: center;"><b>3</b></p> <p>CEO Email <a href="mailto:ceo@olhoc.org.uk">ceo@olhoc.org.uk</a> Mark Mountcastle</p>	<p style="text-align: center;"><b>4</b></p> <p>Website <a href="http://www.olhoc.org.uk">www.olhoc.org.uk</a></p>	<p style="text-align: center;"><b>5</b></p> <p>School Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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**Our Lady Help of Christians  
Catholic Academy Trust**

“Great things happen when you care”

PSALM 21:  
He asked for life and you gave it to him



**ELLESMERE PORT**  
**Catholic High School**

**Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

**[www.epchs.co.uk](http://www.epchs.co.uk) | 0151 355 2373 | [admin@epchs.co.uk](mailto:admin@epchs.co.uk)**