



# JOHN F KENNEDY CATHOLIC SCHOOL

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## Assistant Headteacher Information for applicants



Diocese of Westminster

Headteacher Mr Paul Neves BSc (Hons), MA, PGCE, NPQH  
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**Assistant Headteacher**  
**Start date: September 2018**  
**Salary: L12-16 (London Fringe)**

## **Introduction**

Thank you for your interest in this post at John F Kennedy Catholic School (JFK). The Governors and I wish to appoint an Assistant Headteacher with excellent teaching and leadership skills. The successful candidate will be committed to raising achievement and to take part in the full life of the school. This appointment will provide the successful applicant with an ideal opportunity to hone his or her leadership skills in preparation for leading a school in the future. In order to clarify the type of person we are looking for, a person specification and generic job description are provided below. However, the precise responsibilities of the post will be agreed on appointment and will reflect the strengths of the successful candidate as well as the needs of the school.

We welcome applications from candidates of all faiths and none, though support for our Catholic ethos is expected.

I hope that you find the following details useful and informative. They are intended to help you to decide whether or not JFK is the school in which you would be happy, be able to make a positive contribution and prepare yourself for the next stage of your career.

## **John F Kennedy Catholic School**

JFK is a mixed 11-18 comprehensive school located in the suburban environment of Hemel Hempstead. It is a voluntary aided school with approximately 1100 students on roll. The school enjoys an excellent reputation and is always over-subscribed; for the 2017-18 intake of 180 places there were 584 applicants, with 217 putting JFK as first choice. The intake has, in recent years, been almost entirely Catholic - currently 94% of students. JFK serves the Catholic communities of Hemel Hempstead and a very wide surrounding area, including parts of Hertfordshire, Luton and Bedfordshire; in addition to seven main feeder primary schools, it regularly takes children from over twenty other schools. Unsurprisingly, its students come from a diverse socio-economic background, ranging from a very affluent commuter town to an area with high social deprivation. Overall, however, the school deprivation factor is just below the national average. Currently 14% of students are eligible for Free School Meals. The number of students from minority ethnic backgrounds has increased over the past ten years and is now above the national average. The prior attainment of students is generally high and skewed towards the 'middle' and 'high' prior attainment categories. The local parish church, St Mark's, is on the school site and the Assistant Parish Priest supports the liturgical life of the school.

Last year the school underwent its most recent inspections: Section 8 in March and Section 48 in December. The headline outcomes for these inspections were all 'good'. In terms of results our Progress 8 figures so far have been: 0.10 in 2016 and 0.09 in 2017. These were achieved without a compulsory 'Progress 8 bucket-filling' policy.

At A level, a particular focus for school development, we have seen a year on year improvement in results over the past four years. In the 2017 L3VA we achieved -0.05 for A level.

Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement, summarised by words: Inspire • Achieve • Serve. We are an inclusive school that values the uniqueness of each member of our community. In this way we uphold the Gospel values and ensure that everyone has the opportunity to fulfil their potential.

Outside the formal curriculum there are numerous opportunities for students to take part in a very wide range of activities. These include drama, sport, music, retreats, trips at home and abroad and the Duke of Edinburgh Award Scheme.

### **The Senior Leadership Team**

The Senior Leadership Team is relatively small but in September 2018, will comprise: Headteacher; Deputy Headteacher; four Assistant Headteachers and School Business Manager. They will be supported by up to two teachers on secondment. Members of the team have very varied years of experience in senior leader roles but enjoy a superb working relationship, based on high levels of trust and support for each other. All are committed to the further development of JFK and take responsibility for designated areas of school organisation. The current vacancy arises due to the expansion of the SLT.

### **JFK and the future**

JFK was opened in 1967, so this academic year 2017-18 we are celebrating our school's 50<sup>th</sup> anniversary. This is a time to celebrate the successful history of the school but also a poignant time to look forward to the next chapter in its development. I believe there are many features that make JFK a great school but I also recognise there are areas needing development. We must never be complacent and we must embrace new ideas that will benefit the educational opportunities of the students in our care. We have made a bold decision to launch a major IT initiative with next year's Year 7 cohort. This entails the move to Google in Education and our expectations that all Year 7 students will purchase a Chromebook for use in and out of school. The post of Assistant Headteacher offers a fantastic opportunity to shape the future direction of JFK and to lead it to achieve the 'outstanding' status it deserves.

### **Next steps**

If you feel you have the skills and experience necessary to take a leading role in the continued successful development of our school, I would welcome your application. If so, you are asked to complete the CES application form in full and also write a letter of application which:

- clarifies how you meet the person specification
- gives examples of your successful leadership experience
- outlines the contribution you can make to JFK.

Please post your application or submit it to Ms Eva Final by email to: [efinal@jfk.herts.sch.uk](mailto:efinal@jfk.herts.sch.uk)

Closing date for applications: **Monday 19<sup>th</sup> February 2018 (12.00 noon)**

Interviews are scheduled for Monday 26<sup>th</sup> and Tuesday 27<sup>th</sup> February 2018

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website [www.jfk.herts.sch.uk](http://www.jfk.herts.sch.uk) where you will find our online prospectus and other information. If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact my PA, Ms Eva Final (email: [efinal@jfk.herts.sch.uk](mailto:efinal@jfk.herts.sch.uk)), who will be very happy to help you.

Yours faithfully,



**Mr Paul Neves**  
Headteacher

## Person Specification – Assistant Headteacher

	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate</li> <li>• Qualified Teacher Status</li> <li>• Evidence of professional development relevant to this post</li> </ul>	<ul style="list-style-type: none"> <li>• Further relevant qualifications</li> </ul>
<b>Catholic education</b>	<ul style="list-style-type: none"> <li>• Understanding of the core values of a Catholic school</li> <li>• Practising Catholic or committed to supporting the Catholic ethos</li> <li>• Capacity to be a good role model for all members of the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Catholic Certificate in Religious Studies</li> <li>• Understanding of the distinctive nature of Catholic education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record in raising achievement within his/her own teaching</li> <li>• Successful leadership of a substantial area of a school, e.g. Department, Faculty, Year Group</li> <li>• Evidence of contribution to curriculum/pastoral innovations within school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Catholic school</li> <li>• Experience of monitoring classroom performance of other teachers</li> <li>• Experience of interpreting data on school performance</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of current educational trends and planned curriculum developments and educational initiatives</li> <li>• Awareness of current research on teaching and learning</li> <li>• Knowledge of the current Ofsted Inspection Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of classroom based action research</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Excellent attendance and punctuality record</li> <li>• Excellent oral and written communication skills</li> <li>• Good working knowledge of IT</li> <li>• Emotional Intelligence and strong interpersonal skills</li> <li>• Ability to work effectively and collaboratively with colleagues</li> <li>• Highly effective time management skills</li> <li>• Ability to think analytically and strategically</li> <li>• Ability to lead, challenge and support others</li> <li>• Ability to welcome and respond to change</li> </ul>	<ul style="list-style-type: none"> <li>• Ambition to progress to Deputy Headship and Headship</li> </ul>

	<ul style="list-style-type: none"> <li>• Attention to detail and a commitment to seeing tasks through to a conclusion</li> <li>• A commitment to professional development</li> <li>• Ability to manage own well-being and work/life balance</li> </ul>	
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Note:

We are committed to safeguarding and promoting the welfare of children and young people.  
An enhanced DBS check is required for this post.

## Job Description – Assistant Headteacher

### KEY PURPOSE

- To support and promote the Catholic identity and the Mission Statement of the school and ensure the centrality of its Catholic ethos.
- To assist the Headteacher in providing professional leadership for the school in order to secure improved standards of learning and achievement.
- To play a key role in ensuring the successful organisation and management of the school's activities.

### MAIN ACTIVITIES:

The post holder will share responsibility for upholding the Catholic purpose and identity of the school through the following:

- promoting the School Mission Statement and ensuring the centrality of our school ethos
- helping formulate, implement, monitor and review the School Development Plan
- leading, motivating, supporting, developing and empowering staff
- promoting and safeguarding the well-being of all students
- maintaining high expectations of student behaviour
- having a visible presence around the school site and taking a prominent role in the day to day supervision of students
- line managing and performance appraising designated staff in Middle Leader roles
- chairing meetings of Middle Leaders
- involvement in the wider life of the school and supporting after school events
- maintaining an effective partnership with parents to support students' achievement and personal development
- liaising with key stakeholders and the wider educational community
- contributing to the development of teaching and learning
- overseeing the achievement of students in a designated Key Stage
- taking responsibility for other areas (to be agreed following appointment) of whole-school development

and may also include any other reasonable duties as delegated by the Headteacher.

### TEACHING AND LEARNING

1. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues.
2. To undertake a significant role in maintaining a high standard of students' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
3. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To lead Collective Worship/assemblies and to support other staff with these, as required.
3. To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies.
4. To attend occasional meetings during evening hours or in school holidays, as required.
5. To undertake any other reasonable duties as delegated by the Headteacher.