

ST BERNARD'S HIGH SCHOOL

Love one another as I have loved you



ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

CANDIDATE INFORMATION

HEAD TEACHER



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SCHOOL MISSION STATEMENT

**St Bernard's is a school community
that aims to live by Jesus' commandment,
"Love one another as I have loved you."**



We are a Catholic learning community committed to the ongoing development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.





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CHAIR OF GOVERNORS' MESSAGE

Dear Applicant,

Thank you for considering the position of Head Teacher at St Bernard's High School, a single Academy Trust. I am delighted that you have taken the time to consider this post.

The students at the school are delightful young people, who are generous in spirit and have well established behaviour for learning. We have committed Governors, a great parental body, and a talented, hardworking and well-motivated staff.

Do you have the skills and vision to succeed our Head Teacher who retires in the summer after six very successful years? Do you have the energy and ability to provide inspirational leadership and to further develop an already successful school as it faces its next challenges?

Included in this pack are:

- Details of the advertised post
- Background Information
- Job Description
- Person Specification

The Governors want to appoint an experienced leader who will share their vision of a school with Christ at its centre and who is determined to give our young people the very best education possible. The School is very well resourced and maintained and enjoys a healthy financial position.

Further information about the School can be found on our website: www.stbernardswestcliff.org.uk including links to our Ofsted Report and the Application Form.

Please contact Sue Clancy, Executive Assistant to the Head Teacher and Clerk to the Governors on 01702 343583 x243 or 07952 199663 during Covid restrictions or sjc@stbernards.southend.sch.uk to arrange a visit. I hope that you will apply for the post and that we will have the opportunity to meet.

St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to Disclosure and Barring Service disclosure.

Yours sincerely

JACQUI JAMES

Chair of Governors



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BACKGROUND INFORMATION

St Bernard's High School is an 11-18 comprehensive school with a 200 place Sixth Form. The School has an excellent reputation and recruits students from Essex and Outer London as well as the local Southend community. The total number on roll in December 2020 was 935.

The School celebrated its centenary in 2010. In 2011 St Bernard's became an Academy and retained its specialisms in Arts and Science. In 2016 the school was judged by Ofsted to be 'good'.

The School has worked tirelessly to further raise the achievement of the students. In 2019 (there is no performance data for 2020 due to Covid-19), Year 11 students at St Bernard's achieved a Progress 8 figure of 0.89, the highest score in Southend; this score placed St. Bernard's in the top 100 schools in the country.

Students' spiritual, moral, social and cultural education underpins all aspects of school life, is a notable strength of the school and results in high levels of cooperation between all members of the school community. In 2017 the school received an 'outstanding' judgment at the Section 48 Diocesan Inspection.

The School has been awarded Arts Mark Gold many times and have previously held the prestigious NACE Award.

Students enjoy a rich and varied academic curriculum, both inside and outside the classroom, with all departments organising educational visits to enhance learning experiences and raise aspiration. The curriculum is lively and relevant. It is enriched by cross curricular opportunities within the Arts and in previous years STEM.

Learning and teaching is characterised by: innovation, full inclusion, challenge, collaboration and high quality feedback. We judge that teaching is 'outstanding'. A strength of the school is the sharing of good practice both within and between departments to continue to develop expertise and raise standards. Staff work hard to make sure all groups of students achieve their full potential.

In order that students are able to access the curriculum, and are ready to learn, pastoral care and the provision of additional support for vulnerable students are priorities and great strengths of the school.

Leaders at all levels are highly ambitious for the school and have a shared commitment to achieving the very best outcomes for the students. All staff and governors discharge their statutory responsibilities with regard to all aspects of safeguarding.

Student leadership is a key element of life at the school. Students take on a wide range of leadership roles. This is a school which respects and celebrates diversity.

The school has a well-developed School Improvement Plan setting out our priorities as we journey to be fully outstanding in all areas.

The school plays an active role within the Deanery of South East Essex. We are also the Hub School for the Southend Central Cluster of schools. We value all these relationships and work together to enhance the educational experiences of all students.

We have completed a successful 10 year plan to develop the site and enhance the facilities. The school's Asset Management Plan sets out the programme to ensure the environment continues to be attractive, well maintained and supports the curriculum.





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HEAD TEACHER

Required:	As soon as possible from September 2021
Salary:	Salary range to be negotiated
Location:	Southend on Sea, Essex
Contract Type:	Full Time
Contract Term:	Permanent

The Governors of this successful and consistently oversubscribed 11-18 school are seeking to appoint a highly motivated leader with vision and ambition to take the school forward into the next stage of its future.

We are looking for someone who:

- Is a practising and committed Catholic with a clear vision for Catholic Education.
- Will build on the School's achievements in terms of vision, strategic planning and outcomes.
- Will put young people at the heart of the learning process.
- Is committed to continuous school improvement and raising standards even further.
- Has previous experience of successful school leadership.
- Will lead and motivate the local and school community.
- Will manage a multi-million pound Academy budget.
- Will further expand our Sixth Form provision.

We are:

- A "safe and happy School" with very high standards; where young people thrive and enjoy their educational experiences both inside and beyond the classroom.
- A school which plays an active part within the local community.

We offer:

- A talented staff who are highly committed to developing the unique potential of each and every young person.
- Young people with excellent attitudes to learning.
- Supportive families and Alumni.
- An exceptional and supportive school community.

Student quotes from Y7 students:

"St Bernard's has been a very good support to me; the teachers have been extremely helpful and kind towards me."

"School is for learning - not just educational, but human behaviour too. Treat people with respect and kindness"

"Life at St Bernard's is a whole different world. It opens many doors that you thought were locked. Helps you do things you never thought you could do."

Student quotes from Y12/13 students:

"St Bernard's has provided me with many opportunities which I will always be grateful for. The ethos of the school brings about a welcoming and comforting environment with both students and teachers playing their own roles. St Bernard's is definitely a community I'm proud to be a part of."


"St Bernard's is a unique school which offers subjects that have definitely shaped my education and made me who I am. It has led me onto a path that no other school would be able to offer. The support from my teachers combined with the school's encouraging atmosphere gives me motivation to work hard and strive for the best every day in everything I do."

Please visit our website for further information: www.stbernardswestcliff.org.uk.

Closing Date for applications: Monday 22 February 2021, 9.00am

Interviews: Tuesday 9 and Wednesday 10 March 2021 (tbc)

The School is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to Disclosure and Barring Service disclosure.



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TIME LINE FOR APPLICATION

Visits to the School available on request

Please contact Sue Clancy, Executive Assistant to the Head Teacher/Clerk to the Governors, to arrange a visit:
sjc@stbernards.southend.sch.uk or 07952 199663 (during Covid restrictions)

Closing date for applications

Monday 22 February 2021, 9.00am

Shortlisting

Monday 22 February 2021, 2.00pm

Please note that Priest References will be requested before Shortlisting.

Interview Days

Tuesday 9 and Wednesday 10 March 2021 (tbc)

Location

The School is situated just off the A13 within walking distance of Southend High Street and approximately 10 minutes' walk from Westcliff Station (C2C/Fenchurch Street Line) and Southend Victoria Station (Liverpool Street Line) with easy access to A127. Easy access from London on both train lines.





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2020-21 School Improvement Plan priorities

Key Priorities

The key priorities as set by the Governing Body for the next 12 months are to:

- Further develop the school's liturgical theme: 'Live Your Best Life', with a focus on how we develop our God-given gifts and talents, whilst also including elements relating to tolerance and the celebration of diversity, in line with this motto of the Stephen Lawrence Foundation.
- Review of schemes of work to identify opportunities to reflect on inclusion, tolerance and respect for people of all faiths and of none, as well as provision for EAL and SEND.
- Ensure RE teaching is consistently outstanding.
- Further develop the ethos-related CPD introduced in 2018/19.
- Continue to develop and extend the use of assessment for learning:
 1. Peer and self-assessment must always use clear criteria, and show corrections where work is inaccurate
 2. Greater use of 'how' and 'why' questions
 3. Widespread use of mini-whiteboards

Partially achieved in 2019/20, but not completed due to school closure in March.

- Differentiation to be included in the vast majority of lessons, including:
 - a. Differentiation using different student grouping (e.g. mixed vs. by ability)
 - b. Differentiation using different tasks or resources
 - c. Differentiation through the intervention of the teacher or support staff in the classroom
 - Learning Support staff deployed in class as much as possible, and used effectively to support differentiated activities (see above). Partially achieved in 2019/20, but not completed due to school closure in March.
 - Consolidate 1-to-1 intervention/small group targeted work in English and maths, with support being focused on PPG students and those needing additional support due to Covid 19.
 - % of students achieving a 5 in Maths increases to above 60%.
 - Progress of students in the sixth form matches, more closely, the strong progress that pupils make at key stage 4.
 - Test the new lockdown warning system (subject to pandemic guidelines).
 - Consolidate punctuality in light of the earlier time for closing the gates in the morning (subject to pandemic guidelines).
 - Re-develop peer-mentoring strategy using the "Big Sister" label.
 - Reinstate Yr10 & Yr12 work experience opportunities (subject to pandemic guidelines).
 - Develop VLE so that it is a key strategy in teaching and learning.
 - Senior leaders ensure a balanced revenue budget.
 - SLT update SEF.
 - Reduce staff absence through monitoring, application of policy, and HR processes.
 - Consolidate the current staff welfare strategy.
 - Complete the expansion of the school's accommodation to take 6 forms of entry.
 - PAT testing programme is published to all staff.
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JOB DESCRIPTION

Title of Post:	Teacher: Head Teacher
Core Purpose:	<p>The core purpose of this role is to provide professional leadership and management of the School that will promote a secure foundation from which to continue to achieve high standards in all areas of the School's work.</p> <p>To achieve success, the Head Teacher will:</p> <ul style="list-style-type: none"> • Provide vision, leadership and direction for this Catholic school • Effectively manage teaching and learning • Promote excellence, quality and high expectations of all students • Deploy resources to achieve the School's aims • Evaluate school performance and identify priorities for continuous improvement • Carry out day-to-day management, organisation and administration • Secure the commitment of the wider community • Create a safe and productive learning environment that is engaging and fulfilling for all students. <p>The School is conducted as a Catholic School in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood</p>
Responsible to:	Governing Body
Responsible for:	Providing professional leadership and management of the School that will promote a secure foundation from which to achieve high standards in all areas of the School's work.
Liaison with:	Governing Body, Assistant Head Teachers, subject staff, any relevant non-teaching support staff, Diocese, LA representatives, external agencies and parents.
Working Time:	Full Time
Salary Scale:	To be negotiated
Disclosure level:	Enhanced
Main Duties	
Strategic direction and shaping the future	<ul style="list-style-type: none"> • Work with the Governing Body and Trustees to ensure the School's vision is clearly articulated, shared, understood and acted upon effectively by all. • Work within the school community to translate the School's vision into agreed objectives that promote and sustain school improvement. • Demonstrate the School's values in everyday work and practice. • Motivate and work with others to create a shared culture and positive environment. • Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.





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JOB DESCRIPTION continued

Managing the organisation	<ul style="list-style-type: none">• Create an organisational structure that reflects the School's values, and enables management processes to work effectively in line with legal requirements.• Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.• Ensure that (within an autonomous culture) policies and practices take account of national and local circumstances, policies and initiatives.• Manage the School's financial resources effectively and efficiently to achieve the School's educational goals and priorities ensuring best value services have been secured.• Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the School's vision and goals.• Implement successful Appraisal processes with all staff.• Manage the School environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.• Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for students and provide value for money.
Leading learning and teaching	<ul style="list-style-type: none">• Maintain a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.• Ensure that learning is at the centre of strategic planning and resource management.• Create a culture and ethos of challenge and support where all students can achieve success and be engaged in their own learning.• Demonstrate and articulate high expectations and set stretching targets for the whole school community.• Implement strategies that secure high standards of behaviour and attendance.• Determine and implement a diverse, flexible curriculum and implement an effective assessment framework.• Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.• Monitor, evaluate and review classroom practice and promote improvement strategies.

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JOB DESCRIPTION continued

Developing self and working with others	<ul style="list-style-type: none"> • Regularly review own practice, set personal targets, and take responsibility for own personal development. • Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews. • Treat people equitably and with dignity and respect to create and maintain a positive school culture. • Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work. • Acknowledge responsibilities and celebrate achievements of teams and individuals. • Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. • Manage own workload and that of others to allow an appropriate work/life balance. • Ensure distributed leadership model already in School continues.
Securing accountability	<ul style="list-style-type: none"> • Fulfil commitments of contractual accountability to the Governing Body. • Work with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities. • Maintain and enhance a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review. • Develop and present a coherent and accurate account of the School's performance to a range of audiences, including Governors, parents and carers. • Ensure active involvement in the leadership and management of staff
Strengthening community	<ul style="list-style-type: none"> • Build a school culture and curriculum which take into account the richness and diversity of the School's communities. • Ensure learning experiences for students are integrated with the wider community, and that some of these are community-based. • Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families. • Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development. • Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community. • Co-operate and work with relevant agencies to protect children.

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A Catholic Academy for Arts & Science

PERSON SPECIFICATION

The School's 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 Catholic Church and the Trust Deed of the Diocese of Brentwood. At all times the School is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires 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 its aspects.

The applicant will be required to safeguard and promote the welfare of children and young people.

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

A Faith Commitment			
	Essential	Desirable	Source
Practising Catholic	E		
A secure understanding of the distinctive nature of the Catholic School	E		
Understanding of the Head Teacher's role as Pastoral Lead	E		
Ability to demonstrate care, compassion and reconciliation	E		
Ability to lead acts of worship in the Catholic School	E		
Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the students and the School's role within the community.	E		
B Qualifications			
	Essential	Desirable	Source
Qualified Teacher Status	E		
Degree	E		
Masters level study		D	
NPQH		D	
Willingness to undertake CCRS within 2 years of appointment	E		
C Professional Development			
	Essential	Desirable	Source
Understanding the expectations in the Ofsted Framework about what makes an effective school	E		
Understanding of the expectations of the S.48		D	
Evidence of appropriate professional development for the role of Head Teacher	E		
Evidence of relevant and recent leadership and management professional development	E		
Has successfully undertaken appropriate Child Protection training/Safer Recruitment training/Designated Senior Person training	E		
Working knowledge of School planning, evaluation, assessment and accountability	E		
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	E		
Thorough knowledge and understanding of current educational issues	E		
Ability to develop policies and procedures that demonstrate the Catholic	E		

ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

PERSON SPECIFICATION (continued)

D School Leadership and Management Experience

	Essential	Desirable	Source
Successful leadership as a Head Teacher/Deputy Head Teacher or Assistant Head Teacher in a Secondary School	E		
Active involvement in leading/managing staff	E		
Active and effective leadership in at least 2 schools		D	
Active involvement in school self-evaluation and development planning	E		
Development and implementation of whole school initiatives	E		
Have led the strategic financial management of a school		D	
Responsibility for policy development and implementation	E		
Experience of leading and contributing to staff development (eg coaching, mentoring INSET for staff).	E		
Responsibility for leading a virtual school as required	E		

E Experience and knowledge of teaching

	Essential	Desirable	Source
Significant and successful teaching experience within the secondary phase	E		
Knowledge and understanding of Key Stages 3, 4 and 5 in the secondary phase	E		
Use of assessment and target setting data effectively, to raise standards/address weaknesses	E		
Experience of exemplifying how the needs of all groups of students have been met through high quality teaching.	E		

F Professional Attributes

	Essential	Desirable	Source
Demonstrates a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		
Excellent written and oral communication skills (which will be assessed at all stages of the process).	E		
A leader of learning; demonstrating, promoting and encouraging outstanding classroom practice.	E		
Committed to sustained attendance at work.	E		
Evidence of working effectively with staff, Governors and parents	E		
Ability to produce clear reports, information and advice to staff and Governors and to provide clear information to the Diocese and CES when required.	E		



ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science


PERSON SPECIFICATION (continued)

G Personal Qualities

	Essential	Desirable	Source
Experience of promoting and developing strong educational philosophy and values.	E		
Inspires, challenges, motivates and empowers teams and individuals to achieve high goals.	E		
A positive role model at all times, highly effective and respected representative of St Bernard's High School.	E		
Demonstrates personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	E		
Builds and maintains quality relationships through interpersonal skills and effective communication.	E		
Demonstrates personal and professional integrity, including modelling values and vision.	E		
Manages and resolves conflict.	E		
Prioritises, plans and organises themselves and others.	E		
Thinks analytically and creatively and demonstrates initiative in solving problems.	E		
Aware of their own strengths and areas for development and listens to, and reflects constructively and acts upon, as appropriate, feedback from others.	E		
Demonstrates a capacity for sustained hard work with energy and vigour.	E		
Sustains and develops positive governance of the School	E		
Commitment to own work/life balance as well as that of others	E		

H Promoting the welfare of children

	Essential	Desirable	Source
A good understanding of up-to-date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and students.	E		





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A Catholic Academy for Arts & Science

PERSON SPECIFICATION (continued)

J Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E

K 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. The statement should be no more than 4 A4 pages in font size 12.

Completed applications should be forwarded to:

Mrs Sue Clancy
St Bernard's High School
Milton Road
Westcliff on Sea
SS0 7JS

Or

sjc@stbernards.southend.sch.uk



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ENHANCED DISCLOSURE

Thank you for your interest in this position at St Bernard's High School. The School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's High School 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 enhanced Disclosure and Barring Service disclosure.

The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offender's Act and any offer of employment will be subject to an Enhanced Disclosure. You must declare any convictions, including pending convictions, cautions, reprimands and warnings.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful you will receive further information on how to complete the Enhanced Disclosure.



Please return your completed application form (available on our website www.stbernardswestcliff.org.uk) to:

Mrs Sue Clancy
Clerk to the Governors
St Bernard's High School
Milton Road
Westcliff on Sea
Essex
SS0 7JS

Or email:

sjc@stbernards.southend.sch.uk

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KEY FACTS AND STATISTICS

Type of School	Comprehensive Single Academy Trust (Group 6)
Location	Southend on Sea
Age Range	11-18
Denomination	Catholic
Gender	11-16 – Girls 16-18 – Mixed
Number of Students	935
Number of Teaching Staff	67
School Awards Achieved	Ofsted 'Good' S48 Inspection 'Outstanding' Artsmark Gold
Pupil Premium	13.48%
% of students with English as an additional language	16.36%
GCSE Results in 2019 (there is no performance data for 2020 due to Covid-19)	Year 11 students at St Bernard's achieved a Progress 8 figure of 0.89, the highest score in Southend; this score placed St Bernard's in the top 100 schools in the country. Underpinning this excellent outcome was an Attainment 8 figure of 56.12, with 84% of Year 11 students achieving a 4 in English and mathematics and 59% achieving a 5 in the same subjects, all well above the national average. At A Level, 56% of all grades were A*-B, with 84% of all A level grades at A*-C. The average point score per A Level entry rose to 32.52. These figures continue to demonstrate the strong attainment and progress of our students.



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Essex

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