



Vice Principal

RECRUITMENT PACK

MARCH 2018



RECRUITMENT PACK CONTENTS



Welcome from the Principal	3
About the College	4
The Diocese of Leeds	5
Senior Leadership Team	6
Advert	7
Job Description	8-12
Specific Responsibilities	13
Person Specification	14-18
Application and Assessment Process	19

Corpus Christi Catholic College

ABOUT THE COLLEGE



Dear Colleague,

Vice Principal

Thank you for your interest in joining the team here at Corpus Christi Catholic College.

An exciting opportunity has arisen for the post of Vice Principal, following the success of the current post holder in securing a Headship. This role has specific responsibilities around learning, standards and achievement as part of our leadership team, and is ideally suited for a candidate who aspires to lead their own school in the future.

The successful candidate will have a proven track record in senior leadership in a secondary education setting, and share the college's ambition to raise standards and aspirations by having a positive impact on our students, their families and the wider college community.

We are looking for a candidate with energy and commitment, who recognises the potential of our students. We place a strong emphasis on relationships between staff, students and parents; the Catholic ethos of the school supports and encourages students and staff to explore their faith and promote their spiritual development.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, intended to develop expertise and foster best practice within college and the wider education community.

If you share our enthusiasm for learning and would like to visit us, then please get in touch, visits to see the college are encouraged, but are no way a pre-requisite for selection for interview, I also invite you to visit our website – www.corpusleeds.org – to find out more information about how we work.

I hope the enclosed information is helpful and will inspire you to apply to join our team; I look forward to reading your application and meeting you.

Steve Mort
Principal
March 2018

Corpus Christi Catholic College

ABOUT THE COLLEGE



We are a Catholic College where every child is valued as a unique individual, created by God with an eternal destiny.

Gospel values and the teachings of the Catholic Church underpin all aspects of College life and we place Christ at the centre of all that we do. We seek to support and challenge our students as they grow in to adulthood, knowing it is important for them to do their best, care for those around them and bear witness to Christ in the modern world.

We are committed to serving our local community, and supporting our partner primary schools and parishes. We work in close collaboration with other schools, colleges and the wider community for our mutual good. As a Catholic College, we provide daily opportunities for reflection, prayer and worship. Each day begins with prayer and the celebration of the Eucharist is central to the life of the school. We strive to put our mission statement in to practice every day – Together we **Work, Learn, Pray, Grow** and **live out our mission**.

In our most recent Ofsted inspection we were judged to be a good school, with good leadership and management, feedback from the inspectors included...

Leaders rigorously check the quality of teaching through a wide range of monitoring activities. Self-evaluation is thorough and accurate and the school's actions are carefully planned and effective.

Senior leaders have made a significant contribution to these improvements, including better analysis and use of data, more accurate assessment and more effective promotion of good attendance. As a result, teaching and achievement are good and improving."

This is an exciting time to join our community, as we look to build on our improvements and successes, continuing to provide an excellent Catholic education for all our students in a supportive, compassionate environment.





Corpus Christi continues to retain the traditional values from which we have gained a strong reputation in the East of Leeds and wider diocese; we are a Leeds Diocesan School with a strong Christian ethos, a broad and balanced curriculum, high expectations with regards to uniform and behaviour; and outstanding pastoral care. We are aspirational for all and strive to meet the needs of every child irrespective of their ability, to ensure they fulfil their potential both in and outside of the classroom. Our students are fine ambassadors for Corpus Christi and we are proud of their achievements believing this success is based on the strong partnership between school and home.

In our most recent section 48 inspection, inspectors reported...

"There is much to celebrate at Corpus Christi. Pupils, staff, Governors, Parents, external agencies all work together in a joyful, prayerful community. The Catholic life of the school is in strong hands being clearly and demonstrably a priority above all else. Good relationships are in evidence and strong leadership is now beginning to drive improvements across the whole school. The school has the capacity to become an outstanding school."

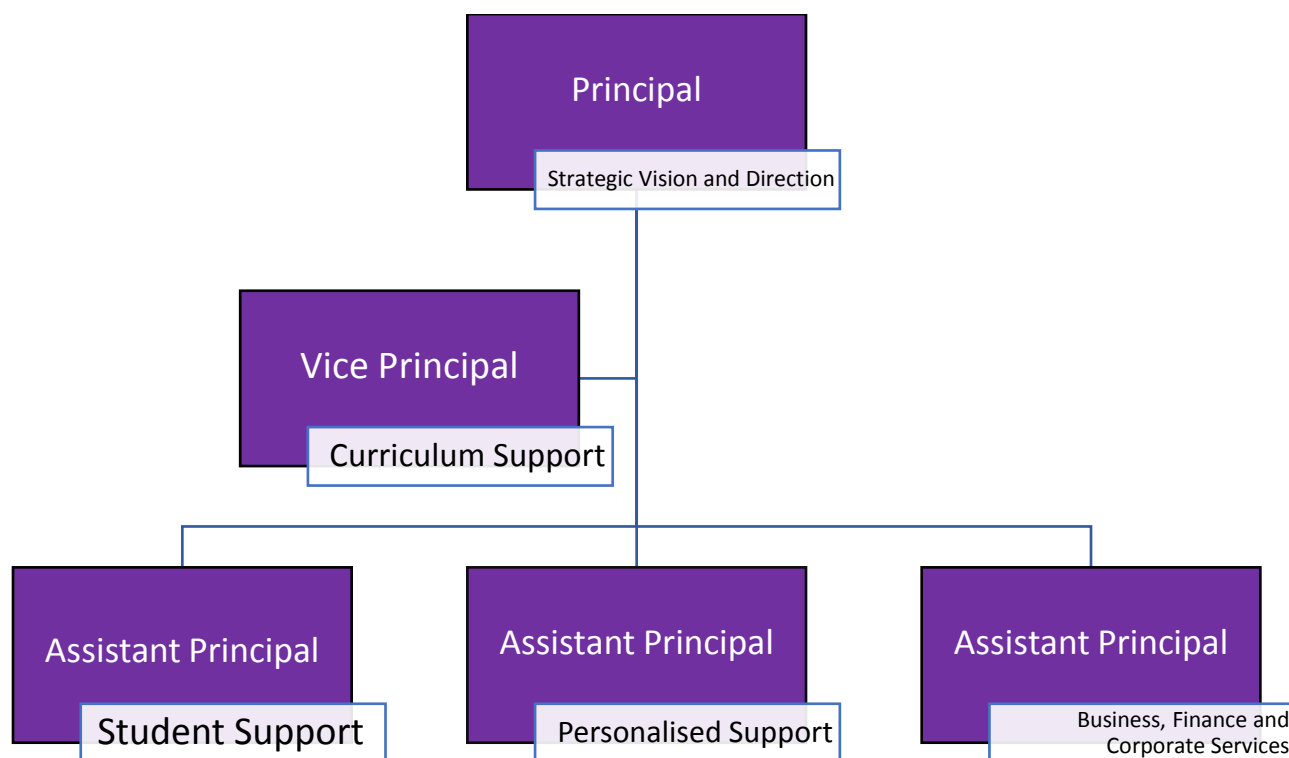
As part of the Diocese of Leeds we are clear in our purpose: 'to assist the Church in its mission of making Christ known to all people; to assist parents, who are the primary educators of their children, in the education and religious formation of their children; to be at the service of the local Church-the diocese, the parish and the Christian home; and, to be a service to society' (*Christ at the Centre, 2nd Edition, 2012, published by CTS*)

We agree with our Bishop's vision for a Diocesan Catholic Family of schools where he states that "it is important, first and foremost, that Catholic schools strengthen their solidarity and collaborate effectively with each other in order to achieve their purpose and their mission".

In this diocese we have opportunities for collaboration and partnership that allow us to offer our children and students an even richer experience of Catholic education and to strengthen and promote their participation in Catholic higher education, principally through our diocesan educational partners, Notre Dame Sixth Form College and Leeds Trinity University.

We also support, and encourage, staff to work collaboratively with colleagues across educational partners in the Diocese to share best practice and aid continuous professional development.





Our current Senior Leadership Team consists of five full time posts, the team possesses a wide range of experience, skills and aptitudes, further complemented by two associate senior leaders.

In addition to the specific posts outlined above, each member of the leadership team contributes to strategic decisions and undertake generic duties which ensure the effective day to day running of the college.

Advert

VICE PRINCIPAL (L18-L22)



Corpus Christi Catholic College is a highly regarded, oversubscribed and successful 11-16 secondary school with a caring ethos and high standards, part of the Diocese of Leeds.

Due to the promotion of the current post holder, the College is seeking to appoint an exceptional, innovative and forward-thinking Vice Principal, with specific responsibilities for Learning, Standards and Achievement.

The Governing Body invites applications from practicing Catholic teachers who have an outstanding track record in senior leadership and aspire to lead their own school in the future.

The successful candidate will:

- be committed to the Catholic vision and mission of the College
- be able to evidence a track record of raising standards and securing outstanding student outcomes at a senior leadership level
- be a proactive team member who will work creatively and effectively with the Principal and senior leadership team to drive whole College improvement
- be able to motivate, challenge and inspire staff and students through excellent interpersonal and team building skills
- demonstrate a strong commitment to developing the highest standards of Learning, Teaching and Pastoral Support
- be able to strategically match teaching and learning approaches and curricula to students' needs, abilities and aspirations
- be an outstanding classroom practitioner
- use data effectively across the College to raise standards of achievement
- be tenacious about holding people to account

The College can offer:

- a caring and positive working atmosphere inspired by our strong Catholic ethos
- students who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for our young people
- an excellent physical learning environment
- a college committed to your professional development

Specific responsibilities of the Post will be agreed upon appointment.

We are proud of our college community and welcome visits from interested candidates. To arrange a visit please contact Jo-Anne Hughes, P.A. to the Senior Leadership Team by phone (0113 2009010) or e-mail hughesj@corpusleeds.org

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Closing Date: Monday 30 April (12 Noon)

Shortlisting: Tuesday 1 May/Wednesday 2 May

Interview Dates: Tuesday 8 and Wednesday 9 May

Diocese of Leeds



Corpus Christi Catholic College

VICE PRINCIPAL JOB DESCRIPTION

As a college Corpus Christi uses the designations of Principal and Vice Principal in place of Headteacher and Deputy Head Teacher

DEPUTY HEADTEACHER JOB DESCRIPTION

CORPUS CHRISTI CATHOLIC COLLEGE, DIOCESE OF LEEDS



INTRODUCTION

Corpus Christi Catholic College has been designated a voluntary aided school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the leaders of any school is to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic Faith recognising a joint responsibility across all schools. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education. The governing body and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

In a Catholic school, the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The headteacher shares responsibility for the mission of the school and the wider diocesan educational system and as such is therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague headteachers and agencies such as CAFOD, Family Life and Youth Ministry as and when appropriate. In a Catholic school, the role of the headteacher is one of leadership of a learning community rooted in faith. The leadership must take Christ as its inspiration. The management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Headteachers lead, by example, the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. In a Catholic school the leader fulfils his or her responsibilities in accordance with the Instrument of Government/ Articles of Association. He/she supports the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The leader accounts to the governing body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

The discharge of the role of Catholic leader requires a significant theological insight and vision of the development of this Catholic school.

NATIONAL STANDARDS OF EXCELLENCE FOR LEADERS

The National Standards of Excellence for Headteachers (2014) define high standards which are applicable to all headteacher and deputy headteacher roles within a self-improving school system. These standards are designed to inspire public confidence, raise aspirations, secure high academic standards in the nation's schools, and empower the teaching profession. Leaders occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of leaders determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

National Standards of Excellence for Headteachers,
DfE Jan 2015

This appointment is with the governing body of the school under the terms of the Catholic Education Service contract to be signed. The governing body will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects. The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the deputy headteacher shall consult, when appropriate: the Diocese, the Local Authority, the staff of the school, the parents of its pupils, the parishes served by the school and other local Catholic schools where necessary. The role of Deputy Head Teacher is as outlined in the national standards for Head teacher.

Excellent deputy headteachers: qualities and knowledge

Deputy Headteachers:

1. Work within the school and with the parish to hold and articulate clear values and moral purpose, which takes account of the school's Catholic mission focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour which stems from Christ's vision for humanity. Promotes positive relationships and attitudes towards their pupils, staff, parents, governors and members of the local community recognising their individual worth as made in the image and likeness of God.
3. Inspired by Christ, lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

5. Work with political and financial astuteness, within a clear set of principles influenced by the Gospel message and Church teaching, centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Excellent deputy headteachers: pupils and staff

Deputy Headteachers:

1. 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 that reflect the distinctive characteristics of Catholic education.
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. Ensure high quality provision for the academic, spiritual, moral, social, emotional and cultural well-being of all pupils and families.
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 within which all staff are required to treat all people fairly, equitably, and with dignity and respect. Inspire, encourage and support staff 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.
6. Hold all staff to account for their professional conduct and practice, emphasising the distinctive nature of Catholic Education.

Excellent headteachers: systems and process

Leaders:

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 reflecting the school's Gospel values.
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 community to promote Gospel values which unite society in a commitment to social justice and the common good.
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, rooted in faithful stewardship of Gospel values, actively supporting the governing board 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 and the school's sustainability.

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.

Excellent headteachers: the self-improving school system

Leaders:

1. Lead outward-facing schools which work with other schools and organisations - in a climate of mutual challenge – where each pupil is championed to ensure they secure their unique potential and achieve excellence

2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic, spiritual, moral, social, emotional and cultural outcomes for all pupils.

3. 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. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of Catholic education in young people's lives and to promote the value of education.

Child Protection

Leaders:

1. Ensure that the child protection policies and procedures adopted by the trust board are fully implemented and followed by all staff

2. Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

Corpus Christi Catholic College

VICE PRINCIPAL – SPECIFIC RESPONSIBILITIES



The specific responsibilities of the Vice Principal at Corpus Christi Catholic College are:

- To undertake activities as prescribed by the Principal
- To deputise for and act as the Principal in their absence
- Achievement and Standards
- Curriculum Design and Timetable Provision
- Internal and External Examinations
- Tracking and Intervention Strategies to Raise Attainment
- Development of Outstanding Teaching and Learning
- Staff CPD and Development Programmes
- Cover and Supply Provision

Specific responsibilities and accountabilities of the post will be reviewed and agreed upon appointment, taking into account the skills, experience and knowledge of the successful candidate, and the wider leadership team.





VICE PRINCIPAL PERSON SPECIFICATION

Corpus Christi Catholic College

As a college Corpus Christi uses the designations of Principal and Vice Principal in place of Headteacher and Deputy Head Teacher

Diocese of Leeds

Person Specification for the post of Deputy Headteacher

Corpus Christi Catholic College, Diocese of Leeds

Introduction

This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities for Deputy Headteachers of Catholic schools in ensuring that they meet the same expectations of deputy headteachers of all schools while serving the mission of the Church in education.

The core purpose of the Deputy Headteacher of any school is to work with the Headteacher to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic faith. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

The Governing Body and the Diocese acknowledge the importance of the role of the Catholic Deputy Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

JOB SPECIFICATION – DEPUTY HEADTEACHER

Please note source of evidence of fulfilled criteria:

Application Form - AF Letter – L References – Ref Interview - I

1. QUALITIES AND KNOWLEDGE	Essential or Desirable	Evidence
Is a practising and Committed Catholic (see below)	E	AF/I/Ref
Qualified Teaching Status	E	Cert
Good Honours Degree	D	Cert
Experience as an effective leader at middle or senior leadership level in a school	E	AF/I
Evidence of continuing professional development relating to Catholic ethos, mission and religious education e.g. CCRS (Catholic Certificate in Religious Studies)	D	AF/Cert
Lead by example and be a positive role model with excellent communication skills	E	AF/I/Ref
Have Personal impact and presence	E	I
Participation in a Parish Community	E	I/Ref
Has an understanding of the leadership role in the spiritual development of students and staff in the school.	E	AF/I/Ref
Understanding of current educational provision and the wider school systems	E	AF/I

2. PUPILS AND STAFF	Essential or Desirable	Evidence
Have ambitious standards and high expectations for all pupils	E	AF/I/Ref
Excellent understanding of high quality teaching and learning	E	AF/I/Ref
Promote the development of the whole child	E	AF/I/Ref
Use data analysis to effectively drive whole school improvement	E	AF/I/Ref
Encourage all staff to develop their unique potential	E	AF/I/Ref

3. SYSTEMS AND PROCESS	Essential or Desirable	Evidence
Ensure the safety of all staff and pupils at all times	E	AF/I/Ref
Promote excellent behaviour and positive attitudes to school life	E	AF/I
Systems for performance management to hold staff to account	E	AF/I
Ability to challenge under-performance	E	AF/I
Promote distributed leadership throughout the organisation	E	AF/I

4. SELF IMPROVING SCHOOL	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisations	E	AF/I/Ref
Effective partnerships with a range of professionals	E	AF/I
Use well evidenced research to achieve excellence	D	AF/I
Provide high quality opportunities for staff development	E	AF/I/Ref
Confident, entrepreneurial, and innovative approach to school improvement	D	AF/I
Source of inspiration and encouragement for all in the school community.	D	AF/I

5. CHILD PROTECTION	Essential or Desirable	Evidence
Ensure that the child protection policies and procedures adopted by the school are fully implemented and followed by all staff	E	AF/I
Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively	E	AF/I

6. SECURING ACCOUNTABILITY	Essential or Desirable	Evidence
Develop a Catholic school ethos	E	AF/I/Ref
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	E	AF/I
Work with the Governing Body to enable it to meet its responsibilities	D	AF/I
Develop an accurate and understandable account of the school's performance for a range of audiences	E	AF/I
Personally contribute to school achievements taking account of feedback from others	E	AF/I

7. STRENGTHENING THE COMMUNITY	Essential or Desirable	Evidence
Build a school culture and curriculum which takes account of the richness and diversity of the community's Catholic Christian faith	E	AF/I/Ref
Create and promote strategies for challenging racial and other prejudices	E/D	AF/I
Ensure learning experiences for pupils are linked into and integrated with the wider community	D	AF/I
Ensure a range of community based learning experiences	D	AF/I
Collaborate with agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families	D	AF/I

Create and maintain an effective partnership with parents and carers	E	AF/I
Invite local community into school to enhance and enrich the school	D	AF/I
Share effective practice working in partnership with other schools	E	AF/I

8. APPLICATION FORM AND LETTER	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria	E	L

9. CONFIDENTIAL REFERENCES AND REPORTS	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships.	E	R
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R

What is the objective definition of a 'practising Catholic' for appointments to key posts in Catholic Schools?

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for "*full communion*" with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

For further information including examples where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see 'Christ at The Centre : Why the Church provides Catholic Schools' by Mgr Marcus Stock 2012

APPLICATION AND ASSESSMENT PROCESS



Application Documents

From Monday 9 April 2018 application packs can be downloaded from the college's website at www.corpusleeds.org or requested via email from recruitment@corpusleeds.org.

College Visits

We strongly encourage interested candidates to visit the college, we are closed for the Easter break until Monday 16 April, please contact Jo-Anne Hughes, P.A. to the Senior Leadership Team by phone (0113 2009010) or e-mail hughesj@corpusleeds.org to arrange a visit.

Deadline for Applications

Applications, on the Catholic Education Service Leadership Application Form, must be received by 12 noon on Monday 30 April 2018, these should be sent via email to recruitment@corpusleeds.org, acknowledgment of applications received will be made within 24 hours of receipt, from Monday 9 April 2018.

Shortlisting

Shortlisting will take place on Thursday 3 May, and candidates will be contacted following this meeting to advise whether they have been shortlisted.

Assessment and Interview

Assessments are scheduled to take place over a two-day period on Tuesday 8 and Wednesday 9 May – day one will be a programme of scheduled assessment tasks, day two will consist of a formal panel interview. Both days will take place at Corpus Christi Catholic College.

The college is situated approximately three miles East of Leeds City Centre, in close proximity to motorways and major roads, as well as a number of public transport links.

Corpus Christi Catholic College
Neville Road, Leeds, LS9 0TT

