



**St Cuthbert's
Catholic High School**
Live life in all its fullness

Assistant Headteacher – Academic/Personal Development

Application Pack

February 2020

We're all about a warm welcome



Dear Applicant

Re: Assistant Headteacher – Academic/Personal Development

Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Assistant Headteacher – Academic/Personal Development.

As Headteacher at St Cuthbert's, I am so proud to lead our school as we reflect on and celebrate a year of major change and success. We are experiencing a dramatic shift in terms of ambition, aspiration and achievement. To put it in plain terms, St Cuthbert's Catholic High School is on the up, and we are excited to see how progress will continue at a pace in 2020 and beyond.

Of course, as a community of students, staff, governors and parents, we have been working towards changing our culture and vision of the school for some time, and now we are all satisfied to see that our collective achievements are being showcased and recognised by others.

In September 2016, Ofsted inspectors were so impressed with the rapid reversal of fortunes at St Cuthbert's that they handed us a **"good"** rating and concluded that ours is a **"truly inclusive school where every pupil is valued"**. Students' behaviour, student safety, and the school's **"refusal to give up on any pupil"** were among the areas coming in for praise. And we were credited for the introduction of a new curriculum, which has increased the percentage of our students progressing to sustained education, employment or training to 98%.

Ofsted said the school was now home to "an ambitious and aspirational culture" and the passion of parents was also highlighted. Inspectors noted how they had written at length to inspectors **"detailing how happy their children are and how well they are progressing"**.

For the second year in a row, we are an oversubscribed school for 2019-20.

St Cuthbert's has recently completed a massive capital development programme, which has seen nearly £1M invested in the school building and grounds over the last 6 years. In 2016, seven new state-of-the-art classrooms were built in the former Lindisfarne House. The classrooms, which opened in September 2016, are the new home of the Geography, History and Business departments.

I warmly encourage you to visit the school. Please contact the school office on 01744 678123, asking for Mrs Geden, to make an appointment. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

A handwritten signature in cursive script that reads "Catherine Twist".

Mrs Catherine Twist
Headteacher

Our mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour



- ❖ By learning to know and accept the love of God by the way we treat each other and work together (Matthew 7:12)
- ❖ By respecting and embracing all cultures and recognising that as individuals we are unique (Genesis 1:26)
- ❖ By developing the gifts, talents and aspirations of all students and staff (Matthew 25:14-30)
- ❖ providing the best education for all students and helping them to live life in all its fullness (John 10:10)
- ❖ accepting the support of those in our community who work for the good of the school (Luke 10:25-37)
- ❖ reaching out to those who need our help in our world (Mark 1:39-42)
- ❖ protect and take pride in all aspects of our environment so that we become stewards of God's creation (Psalm 8)

**“Treat others as you would like to be treated!”
The Golden Rule (Matthew 7:12)**

GCSE Results 2019

Headlines



**St Cuthbert's
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Live life in all its fullness

St Cuthbert's continue to go from strength to strength and this year's results show the commitment of staff, students and families.

Mrs Twist, Headteacher said "When young people and their families work alongside school, great achievements can happen, and this has certainly been the case for many of our students at St Cuthbert's.

Improvements have been made in the vast majority of subjects and new courses, introduced to enhance future opportunities are showing positive outcomes".

Highlight stories

Mollie N achieved 2 x grade 9s, 2 x grade 8s, 1 x grade 7, 1 x grade 6, 1 grade 5 and 2 x grade 4s. Going on to study A Level Drama, History and English Literature at Cronton Sixth Form College. *I couldn't have done it without the amazing support from all at St Cuthbert's.*

Vladut A achieved 3 x grade 8s, 2 x grade 7s, 1 grade 6, 1 grade 5 and 1 grade 4. Going on to study A Level Mathematics and Physics at Cronton Sixth Form College.

Harriet A achieved 2 x grade 8s, 1 x grade 7, 1 x grade 6, 2 x grade 5s and 2 x grade 4s. Going on to study A Level History, English Language and Psychology at Cronton Sixth Form College. *I am happy all my hard work paid off. I am the top girl for progress.*

Daniel W achieved 1 x grade 8, 2 x grade 7s, 3 x grade 6s and 3 x grade 5s. Going on to study A Level Geography, Mathematics and Physics at Cronton College. *I'm extremely happy with my results.*

Ben S achieved 1 x grade 8, 1 x grade 7, 5 x grade 6s. 1 x grade 5 and 1 x grade 3. Going on to study A Level English Literature, Geography and Politics at Cronton Sixth Form College. *I've enjoyed my time at St Cuthbert's who have allowed me to achieve.*

Jess B achieved 1 x grade 7s, 4 x grade 6s and 4 x grade 4s. Going on to study A Level Psychology, Sociology and Criminology at Cronton Sixth Form College.

Chloe H achieved 1 x grade 7, 2 x grade 6s, 3 x grade 5s and 3 x grade 4s. Going on to study A Level History, English and Sociology at Cronton Sixth Form College. *Try your best.*

Tyler B achieved 2 x grade 6s, 5 grade 5s and 1 x grade 4. Going on to study A Level Law and History. *I'm glad all my work paid off and thankful that the teachers supported me.*

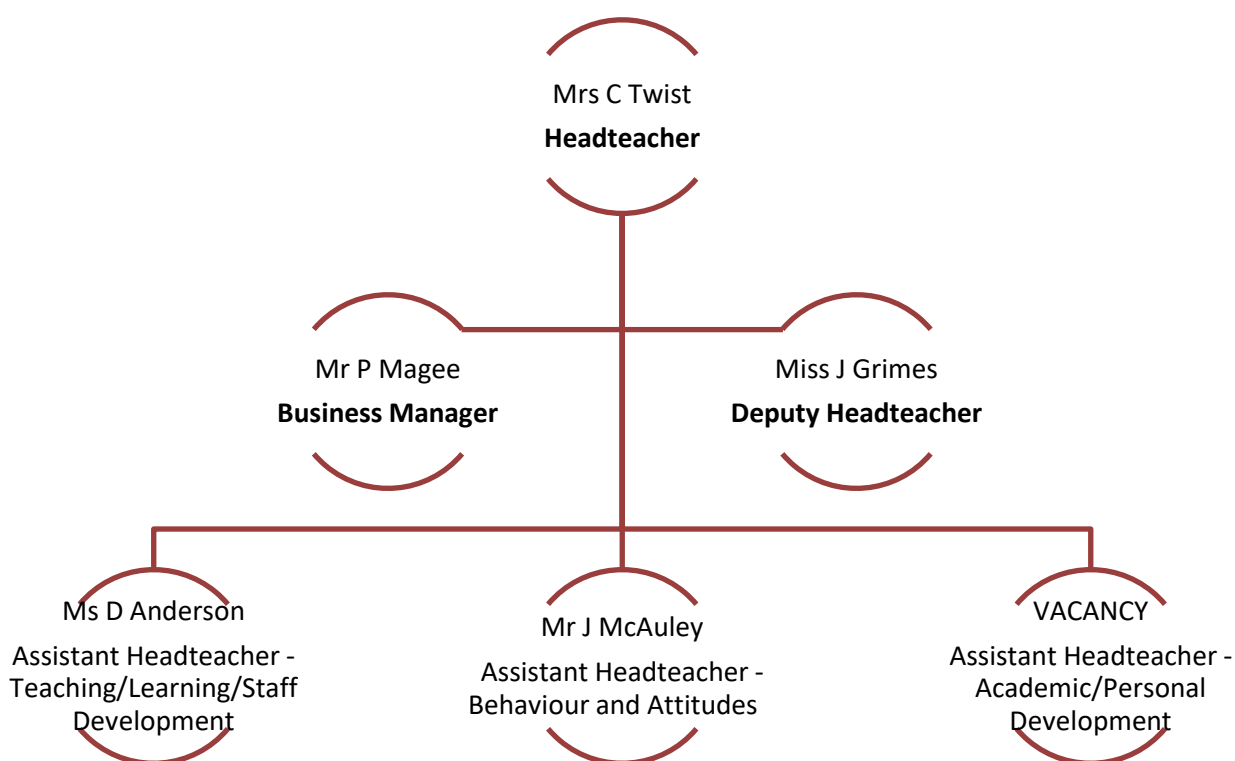
Michael C achieved 6 x grade 5s, 2 x grade 4s and 1 x grade 3. *Michael made outstanding progress in all areas.*

Jess F achieved 2 x grade 5s and 7 x grade 4s. Going on to study Drama at St Helens College. *Always try your best.*



Senior Leadership Team

The successful candidate will join a team of five senior leaders, who are hardworking and committed to improving the quality of learning and teaching to all our students. They are professional, creative and ready to try out new strategies and approaches. We are looking for a talented and enthusiastic Assistant Headteacher to lead in their area.



Job Description

Employment Details

| | |
|--|---|
| Job title: | Assistant Headteacher – Academic/Personal Development |
| Department: | Senior Leadership Team |
| Reports to: | Headteacher |
| Hours of work: | Full-time |
| Salary: | L17 - 21 |
| Job purpose: To work with the Headteacher and Senior Leadership Team in all aspects of leadership and management and to take accountability for : <ul style="list-style-type: none"> • Personal development • Culture capital – SMSC/FBV/RSE/PSHE/CIT • CEIAG and transition KS4-5 • High Ability cohort • SEND • Looked after children • Pupil premium strategy and catch up programme • Character building and Growth mindset • Extra and cross curricular/trips • Student voice and wellbeing | |

Job Description

| Main Duties / Responsibilities | |
|-------------------------------------|--|
| General Leadership Responsibilities | <ul style="list-style-type: none"> • Assume overall leadership and accountability for the allocated areas : Personal development Culture capital – SMSC/FBV/RSE/PSHE/CIT CEIAG and transition KS4-5 High Ability cohort SEND Looked after children Pupil premium strategy and catch up programme Character building and Growth mindset Extra and cross curricular/trips Student voice and wellbeing |
| | <ul style="list-style-type: none"> • Support the Headteacher in providing a clear direction for the development of the School. • Contribute to establishing the core values of the Leadership Team and the direction of St Cuthbert's improvement journey • Support the aims and ethos of the school |

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's Improvement Plan. • Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives. • Attend SLT meetings as required, and report back to staff when necessary. • Establish good relationships, encourage good working practices and support and lead teachers. • Plan, organise and chair meetings as appropriate. • Liaise with support staff and outside agencies. • Ensure that mechanisms are in place to promote standards and quality assurance. |
| | <ul style="list-style-type: none"> • Liaise with Governors, when appropriate, to facilitate their overview of school management. • Attend and participate in open/parent evenings. • Uphold the school's behaviour code and uniform regulations. • Participate in staff training. • Participate in Continuing Professional Development. • Attend team and staff meetings. • Develop links with Governors, LA , Archdiocese and the wider community of schools. |
| Recording and Assessment | <ul style="list-style-type: none"> • Update the Headteacher, other Senior Leaders and Governing Body on the effectiveness of provision for students throughout the school. • Have input into the target setting process for raising achievement for students and feedback to the Headteacher. • Monitor progress and ensure appropriate action plans are in place where issues are identified. • Ensure planning is effectively carried out and ensure individual needs are being met. |
| People and Relationships | <ul style="list-style-type: none"> • Sustain effective, positive relationships with all staff, students, parents and governors and the local community. • Support Curriculum Leaders within the context of school policies in relation to working practices and relationships to be fostered with students, including those relating to behaviour, discipline and attitude. • Encourage moral and spiritual growth and civic and social responsibility amongst students. • Manage innovation and change. • Work collaboratively with all colleagues. • Manage and develop effective working relationships with Headteacher and senior leaders in the school. |

| | |
|---|--|
| <p>Training and Development of Self and Others</p> | <ul style="list-style-type: none"> • Contribute to the professional development of all staff through example, coaching peer support and target setting. • Contribute to the audit of staff development and training needs and the provision of effective INSET. • Ensure support and training during the induction of new staff and for trainee teachers. Support the establishment of priorities for expenditure across the whole school and within departments. • Maintain effective and efficient management and organisation of the accommodation and resources of the school. • Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development. |
| <p>This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.</p> | |

Carry out any other duties deemed appropriate by the Headteacher.

Postholder's Signature:

Date:

/ /

Headteacher's Signature:

Date:

/ /



| PERSONAL ATTRIBUTES | | | | |
|-----------------------------|--|---|---------------------|------------|
| | Essential Attribute | Identified | Desirable Attribute | Identified |
| Qualifications and Training | <ul style="list-style-type: none"> ▪ Qualified teacher status, degree level qualification, or equivalent* ▪ Further relevant professional/academic study and evidence of CPD and knowledge of current issues in education* | A A | | |
| Experience | <ul style="list-style-type: none"> ▪ At least three years of proven strong, successful leadership and management experience in a secondary school | A R | | |
| Knowledge and Skills | <ul style="list-style-type: none"> ▪ Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behavior, and positive relationships and attitudes. ▪ Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. ▪ Understand how to empower all students and staff to excel. ▪ Implement, manage and evaluate change in a collaborative way. ▪ Show evidence of raising standards that has impacted positively on student attainment and teaching and learning. ▪ Significant experience in evaluating and using data to plan and improve student performance. ▪ A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work. ▪ A commitment to valuing, supporting and encouraging the professional development of staff members ▪ An understanding of how to create or implement accountability systems with the support of the leadership team and combine data from a range of sources in order to maximise the achievement of students. ▪ A clear understanding of and commitment to promoting and safeguarding the welfare of students. ▪ Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement. ▪ A commitment to building and maintaining effective and positive relationships with parents, carers, the wider community and other schools. ▪ Inspiring and influencing others, within the school to believe in the fundamental importance and value of education in young people's lives. | A R A R A R I R A R A R A R A R A R A R A R A R A R | | |

| PERSONAL ATTRIBUTES | | | | |
|----------------------------|--|---|---------------------|------------|
| | Essential Attribute | Identified | Desirable Attribute | Identified |
| | <ul style="list-style-type: none"> ▪ Excellent communication skills and proven ability to listen to, understand and work effectively with all students, staff, trustees and parents. ▪ The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level. | A I R | | |
| Personal Qualities | <ul style="list-style-type: none"> ▪ The ability to form good working relationships with colleagues and students ▪ The ability to prioritise and meet deadlines ▪ Confidence in leadership roles ▪ A commitment to continued professional development ▪ A desire and commitment to contribute to the wider school and its community ▪ A commitment to protecting the welfare of young people ▪ An open mind to change and the unique circumstances found in an expanding school | A I R I R A I R A I A I A I R A I | | |
| Other circumstances | <ul style="list-style-type: none"> ▪ An ability to fulfil all spoken aspects of the role with confidence through the medium of English ▪ Good attendance/punctuality record ▪ Enhanced DBS certificate and barred list check ▪ Flexibility <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> ▪ Equalities and the Equality Act 2010 ▪ Promoting the school's vision and ethos ▪ High ethical standards ▪ Relating positively to and showing respect for all members of the school and wider community ▪ Ongoing relevant professional self-development ▪ Safeguarding and child protection | I I R I R A I R A I | | |

School and local information

St Cuthbert's Catholic High School

St. Cuthbert's is a mixed Roman Catholic Voluntary Aided College for students aged 11 to 16.

Number on roll: 871

Getting around St Helens

Situated on the main A580 East Lancashire Road and at the centre of the region's motorway network, St Helens is one of the best-connected towns in the country. And once you get into the town centre, parking couldn't be simpler with spaces for over 2,300 cars on our Council run car parks.

St Helens has an efficient bus network with regular services from across the region passing through the main bus station on Bickerstaffe Street, alongside the Hardshaw shopping centre and a few hundred yards away from the newly redesigned Central Railway Station. From here, there are direct rail links with nearby Eccleston, Thatto Heath and Lea Green in addition to direct train to and from Liverpool, Wigan and Manchester.

Out and about in St Helens!

In our multi-award winning Cultural Quarter we have the perfect location for our new-look arts and entertainment venues – The Citadel and Theatre Royal. The Citadel was voted by *The Independent* as one of the top ten jazz and blues venues in Britain, with theatre, dance, music and film events also on the agenda.

If you want art, then the Godfrey Pilkington Art Gallery and the World of Glass museum are the places for you, giving you a flavour of the town's industrial heritage and history. As is the North West Museum of Road Transport with the largest collection of old buses in the country – especially if you have kids.

At the heart of the town's shopping offering is Church Square, St Helens largest indoor shopping centre, with popular high street stores amongst the many shops.

Outside of town is Ravenhead Retail Park on the Linkway, where you will find some of the larger retailers, conveniently situated in one place. While St Helens Retail Park may offer the same but it also houses a number of independent and discount stores.

When it comes to eating out, St Helens town centre has many restaurants appealing to all tastes and budgets from café bars and coffee shops to international and traditional British cuisine. Or if you are simply looking for a place to enjoy a few drinks, we have the traditional pubs with many serving real ale, modern bars and clubs in and around the town centre, with the biggest concentration of eating and drinking establishments on Bridge Street and Westfield Street

In the Area

St Helens excellent communication links offer a gateway for you to explore the local area, and there's loads to do nearby with Knowsley Safari Park right on our doorstep. And if you want countryside, then we have loads with Sankey Valley Country Park, Billinge Hill and Carr Mill Dam on the edge of the town. Venturing further out of town, the splendour of Knowsley Hall will impress you with its 2,500-acre scenic parkland that resembles a scene from *Brideshead Revisited*.

On the edge of the town we have the product of "The Big Art Project", an ambitious public art commissioning initiative from Channel 4, supported by Arts Council England, the national development agency for the arts, and The Art Fund, the UK's leading independent art charity.

Dream has generated worldwide media coverage for St. Helens, and was awarded the prestigious Marsh Sculpture Prize for the best public sculpture of the year, plus 8 other awards. It is attracting tens of thousands of additional visitors to the site and surrounding region every year.

When it comes to Sport, there can only be one in the town: rugby league!

In St Helens we are fanatical about the game and with some justification because, the 'Saints' are the most successful Super League team in history, and having just taken delivery of a fabulous new stadium, who can blame us?

If you love football, then all of Liverpool and Manchester's grounds are within 40 minutes travelling time from the town centre.

Our leisure facilities are second to none with 4 state of the art, council run, leisure centres, golf course and driving range, as well as private clubs in the area, you won't be lost for something to do!

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic 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. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

The closing date for applications is
Monday, 24th February 2020 at 12:00pm.

Shortlisting will take place:
Tuesday, 25th February 2020

Interviews will be held:
TBC – w/c 2nd March 2020

Completed application forms should be returned by email to hello@stcuthberts.com or posted to:

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.



**St Cuthbert's
Catholic High School**

Live life in all its fullness

**For more information, please contact
the Headteacher, Mrs Catherine Twist
on 01744 678123**

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