

St Philip Howard

CATHOLIC SCHOOL



HEADTEACHER RECRUITMENT PACK



LETTER FROM THE CHAIR OF GOVERNORS

On behalf of our students, staff, parents and Governing Board, I would like to thank you for your interest in the important and exciting post of Headteacher of St Philip Howard Catholic School.

SPH is a thriving school community, which champions each and every child; never settling for second best, nor becoming complacent in the work that we do. Whilst rated as 'Outstanding' by Ofsted in both 2016 and more recently in October 2021, we know we have plenty of work still to do. As the next Headteacher of SPH you will play a pivotal role in this and both the Trust and the local governing body would enable, entrust and support you in taking the school forward into its next chapter.

As a founding member of the Bosco Catholic Education Trust, we enjoy and benefit from working collaboratively with schools in the Trust. We also have excellent relationships with schools across the Diocese and locality, all of whom serve to help us reflect, learn and improve on our own practice.

We are seeking to appoint an inspiring, trustworthy and capable Headteacher, who has high aspirations and understands what it takes to remain an outstanding school and continue to improve. The vacancy comes as our serving Headteacher, David Carter, is set to take up his post as CEO of Bosco CET on a full-time basis. Whilst committed to ensuring the success of all schools in the Trust, he is also conscious and keen that the next Headteacher of SPH has a mandate to make necessary changes to enact their vision as well as the autonomy to do so.

As a reserved post in a faith school, the successful candidate will be a practising Catholic, an effective communicator, able to build teams and be totally positive at all times in upholding the highest possible moral and academic standards.

We are looking for a talented and inspirational leader, who is keen to work with our dedicated and professional staff, enthusiastic students and supportive parents in enabling our students to reach their God-given potential.

We believe that this post presents a wonderful challenge to the successful candidate. In return, we can offer excellent professional development opportunities and an inspiring network of schools and professionals to work with.

You will receive unparalleled support in this opportunity for you to make a very real and meaningful difference to the life chances of children in our care.

We look forward to receiving your application and to learning what you would be able to offer the St Philip Howard Catholic School community.

We very much look forward to hearing from you.

Yours sincerely

Chris Kilbane
Chair of Governors

LETTER FROM THE CEO OF BOSCO CATHOLIC EDUCATION TRUST

Many thanks for your interest in the post of Headteacher of St Philip Howard Catholic School. As you'd expect me to say, SPH is a very special school community and one particularly close to my heart having been Headteacher there myself for the last 10 years.

Perhaps the first and most important thing to reassure you about is that as the future Headteacher of the school, you'd be afforded complete autonomy and total support of your work by myself and the Trust. We aren't a 'top-down' Trust in any way and view our work as being in service of the children and the schools, not the other way around. I personally don't take credit for the success of SPH as Headteacher; it has been very much a team effort and I am not precious about the changes that you might feel necessary to push the school on to even greater success. As a Trust, we are all about affording children the very best possible education. They get one chance at that and we must do whatever is necessary to ensure they are happy, well qualified, well rounded and well loved.

In addition to the words of Chris Kilbane, who is Chair of Governors, I thought it may be helpful if I shared a few reflections about the Catholic Education Trust.

We are presently a group of five schools: St Philip Howard Catholic (Secondary) School in Barnham, St Mary's Primary (Worthing), Annecy Primary (Seaford), St Joseph's Primary (Haywards Heath) and St Paul's Catholic College (Burgess Hill) who have come together for our mutual benefit and that of Catholic schools across Sussex. Bosco CET has been identified as the Trust to which any or all of the Catholic schools in Sussex can join should they wish, and a number of other schools are soon to join. This presents us with a fantastic challenge and one, which if the right decisions are made, will lead to exciting developments and improvements across all our schools.

I have felt very blessed to work at SPH and I know you would be warmly welcomed as I was in 2012. Being a Headteacher, for me, really has been the best job in the world and I would encourage you to go for it! SPH is a very special place to be. Whilst rated as 'Outstanding' by Ofsted, the school is far from complacent and we know that there is still much to do to fulfil the potential to be the best school in the country.

The support and development of you as a Headteacher within the Trust would be a priority for me as CEO, helping you to flourish in your role, fulfil your potential and improve the life chances of the children entrusted to our care. You'd definitely be given the space you need to make your mark, whilst also benefitting from the incredible support and encouragement of all the other Heads in the Trust. This is a reserved post and so only open to committed, practising Catholics, who genuinely know what it means to live out their faith, be a credible witness and lead with both integrity and humility. You definitely need to know what servant leadership is all about!

If you already work in a Catholic school then you will know they are special places in which to work. If you have never worked in a Catholic school, then now is your chance; come and visit us to see what you've been missing out on! Please feel free to contact me at any time on 01243 558205 or email dcarter@boscocet.org.uk if you have any questions, want to arrange a visit or initial conversation online with myself or Chris Kilbane. We hope to meet you soon.

Yours sincerely

Dave Carter
CEO, Bosco CET

MISSION STATEMENT

Our Mission Statement:

With our faith in Jesus, we learn, grow and achieve. Together we make a difference.

WHAT OUR STUDENTS ASK FOR IN A NEW HEADTEACHER



- Be firm but fair
- Be kind
- Work hard and believe in us
- Help us be the best we can be
- Set us high standards
- Encourage us
- Be loving and truthful
- Don't take yourself too seriously!

OUR COMMUNITY

Our Students

With a recently increased PAN of 180, SPH currently has 1,150 students on roll who come from far and wide but mainly from Barnham, Bognor Regis, Chichester, Arundel and Littlehampton. Some however come from as far as Portsmouth, Billingshurst and Worthing.

Our students get involved in a wide range of enrichment activities including sports, arts and music, and every effort is made to provide a diverse curriculum with stimuli to promote engagement.

We have high expectations for all our students and standards of behaviour at the school are excellent (provided they are taught well!) and we are very proud of each and every one of them.



Our Staff

We are now a 6 form entry school with over 200 in the Sixth Form. We have a very keen, dedicated and enthusiastic team of professional staff. They are positive, hard-working and very supportive of one another. They really are our number one asset and we are committed to investing in their professional development to enable them to flourish in all that they do. The Catholic ethos of our school is central to all that we do, including developing and maintaining a nurturing and inclusive culture where all are encouraged to fulfil their God-given potential.

LIFE AT SPH

We would like to take this opportunity to give you a taste of 'Life at SPH' to help you decide if this is the right opportunity for you.

SPH is a co-educational 11-18 Catholic comprehensive school, which in April 2017 became an academy opening the Bosco Catholic Education Trust. The school and Trust's ethos is based on its Catholic character with supportive relationships and high standards being central to our work. As a consequence, both students and staff are happy, positive and enjoy their time at school – something we like to ask their opinion on regularly through surveys and student councils.

Academic standards at SPH are outstanding with students achieving very well at all levels. In recent years, GCSE progress scores have exceeded 0.5 with over 85% of students achieving 5 or more GCSEs at 4+. A-Level outcomes have been equally impressive, putting SPH top in West Sussex for non-selective Sixth Forms. Despite the fact that these results place us in the Top 10% nationally and the top school in Sussex, we have the belief that "getting better never stops!" We are determined to be outstanding in all aspects of our work as a school and pursue this goal relentlessly. There is a great team here at SPH; we are all determined to be the very best we possibly can be and would need this same attitude in our next Headteacher.

A great deal of emphasis is placed upon extra-curricular life at SPH and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities: drama, sport, music, exchanges, days of reflection, Duke of Edinburgh and trips, both nationally and internationally. Your commitment to this holistic and well-rounded education will be imperative to the future success and happiness of the children entrusted to our care.

The Catholic ethos of the school is paramount and the 'glue' which pervades throughout and holds our school community together. Everyone takes responsibility for living out the Gospel values at SPH. We also have a very active and successful chaplaincy team, including trainees who have gone on to be chaplains elsewhere. We are very proud of our wonderful new chapel which takes pride of place at the centre of our school.

There are exciting building plans for the year ahead, with a new classroom block being built and two large covered areas being installed. These sit alongside our other impressive facilities, such as our modern Sports Hall and Dance Studio, dedicated Music block, an inspiring double-classroom Art Studio and Sixth Form block. We work hard to provide the very best environment and facilities for our children and to ensure they are kept that way!

Barnham sits in a beautiful location in West Sussex. We are just metres from the train station with services along the South Coast and the mainline up to London. The A27 is easily accessible, yet we also have extensive playing field space. West Sussex is an idyllic place to live, particularly for families, with both the rolling hills of the South Downs and the beautiful beaches of the South Coast close by. The bright lights of the big city are not far either with both Brighton and Chichester providing plenty of entertainment. Who could ask for more!

SPH is heavily over-subscribed and is very highly regarded in the local community. Whilst students and staff are well supported, expectations of them are high. We are determined to recruit the very best teachers and those with great potential, to support and develop them in their roles and prepare them for promotion. That is why we invest heavily in professional development. Our staff are our number one asset and must be cherished if we are to succeed in achieving our goals. Our previous Teaching School status has afforded staff a wealth of opportunities for training and career progression and this is now continued through the Xavier Teaching School Hub.

We have a relentless focus on learning and the quality of teaching; under-performance will always be addressed and student outcomes placed at the heart of all we do. We were delighted to again be graded as 'Outstanding' in our most recent Ofsted inspection in October 2021 and believe this to be great affirmation

of what we are trying to achieve. We hope you will take the opportunity to access the report on our school website.

The challenge now is to continue to improve and become the best school in the country. Are you the person to help us achieve this goal?

We believe SPH is a fantastic place to work and we are particularly excited about the prospect of appointing a new Headteacher to help drive the school forward and contribute to the work of the wider Trust. We hope you decide that SPH is the right opportunity for you and we look forward to meeting you soon.

BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.



The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019, St Joseph's in September 2020 and St Paul's in January 2022. SPH is an outstanding Catholic secondary school, previously a National Teaching School and has a proven track record of raising achievement through school-to-school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and continues to work on school-to-school support across Sussex.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.

APPOINTMENT OF HEADTEACHER

Group 7 school: L28 – L38 commensurate with experience

The Governors are looking to appoint a hard-working, inspiring and talented Headteacher to lead our team into the next chapter of its exciting journey. We still have much to achieve and hope that you are ready to challenge and inspire us in that journey. Whilst graded as 'outstanding' by Ofsted, we continue to push ourselves to achieve even greater things for the children entrusted to our care.

This is an excellent and rare opportunity to join a dynamic, innovative and vibrant school as it continues on its quest to be the best school in the country. If you want to work with wonderful students, committed staff and a forward-thinking leadership team, this is the school for you. We are always striving to improve and we want you to be part of this journey.

- GCSE results are always well-over 80% for those achieving grade 4+, with progress scores regularly placing the school as the highest in West Sussex.
- We have a thriving and growing Sixth Form.
- A Level results and progress scores place us first in West Sussex.
- We are rated as 'Outstanding' by Ofsted in all categories.
- We have been a National Teaching School and continue with those key activities through Teaching School Hubs and we help to lead the Bosco CET.
- We are rated as Outstanding in the Diocesan Section 48.

The school is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

HOW TO APPLY

Please submit your application using the CES application form, with a supporting letter of no more than two sides of A4 when typed. In your letter, please outline the relevant experience in your career to date, what you feel you would bring to SPH and how you would lead the school forward in the next chapter of its journey.

Please email your completed application and supporting letter to Jacqui Inglis at jinglis@sphcs.co.uk or send to the school address.

Closing date: Monday 14 February 2022
Interviews: w/c 28 February 2022
Starting date: September 2022

We would encourage a visit and tour of the school beforehand so please get in touch to meet us!



DIOCESE OF ARUNDEL AND BRIGHTON

St Philip Howard Catholic School, part of Bosco Catholic Education Trust

JOB DESCRIPTION

Accountable for:

Leadership of all teaching and support staff, with specific performance management responsibility for members of the Senior Leadership Team.

Accountable to:

The Bosco Catholic Education Trust Board

Main purpose of the job:

The Headteacher is an employee of the Bosco Catholic Education Trust and is required to:

- provide professional Catholic leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable pupils and teachers to achieve effective learning, so that the school's aims and objectives are implemented in accordance with the policies of the Trust and national and local education strategy;
- carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the School, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document;
- be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing;
- promote and safeguard the welfare of children and young persons for whom the school and Trust is responsible and those with whom they come into contact.

Key Accountabilities:

Qualities and Knowledge

1. To hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. To demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.

3. To lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. To sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. To work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. To communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

1. To demand ambitious standards 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.
2. To 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.
3. To 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. To create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. To identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. To hold all staff to account for their professional conduct and practice.

Systems and Process

1. To 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.
2. To 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. To 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. To welcome strong governance and actively support the Trust and local governing body 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. To exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

6. To 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.

The Self-Improving School System

1. To create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. To 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.
4. To shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. To model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. To inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young peoples' lives and to promote the value of education.



DIOCESE OF ARUNDEL AND BRIGHTON

St Philip Howard Catholic School, part of Bosco Catholic Education Trust

PERSON SPECIFICATION

Seeking Catholic leaders who think strategically; by building, communicating and implementing a shared vision of excellence, equity and high standards for every pupil within the context of the mission of a Catholic school.

	Criteria	Essential	Desirable
Attainment and Experience			
a	Qualified Teacher Status	E	
b	Good honours degree	E	
c	National Professional Qualification for Headteachers (NPQH)		D
d	Appropriate professional development and updating related to school leadership, curriculum, and teaching and learning	E	
e	Appropriate experience of the phase and age range	E	
f	Evidence of continuing professional development relating to Catholic ethos, mission and religious education, e.g. CCRS		D
g	Senior management experience in a Catholic school or is able to demonstrate sound understanding of the aims, organisation, leadership and governance of a Catholic school	E	
Faith Commitment			
h	Is a practising and committed Catholic, involved in the life of the Church at parish, diocesan and/or national levels	E	
i	Has a secure understanding of the distinctive nature of the Catholic school and Catholic education	E	
j	Has an understanding of the leadership role in the spiritual development of pupils and staff	E	
k	Understands the role of the governing body in a Catholic school in preserving and promoting the school's Catholic character		D
l	Has an understanding of the school's role in the parish and wider community and its contribution to community cohesion	E	
m	Evidence of participation in the faith life of the community	E	
n	Experience in leading acts of worship in a Catholic school		D
Domain One : Excellent Headteachers: qualities and knowledge			
1.1	Hold and articulate a model vision for the school, clear values and moral purpose both within and beyond the school		D
1.2	Demonstrate optimistic personal behaviours, positive relationships and attitudes towards pupils, staff, governors and the local community	E	
1.3	Demonstrate from previous experience a capacity to communicate with support and challenge a wide range of people associated with the school		D

1.4	Lead change by example with integrity, create and innovate so that others carry the vision forward	E	
1.5	Plan and manage projects for implementing change		D
1.6	Understand and discuss local, national and global trends in education and school systems		D
1.7	Work with political and financial astuteness within a clear set of principles centred on the school's vision		D
1.8	Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every pupil	E	
1.9	Understand and practice educational inclusion so that all have the opportunity to be the best they can be	E	
1.10	Think creatively to anticipate and solve problems	E	
Domain Two : Excellent Headteachers: Pupils and Staff			
2.1	Demand and achieve ambitious standards for all pupils, set challenging goals and targets	E	
2.2	Promote a strong sense of accountability in staff for the impact of their work on pupils' outcomes	E	
2.3	Secure excellent teaching through an analytical understanding of how pupils learn with appropriate models and principles of effective learning and assessment informed by research	E	
2.4	Secure excellent teaching through understanding how curriculum design leads to rich curriculum opportunities and pupils' well-being	E	
2.5	Create policies, through informed decision-making, consultation and review		D
2.6	Promote a culture of 'openness' as a basis for sharing good practice within and beyond the school informed by research and robust data analysis	E	
2.7	Promote an ethos where all staff are motivated and supported to develop their own skills, subject knowledge and continuing professional development (CPD)		D
2.8	Promote individual and team development and sustain a learning community that impacts on school improvement		D
2.9	Use succession planning to identify emerging talents, coach current and aspiring leaders to achieve excellence in standards		D
2.10	Manage and hold all staff to account for their professional conduct and practice	E	
2.11	Implement strategies for developing effective teachers to ensure the entitlement of all pupils to effective teaching and learning	E	
2.12	Ensure choice and flexibility in learning to meet the personalised learning needs of every child		D
Domain Three : Excellent Headteachers: Systems and Process			
3.1	Understand and abide by legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation including governance to ensure they are fit for purpose and uphold the principles of transparency, integrity and probity	E	
3.2	Abide by public services policy and accountability frameworks, including self-evaluation and multi-agency working to ensure they are fit for purpose and uphold the principles of transparency, integrity and probity		D
3.3	Understand legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation		D
3.4	Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils in school and in developing exemplary behaviour in school and in wider society	E	

3.5	Establish a rigorous, transparent and fair process using a range of evidence, including performance data, to improve aspects of school life, manage the performance of staff including challenging and addressing poor performance and to support staff to improve	E	
3.6	Apply good practice in performance management	E	
3.7	Apply principles and practice of quality assurance systems, including school review, self-evaluation, performance management and stakeholder and community involvement		D
3.8	Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils	E	
3.9	Develop and support the governing body to be effective and offer strong governance		D
3.10	Work with the Trust and governing body to set school strategy and enable them to hold the teacher to account for pupil, staff and financial performance		D
3.11	Carry out strategic curriculum led financial planning and budgetary management to ensure the equitable deployment of budgets and resources in the best interests of pupils' achievement and the school's sustainability		D
3.12	Apply principles and practice of distributive leadership and accountability throughout the organisation, enabling teams and individual colleagues to hold each other to account for their decisions and actions		D
3.13	Delegate management tasks and monitor their implementation		D
3.14	Accept support from others including colleagues, governors, Bosco Trust and Diocese.	E	
Domain Four : Excellent Headteachers: the Self-Improving School System			
4.1	Create an outward facing school which works collaboratively with other schools and organisations to secure excellent achievements for all pupils and to promote best practice		D
4.2	Develop and sustain effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils		D
4.3	Use informed research to challenge educational orthodoxies within a self-regulating and self-improving school system		D
4.4	Manage the future quality of the teaching profession through offering high quality and sustained professional development for all staff		D
4.5	Model entrepreneurial and innovative approaches to school improvement, leadership and governance in line with internal and external accountability processes		D
4.6	Inspire, influence and utilise others within the school and the wider community beyond school to promote the value and importance of education	E	
4.7	Utilise rich and diverse resources within local communities, e.g. home, human, physical, business, other schools, other agencies		D
Domain Five : Safeguarding Children: Safer Recruitment and Selection			
5	In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.	E	