



# St Hilda's Church of England High School

Information Pack for Candidates

Deputy Headteacher

Teaching and Learning

September 2019



wisdom • hope • community • dignity • equality

# Welcome

Dear Candidate,

Many thanks for your interest in St Hilda's and the post of Deputy Headteacher Teaching and Learning .

St Hilda's is unique. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. St Hilda's is a special place in which to work. We speak openly about our St Hilda's family, which includes staff, students and parents. We have undergone some changes. We introduced boys into key stage 3 in 2015, when we opened our new building, and we had a change of headteacher too. We are now looking to build on the excellent foundations at St Hilda's by welcoming a highly effective, passionate and strategic lead for Teaching and Learning.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We changed our values in 2016 and are educating for 'wisdom, hope, community, dignity and equality'. Students helped to choose our 5<sup>th</sup> value of equality. We changed to a house system and staff and students were fully involved in deciding after whom we would name our houses. Our rewards, student leadership and celebration systems were reviewed and now students are more integrated in ensuring our school goes from strength to strength. Our SIAMS report in March 2017 graded us as outstanding across all areas, and wrote *'The excellent pastoral and academic support arising from the Christian belief in the worth of every individual means that all are nurtured, supported and managed with compassion and attention'*.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are an established senior leadership team who understand exactly what St Hilda's needs and we are looking for someone who will join the St Hilda's family in the key position as Deputy Headteacher T&L, who champions teaching and learning for all at St Hilda's. You will support and develop our staff to be the best they can be through training and opportunities to research and share best practice. Your leadership will mean that all of our students become life-long learners and be their very best. Your vision to lead our Teaching and Learning to the next level is paramount.

Academically, St Hilda's intake is above national average. Your leadership will mean that we meet the needs of all of our students and support their progress through the best teaching and learning strategies, based on research.

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Liz Topping by email should you wish to arrange a visit [ETopping@st-hildas.co.uk](mailto:ETopping@st-hildas.co.uk)

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special person to lead our Teaching and Learning, whose vision means that the St Hilda's family goes from strength to strength.

Thank you for your time,



Mrs Jo Code, *Headteacher*



## ST HILDA'S CE HIGH SCHOOL

St Hilda's CE High School,  
Croxeth Drive,  
Sefton Park,  
Liverpool L17 3AL

T: 0151 733 2709  
E: [info@st-hildas.co.uk](mailto:info@st-hildas.co.uk)  
W: [www.st-hildas.co.uk](http://www.st-hildas.co.uk)

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at St Hilda's CE High School. I hope that as you read this letter you will be excited by the opportunity it presents. We have dedicated and highly motivated teaching and support staff, who are committed to the continual improvement of the school.

We are looking for a Deputy Headteacher who shares our enthusiasm, aspirations and commitment and has a passion for teaching and learning. You will be inspirational, command respect from others and able to build on our considerable strengths. You should also be a practising Christian whose Church is recognised by CTBI and fully committed to our ethos as a Church of England school.

St. Hilda's, which is situated on the edge of the beautiful Sefton Park in South Liverpool, is a welcoming and supportive community. We have high expectations of behaviour and there are excellent relationships between staff and pupils based on mutual respect. The school has an impressive record of success at GCSE and A level: our last detailed school performance data can be found on the school website.

The Governors bring a wide range of expertise and take a full part in the strategic leadership of the School. One key priority for the successful candidate will be to work with Headteacher and Governors to develop the strategic direction for the School for the next 5-10 years.

I would like to encourage you to take a look at our website to get a fuller picture of the school and what we stand for. On it you will be able to see our prospectus, details of the curriculum we offer and the resulting academic performance of the pupils. You will also get a glimpse into the wide range of extra-curricular opportunities that are available here, as well as further information to help you to get to know the school better.

I hope that this letter and the additional information will give you a good understanding of the school and the calibre of the Deputy Headteacher we are seeking to appoint. If, at this stage, you have any questions concerning the information or the process please contact Ms E. Topping, Clerk to Governors on [ETopping@st-hildas.co.uk](mailto:ETopping@st-hildas.co.uk)

St Hilda's is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. St Hilda's is also committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to enhanced disclosure and a barring service check.



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May I take the opportunity to wish you well with your application?

Yours faithfully

Mrs Joan Stein  
Chair of Governors



## ST HILDA'S Church of England High School

St Hilda's is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 969 students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. In November 2015, the school was judged by Ofsted to be 'Good'. Our SIAMS inspection in March 2017 graded us as 'OUTSTANDING' across all areas. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

**We are the St Hilda's family with Jesus Christ as our cornerstone. Building on foundations of wisdom, hope, community, dignity and equality, we nurture and support each other to be our very best. We rejoice in our adversity and celebrate our many achievements.**

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and, last year, over 88% of our Year 11 chose to continue their education at St Hilda's. The college is growing year on year.

The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St. Hilda's College has dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is the staff. St. Hilda's staff are incredibly generous with their time and support of each student. We have a low turnover of staff and we retain many of our NQT's with former students also returning to work here.

With the appointment of our new Headteacher from September 2016, this is an exciting time to join the school and become part of a hard-working and committed senior leadership team who embody our vision and values. We are looking for a new deputy headteacher to join us. Could this be you?



# Senior Leadership Team

## **Jo Code, Headteacher**

Vision and Values, Curriculum, Data, SEP, SIP, admissions, Teaching and Learning, Monitoring and Tracking, QA Systems Policies

## **Caroline O'Neill , Deputy Headteacher— Pastoral and Safeguarding**

DSL, Behaviour for Learning, Attendance, Inclusion, SEND, PSHE, Careers, LAC, Duties and Rotas

## **Roy Bellmon, Assistant Headteacher**

DSL, St Hilda's College, Post-16 Learning and Standards, IT Strategy, HAP Programme, Enrichment, Year 11 Transition

## **John Martin, Assistant Headteacher**

Safeguarding, Behaviour Support, Student Welfare, House System, Rewards and Celebration, Student Council, Student Leadership, Friends of St Hilda's, Parent Engagement

## **Suzanne Harrison, Assistant Headteacher**

Director of STEM (incl. Head of Science), Pupil Premium-Intervention and Data Compliance, Year 8 Options

## **Liz Cowdell, Assistant Headteacher**

Head of mathematics, Teaching and Support Staff Performance Appraisal; Teacher Targets, Mentoring/Support, T & L Innovation and Development, CPD, Development Thursdays

## **Lynne Noon, School Business Manager**

Strategic Finance, Premises, Maintenance, Development and Staffing, Health & Safety, School Calendar, Service Contracts and Performance, Catering, Lettings



# LIVERPOOL

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



Liverpool enjoys superb communication links. St Hilda's CE school is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train is the main station serving the city of Liverpool. Liverpool John Lennon Airport is less than 30 minutes away.

St Hilda's CE school is close to the three universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafés and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries outside of London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.





## Job Description, Person Specification and Selection Criteria

### DEPUTY HEADTEACHER

Working time:	Full time, permanent
Grade:	L18-22
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Headteacher

#### STRATEGIC PURPOSE OF POST AND LEADERSHIP ROLE

1. Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
2. Oversee the strategic leadership of the school, with particular focus on Teaching and Learning.
3. Lead, implement and deliver an appropriately broad, balanced, relevant curriculum for all students in accordance with the school's aims and curricular policies.
4. Lead CPD in the school, ensuring the needs of all staff are met
5. Provide professional guidance and mentoring in Teaching and Learning.
6. Monitor and support the overall progress and development of all students, irrespective of starting points.
7. To lead the development of middle leaders in the school

#### GENERIC RESPONSIBILITIES

##### *Shaping the future: Strategic direction*

1. To ensure outstanding provision.
2. To keep abreast of local, national and global developments in pedagogy.
3. To contribute actively to building, communicating and implementing a shared vision of the school's future.
4. To contribute actively to the strategic planning process.
5. To work with new technologies and help develop their use to promote teaching, learning, the experience of students and the effectiveness of the school.
6. To be accountable for leading and managing change.
7. To be responsible for and regularly update all school policies relating to Teaching and Learning.
8. To demonstrate a commitment to –
  - a) the collaborative school vision of excellence and equity – high standards / expectations for all students.
  - b) helping to set and achieve challenging and ambitious targets.
  - c) inclusion.
9. To demonstrate the ability to –
  - a) think strategically.
  - b) inspire, challenge, motivate and empower others.
  - c) model the values and vision of the school and actively promote our Christian ethos





## Job Description, Person Specification and Selection Criteria

### TEACHING AND LEARNING

To lead the learning of both staff and students to ensure the teaching and learning is of the highest quality by:

- Being the lead professional responsible for raising the quality of teaching and learning and students' achievement, setting high expectations for students and staff
- Be coach and mentor for others with the ability to model and exemplify good practice and act as consultant for other teachers
- Provide regular, diagnostic feedback for colleagues in a way that recognises good practice and challenges where necessary in a way that results in a tangible impact on students' learning
- Lead on the development of policies and practices across the school that promotes inclusion and high achievement through effective and differentiated teaching, learning and assessment
- Secure and sustain effective teaching and learning throughout the school through structured monitoring, evaluation and review processes
- Lead the professional development of the middle leaders and lead the line management agenda process
- Work with the Assistant Headteacher (Professional Development) to devise and implement highly effective CPD programmes focused on enhancing learning
- Ensure appropriate support and interventions are put in place, as necessary, to secure high quality teaching and learning experiences
- To lead the NQT/RQT programme to ensure new to teaching are supported and continue to develop
- Ensure that research and enquiry forms the basis of our teaching and learning
- Strategically lead home learning and ensuring that it supports learning in school and college

### CURRICULUM AND ASSESSMENT

Under the direction of the Headteacher:

- Ensure that a coherent curriculum entitlement for all individuals is implemented, across the school and all key stages, including the options process and that it offers value for money
- Develop our curriculum intent with middle leaders and senior colleagues with a main focus on its impact
- Contribute to the timetable design across the school to ensure all students access a broad, balanced and differentiated curriculum
- Implement the school assessment process, ensuring appropriateness, robustness and impact of assessments
- To ensure that KS3 is rigorous and prepares students for life-long learning

### STUDENT PERFORMANCE AND PROGRESS

Under the direction of the Headteacher:

- Ensure effective target setting for each department across all key stages
- Ensure that information on student progress is collected, analysed and used effectively to aid the progress of students
- Ensure that across the school systems are in place to track and plan for individual student's continuity of learning and effective progression of achievement
- Analyse data and assessment of performance against internal and external progress measures to identify strengths and areas for development
- Ensure effective communication of student progress with parents and carers



## Job Description, Person Specification and Selection Criteria

- To lead the reporting system, ensuring effectiveness for all
- To provide reports to SLT, governors and middle leaders
- Ensure that the external examinations are organized effectively

### QUALITY ASSURANCE

- Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets in practice, and take action as necessary.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Consider with the Headteacher and governors the strategic approach to improving teaching and learning
- Contribute to the school procedures for lesson observations, drop ins and learning walks
- Implement the school quality procedures and to ensure adherence to those as delegated by the Headteacher.
- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed procedures including evaluation against quality standards and performance criteria.
- Support the Headteacher in ensuring that resources and staffing are dedicated to promoting the highest standards of achievement for all students.
- To aid the monitoring, review and evaluation of curriculum areas including working with middle leaders and senior leaders on Curriculum design.
- Review methods of teaching and schemes of work, including assessments.

### STAFF DEVELOPMENT

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal process, both as appraiser and appraisee.
- Promote teamwork, motivating staff to carry out their roles to the highest standard
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a Leadership team and to contribute positively to effective working relations within the school.

### WIDER PROFESSIONAL RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to:

- ✓ support our 5 values of Wisdom, Hope, Community, Dignity and Equality.
- ✓ be sympathetic to the teachings of the Church of England.
- ✓ operate at all times within the stated policies and practices of the school.
- ✓ establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ✓ co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- ✓ contribute to the corporate life of the school through effective participation in meetings.
- ✓ take part in marketing and liaison activities such as parents evenings, review days and other appropriate school events.
- ✓ recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy.
- ✓ promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.



## Job Description, Person Specification and Selection Criteria

- ✓ establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified. All staff may be required to undertake other such reasonable duties as may be required in line with the grade of this post.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service**





## Job Description, Person Specification and Selection Criteria

In your letter of application, please ***demonstrate*** how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

### [A]

Qualifications and Training	Essential	Desirable	Source
Qualified teacher status	E		A
Recognised honours degree	E		A
Professional Development relevant to Senior Leadership	E		A
Further professional development in preparation for deputy headship and/or headship		D	A

### [B]

Experience, leadership and management	Essential	Desirable	Source
Teaching experience in more than one secondary school		D	A/I
Substantial teaching experience across key stages 3 & 4	E		A/I/R
Substantial teaching experience across key stage 5		D	A/I/R
Teaching record of delivering consistently outstanding lessons, sharing good practice and developing the practice of others	E		A/I/R
Successful senior leadership experience including evidence of direct impact on others in the team and on student outcomes	E		A/I
Effective collaborations with external agencies	E		A/I/R
Evidence of successful management of student progress through the use of tracking and monitoring of student data at whole school, department or year group level	E		A/I/R
Experience of development planning, policy setting and implementing a vision to take an aspect of whole school improvement forward with successful outcomes	E		A/I/R
Evidence of successful student achievement	E		A/I/R
Experience of leading of CPD, coaching and/or mentoring other staff	E		A/I/R



## Job Description, Person Specification and Selection Criteria

[C]

Knowledge/Understanding	Essential	Desirable	Source
Outstanding practitioner in own subject area, as evidenced by student progress/outcomes/performance feedback	E		A/I/R
Knowledgeable about best practice in Teaching and Learning, pedagogy, and developing staff	E		A/I
Data-smart with the ability to use data analysis to improve progress and outcomes for students across all 3 key stages	E	D (KS5)	A/I
Recent professional development/INSET relevant to the post	E		A/I
Knowledge of supporting staff and championing their professional development	E		A/I
Knowledge of and commitment to the implementation of the safeguarding agenda	E		A/I/R
Knowledge of SISRA, SIMS, Excel, Aspire (and other suitable systems)	E		A/I
Knowledge of target setting and whole-school reporting systems	E		A/I

[D]

Personal Qualities and Skills	Essential	Desirable	Source
To be a committed and practising Christian (as referenced by a minister or Vicar in the Churches Together Faith Partnership)	E		A/I/R
Strong commitment to the school Christian values and vision	E		A/I
Outstanding communicator and interpersonal skills	E		A/I
An excellent networker – receptive, flexible and persuasive	E		A/I
Team player – empathetic to the needs of the school, able to challenge, support and inspire	E		A/I
Strategic, able to balance long-term and short-term goals	E		A/I
Demonstrate personal and professional integrity, including modelling vision and values	E		A/I/R
Ability to motivate, inspire, challenge and empower teams and individuals to achieve high goals	E		A/I
Ability to prioritise, plan and organise yourself and others	E		A/I
Demonstrate resilience and optimism	E		A/I
Demonstrate a capacity for sustained hard work, with energy and drive to succeed	E		A/I



## Job Description, Person Specification and Selection Criteria

[E]

Pre-Employment Checks	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
Positive reference from your minister or vicar on a letterhead	E		R
Satisfactory health and attendance record	E		R
Enhanced DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

### [F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

There should be no unexplained gaps in career history.



# How to apply and the Selection Process

**15th—25th March 2019**

## **Application Window**

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged. Various times have been allocated for the visits during w/c 18th March 2019. Please contact Liz Topping via e-mail at:

[ETopping@st-hildas.co.uk](mailto:ETopping@st-hildas.co.uk)

**27th March 2019 (noon)**

## **Deadline for applications**

Applications should be sent to:

[ETopping@st-hildas.co.uk](mailto:ETopping@st-hildas.co.uk)

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates. Candidates will also be given a topic to prepare for their lesson observation prior to interview.

**28th March 2019**

## **Shortlisting**

**3rd and 4th April 2019**

## **Formal interview days at the school**

Candidates will be asked to demonstrate and outline, in a variety of ways, their ability to successfully lead change at St Hilda's CE School. There will be a further shortlisting at the end of day 1.

Details of this will be sent out in advance.

All candidates will be contacted following the interviews.