

# St Bede's School

*'Christian Education at its Best'*



## Deputy Headteacher

Salary L24 - L30

£75,466 - £87,221

Required for September 2021

Application Deadline: 9:30am on Friday 22nd January 2021

Interview Date: Wednesday 27th January 2021

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

| Measure       | 2017  | 2018  | 2019  |
|---------------|-------|-------|-------|
| Attainment 8  | 54.9  | 57.6  | 58.27 |
| Progress 8    | +0.48 | +0.68 | +0.73 |
| EBACC         | 43%   | 49%   | 54%   |
| EBACC entered | 74%   | 77%   | 84%   |
| 4+ English    | 84%   | 86%   | 92%   |
| 4 +Maths      | 89%   | 88%   | 89%   |

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience."*  
*Ofsted 2017*

Dear applicant,

### **Appointment of a Deputy Headteacher**

Thank you for your interest in this important post.

Following the appointment of Adam Powell as Headteacher, we are looking to appoint a permanent Deputy Headteacher to join us.

As of September 2020 our leadership team consists of:

Headteacher (Adam Powell),  
Interim Deputy Headteacher (Adam Saunders)  
Assistant Head: KS3 (Amanda Adams)  
Assistant Head: KS4 ((Nicholas Blount)  
Assistant Head: KS5 (Karen Tottey)  
Assistant Head: Raising Achievement Leader (James Wood)  
Assistant Head: Teaching and learning (Tom Ramsbottom)  
School Business Manager (Vanessa Lygo-Baker)

St Bede's is a popular and thriving school. We benefit from the support of three Christian traditions and have an excellent track record in securing academic success, providing a wide range of enrichment opportunities and ensuring an excellent all-round education.

Over recent years, at the request of the local authority, the school has increased its intake from 270 to 330 students each year. We have also been fortunate enough to have seen a significant amount of investment into our buildings and facilities.

St Bede's is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of governors. Our students are actively engaged in all aspects of school life and there is a culture of mutual support and openness.

This is an exciting opportunity for a practicing Christian who has a strong track record of success. If you would like to apply for this post, please read the accompanying job profile and person specification carefully. Please fill in the application form and return it by 09:30 on Friday 22nd January. Interviews for this role will take place on Wednesday 27th January 2021.

I look forward to hearing from you.

Best wishes

Adam Powell  
Headteacher

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## Job profile

Our Mission is to be a Christian school that seeks to appreciate and develop the talents and skills of each individual. Inspired by the life of Christ and his teaching and following in the footsteps of St Bede, we endeavour to create an active partnership with home, church and the wider community in order to prepare our students to face the future with confidence and take up the challenge of the Gospel.

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are expected to work within the policies approved and adopted by the Governing Body and under the direction of the executive Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document

### Purpose

To serve the mission of St Bede's as a Christian school by leading the school's work and deputising for the Headteacher

### Salary

Leadership range 24 - 30

### Responsible to

Headteacher

### Key Accountabilities

- To make a substantial contribution to the development, articulation and implementation of the school's development plan and support the Christian mission of St Bede's.
- To monitor, evaluate and develop the quality of teaching throughout the school.
- To oversee departmental self-evaluation and review.
- To lead the assessment, reporting and tracking of pupil progress.
- To be a member of the School Leadership Team, leading and contributing to the development of policies and practice, and the evaluation of all aspects of school life.
- To share aspects of whole school management (e.g. staff appointments, staff development activities, communicating with staff and parents, organising events...).
- To deputise for the Headteacher when required and to support him.
- To assist the Headteacher in supporting and advising Assistant Heads and Middle Leaders in their roles.

**Key Tasks**

- To lead the school in conjunction with the Headteacher.
- To help develop and implement the school development plan.
- To analyse the academic performance of the school and take action to secure the improvement of identified areas.
- To lead the strategic development of the curriculum and oversee the timetable process.
- To oversee whole school literacy.
- To analyse the academic performance of pupil premium students and to plan interventions to support their needs.
- To work with other senior leaders in line managing departments and lead meetings with each HOD / Subject leader regarding standards in each area.
- Chair Head of Department and Middle Leaders' meetings.
- To oversee the production of the annual timetable and make staffing decisions within the agreed budget.
- To ensure that the progress of all learners is tracked using available data and work with senior staff, middle leaders and teachers to tackle underachievement.
- To attend full governors' meetings and facilitate the governors teaching & learning committee.
- To communicate effectively with staff, students, parents, dioceses and outside agencies.
- To promote the school in the wider community.

The Deputy Headteacher may also be required to undertake other reasonable duties as may be requested by the Headteacher from time to time.

## Person specification

|                               | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                                                              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Christian Commitment</b>   | <ul style="list-style-type: none"> <li>● Personally committed and practicing Christian, member in good standing of any of the traditions served by the school.</li> <li>● Able to articulate and apply own faith practically to the mission of a Church School.</li> <li>● Able to share own faith with staff and students, sensitively and appropriately, as part of developing the school ethos and mission.</li> <li>● Open to work with Christians from a range of denominations.</li> <li>● Interest in and awareness of ecumenism.</li> </ul> | <ul style="list-style-type: none"> <li>● Involvement and leadership (formal or informal) in Church life.</li> <li>● Informed and thoughtful about current Christian issues.</li> </ul> |
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>● Graduate.</li> <li>● Clear evidence of commitment to continuing professional &amp; personal development.</li> <li>● Evidence of preparation for senior management and Headship.</li> </ul>                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>● Higher Qualification.</li> <li>● NPQH or working towards it.</li> <li>● Specific management training.</li> </ul>                              |
| <b>Curriculum Experience</b>  | <ul style="list-style-type: none"> <li>● Established as an effective teacher across the age and ability range.</li> <li>● Good understanding of curriculum issues, policies and practice.</li> <li>● Involvement in leading curriculum development, planning &amp; evaluation.</li> <li>● To have an in-depth understanding of the curriculum options across key stages 3, 4 and 5.</li> <li>● To be able to write a school timetable.</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>● Significant successful experience in a position of curriculum leadership.</li> <li>● To be familiar with Nova-T.</li> </ul>                   |

## Person specification

|                              | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pastoral Experience</b>   | <ul style="list-style-type: none"> <li>Established as effective in working with all students and parents.</li> <li>Involvement in development of policy and practice relating to pastoral work.</li> <li>Good understanding of current pastoral issues and practice.</li> <li>Capable of handling sensitive and demanding pastoral situations.</li> </ul>                                                                                                                                                            | <ul style="list-style-type: none"> <li>Significant successful experience in a position of pastoral leadership</li> <li>Responsibility for key element(s) of school pastoral policy or practice</li> <li>Liaison with “outside agencies”</li> </ul>                                                                                                             |
| <b>Leadership Experience</b> | <ul style="list-style-type: none"> <li>Successful and significant experience of leading a team of teachers and/or other staff.</li> <li>Significant successful experience in “whole school” leadership role.</li> <li>Able to engage with and command respect in working with colleagues at all levels.</li> <li>Strong and articulated vision for Christian leadership.</li> <li>Aiming for Headship.</li> <li>Successful experience of managing change.</li> <li>Effective in use of IT for management.</li> </ul> | <ul style="list-style-type: none"> <li>Successful experience of working with Governors, parents and the community.</li> <li>Successful experience of role in wider school community (e.g. assemblies, presenting to parents).</li> <li>Knowledge and experience of Section 48 inspections.</li> <li>Experience of working in an outstanding school.</li> </ul> |
| <b>Personal Qualities</b>    | <ul style="list-style-type: none"> <li>Natural authority, credibility and confidence in dealing with people and situations.</li> <li>Excellent communicator.</li> <li>Good team member, good listener and sensitive to people’s needs.</li> <li>Good sense of humour &amp; able to enjoy work.</li> <li>Calm and organised under pressure, able to prioritise.</li> <li>Resilient and determined.</li> <li>Creative and imaginative.</li> </ul>                                                                      |                                                                                                                                                                                                                                                                                                                                                                |

## How to apply

If you would like to apply please download and complete the following forms which are available on our website:

- our application form for support posts
- a reference consent form
- an equality monitoring form

then send them to us with a supporting statement which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

If you have any queries please contact the HR team by sending an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk) or ring us on 01737 214048.

**The deadline for receipt of completed applications is 9:30am on 22nd January 2021**

We look forward to hearing from you.

Our data protection policy for job applicants is available at:  
<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

