



# **St Joseph's Catholic High School**

## Business & Enterprise College

### Assistant Headteacher Candidate Information

**For September 2018 (L9 –L13)**



# Welcome from the Headteacher

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**We seek to appoint an Assistant Headteacher to the Senior Team from September 2018. This is a significant opportunity for someone who is ambitious and keen to work in an improving Catholic secondary school.**

I would like to thank you for your interest in this post. I would welcome the opportunity to meet with prospective candidates prior to making an application.

We wish to appoint a practising Catholic candidate of the highest calibre who is looking to support school improvement at a senior level and develop their skills in preparation for future progress to Deputy Headteacher in the Catholic sector. The person appointed will be expected to contribute to the Catholic Ethos and strategic development of the school. The specific responsibilities are the leadership of teaching and learning, CPD and literacy across the school.

St Joseph's was founded by the local parishioners who wanted a Catholic school for their children. After raising money in church and in the community, St Joseph's was established in 1929. By ensuring our Mission Statement underpins everything we do, we hope to successfully fulfil the legacy of the families who had a vision for Catholic Education in Workington almost ninety years ago.

Our recent Diocesan Inspection was judged as good with outstanding features. The spiritual life of the school is our first priority. You will take assemblies and lead prayer and take part in our quality assurance cycle which measures the impact of our Mission Statement in our school. Our Catholic Life is also demonstrated in school masses and liturgies that take place throughout the year. Together with our Chaplain, Mr Harris, it is expected that all Senior Staff take a lead in this area of school life.

All members of the leadership team work individually and collectively on projects and participate fully in all strategic decision making at a whole-school level. The recently appointed Extended Leadership Team made up of the Directors of English and Maths, Heads of Science and RE, three Faculty Leaders, the SENCO and the Pastoral Manager also form part

of the decision making process and all of the team are involved in the weekly quality assurance cycle across the school.

St Joseph's is a highly popular school with a good reputation. In 2016, we were graded 'Good' by Ofsted but outcomes were judged to be RI. Our P8 in 2016 was -0.5 and in January 2017 we were labelled 'Coasting'. I arrived in September 2016 and we have worked very hard to secure improvements in 2017. There is still plenty of room for improvement. Attendance is stubbornly below where it should be and I am sure in your research about our school, you will see clearly where we need to improve further. We are working hard to continue to raise standards wherever possible and will not be satisfied until we are securely above national in all areas.

Central to everything that happens at St Joseph's are our students. Staff have sought to ensure that every student is valued and listened to. Relationships between staff, students and parents are strong. We are proud of our 'family feel'. Students appreciate very much the time that staff dedicate to them. Our 690 students are divided into a traditional pastoral system with five or six tutor groups in each year. The pastoral system is run by a Pastoral Leader with five non-teaching Heads of Year. Tutor time is a key time of day. The school follows its own prayer programme, "The Way" which ensures that our tutor time prayer and assembly time prayer leads to a growing understanding of our Faith over five years at St Joseph's. Tutor time is also used to monitor the five aspects of care in our school: attendance, punctuality, achievement points, behaviour points and progress.

Our staff work very hard to maintain our Catholic Ethos and are dedicated to our students. Relationships are central to our Mission Statement. Students know we expect the very best in behaviour and attitudes and they respond well. The school has dedicated Staff



Training Time throughout the year. A recent Inset Day was spent with colleagues from St Benedict's in Whitehaven. Where possible, we are working on Staff Development with other schools. A leadership development programme for our ELT is in process with another neighbouring school. Appraisal is well established and all targets match the current school priorities. We have also joined other Catholic Schools in our area to deliver training as part of the Catholic Teaching Alliance.

We take every opportunity to develop our building and are proud of the resources and facilities available to young people at St Joseph's. We invested over £2m in recent developments including a new sports hall and pastoral suite.

The school is situated two minutes' walk from the town centre of Workington. Whilst the site is compact it is very conveniently situated and is used every evening and at weekends by the wider community for Adult Education, Sport and fitness, meetings, Youth Attendance Centre.

Workington was an Industrial town based on steel and coal. Since the demise of the steel industry the area has attracted small and medium sized businesses, mainly engineering who are in the main part of the supply chain serving Sellafield Limited.

The current agenda and aspirations for the school are just as challenging and motivating as ever. We continue to develop our curriculum to meet the needs of the learners and to improve the skills of our staff to deliver this curriculum. We have an accurate view of the current quality of Teaching and Learning, formed using an external consultant who has joined SLT / ELT in the majority of observations in the last twelve months. We know our students are much too passive and that their written work needs improvement. We know that they struggle to memorise, make connections and revise thoroughly. We know sometimes our staff are working harder than the students and that students need to take more responsibility for their learning. We know that effective learning cannot be left to chance; we have to refine



and change our approaches if we want to make real and lasting improvements and if we want to increase our outcomes.

The exact responsibilities for this post will be discussed following appointment and will depend on the skills and experience of the successful candidate. We are genuinely interested to hear from candidates with a range of management experience, not necessarily in Catholic schools. What we want to hear about is a commitment to Catholic Ethos, experience of school improvement, accurate self-evaluation, the use of data and experience of monitoring of standards and impact. However, the most important thing is to appoint an ambitious Catholic, an outstanding teacher with significant potential to be my next senior leader and work with us to transform St Joseph's into an outstanding Catholic school.

## General information on Area

The area offers an unspoilt coastline, the Lake District National Park with gem towns like Cockermouth and Keswick all within easy travelling distance from Workington. There are many villages that are also popular places to live. Compared with many other places in the Country house prices are low and offer excellent value for your money. If you enjoy outdoor pursuits walking, climbing, water sports etc, then all this is on your doorstep. There is a Theatre at Keswick which has an excellent year round programme and in addition to this Carlisle, Newcastle and Manchester are easily reached by car and train.



**Jacky Kennedy,  
Headteacher**



# Job Description

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**Title:** Assistant Headteacher

**Salary Scale:** L9-13

**Supported by and reporting to:** Associate Deputy Headteacher

**Teaching periods:** 10/12

**Main areas of responsibility:** To carry out the functions of an Assistant Headteacher at St Joseph's Catholic High School in accordance with the School's Catholic Ethos and the stated aims and objectives of the school. To play a large part in ensuring the Catholic ethos permeates all that we do in school, to lead on the improvement of teaching and learning.

## Personal and Professional conduct

As set out in the Teachers' Standards.

## Leadership and Management

- To support the Headteacher in setting the vision and Mission of St Joseph's Catholic High School and work to ensure that our vision permeates all our school's activities.
- To support the Spiritual life of the school community as a role model in practice of the Catholic faith.
- To lead others in making an impact on the educational progress of all students.
- To implement the priorities as identified in the SDP, monitoring, reporting and evaluating the impact of the actions and contributing to the SEF and Governor Reports.
- To be accountable for project management to deadlines, engaging staff as appropriate, delivering the highest possible outcomes.
- To cover for the Headteacher / Associate Deputy Headteacher as required.
- To support the Headteacher, working with SLT by providing day to day leadership of St Joseph's Catholic High School ensuring management is efficient and effective.
- To directly line manage a subject area and ensure that this area of school is led to Outstanding (securely above national).
- To set up/establish quality assurance processes in your area of responsibility, holding staff to account, promoting continuous improvement within St Joseph's.
- To contribute to the reviews, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To undertake new tasks and personal development within the leadership role as preparation for Deputy Headship within the Catholic sector.



## Teaching and Learning

- To promote a clear vision for the highest quality teaching and learning, acting as the key driver of development and change in this area.
- To plan, lead, develop and enhance the teaching practice of others creating a culture of collaboration and joint practice development and coaching.
- To develop and embed a clear strategy for literacy across the curriculum.
- To ensure teaching meets the needs of all groups of learners using data to highlight where this might not be the case and ensure plans are in place to reverse this.
- To lead and co-ordinate Subject Leaders to improve teaching and learning in their areas and to raise achievement for students.
- To lead continuous professional development for teaching staff.
- To ensure the standards of teaching are at least good and consistently outstanding and where teaching is not good to put appropriate support in place.
- Develop opportunities for students, parents and the wider community to contribute to the development of teaching and learning.
- To work with the Business Manager to lead Continuous Professional Development for all Support Staff.
- Ensure the effective training and mentoring of trainee teachers, PGCE students and NQTs.

## Other responsibilities

- To attend curriculum, leadership and other meetings as required.
- To attend Governing body meetings as required.
- To undertake any other duties commensurate with your post as required by the Headteacher.

The above areas of responsibility may be amended or added to at the discretion of the Headteacher, after consultation with the post-holder, and in light of the future developments in the school. This job description will be reviewed annually and is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

The above areas of responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment and Catholic Education Service Contract of Employment.

These job descriptions allocate duties and responsibilities but do not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must have continual regard to the appropriate clauses of the Teaching Conditions of Employment.





# Person specification

Specification	Essential and desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>■ Graduate and qualified teacher</li> <li>■ Further professional development in areas of leadership and management</li> </ul>
<b>Catholicity</b>	<ul style="list-style-type: none"> <li>■ Practising Catholic and able to produce a Catholic Reference from a Parish Priest</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>■ At least three years' experience at middle leadership level</li> <li>■ Understanding of current educational issues</li> <li>■ Understanding of the role of Governors and parents in school development</li> <li>■ Understanding of P8 and other data to support raising standards</li> <li>■ Recent experience of teaching within a secondary environment</li> <li>■ Experience of contributing to whole-school continuous professional development</li> <li>■ Experience of management of physical, financial and human resource (D)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>■ Passion for outstanding learning</li> <li>■ Drive, sense of purpose, commitment and perseverance</li> <li>■ Excellent interpersonal and persuasive skills</li> <li>■ Flexibility and sensitivity to the needs of individuals</li> <li>■ Excellent communication and presentation skills; oral and written</li> <li>■ Enthusiasm and humour</li> <li>■ Willingness to reflect on, and evaluate performance within the context of a team</li> <li>■ Outstanding classroom practitioner who inspires and is respected by students</li> <li>■ Resilience and relentless energy</li> <li>■ Wide range of interests</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>■ Clear vision for raising standards</li> <li>■ Ability to lead by example, take responsibility and to be accountable</li> <li>■ Ability to inspire and motivate those around them</li> <li>■ Ability to hold people to account effectively</li> <li>■ Substantial problem-solving ability</li> <li>■ Ability to prioritise effectively and balance values with pragmatism</li> <li>■ Intellectual curiosity</li> <li>■ Commitment to helping all students and staff to fulfil their potential</li> <li>■ Potential and ambition for deputy headship within 1-2 years of appointment</li> </ul>

We are looking for an exceptional person who will rise to the challenges for improvement in student achievement at St Joseph's and who will work incredibly hard to sustain it. There will also be a teaching commitment of about 33% timetable. St Joseph's has wonderful students and is an incredibly rewarding place to work.





**St Joseph's Catholic High School**

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