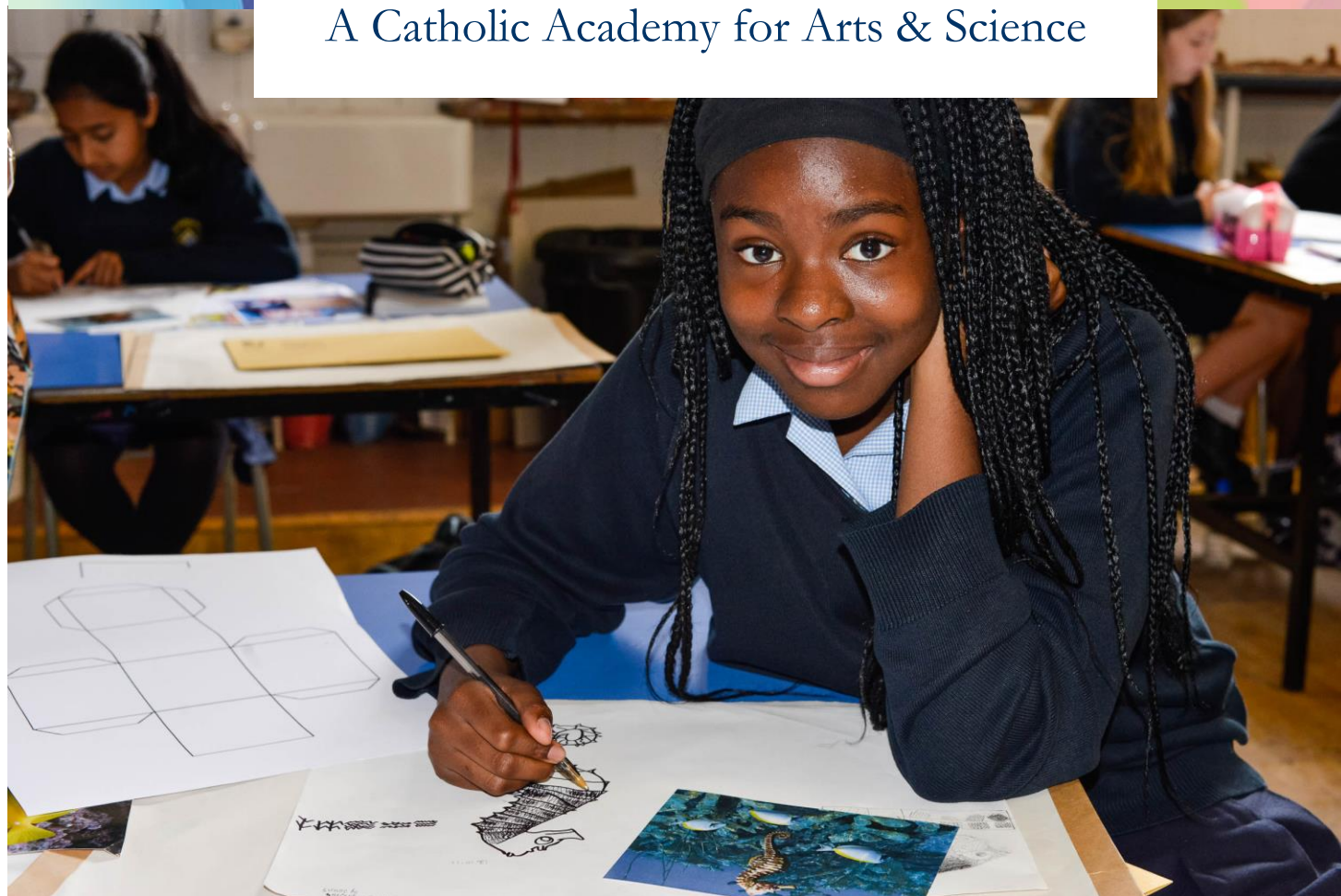


# ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science



CANDIDATE INFORMATION

ASSISTANT HEAD TEACHER

Dieu Mon Abri



# ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

## 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.





# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### HEAD TEACHER'S WELCOME

Dear Applicant,

Welcome to St Bernard's High School. I am delighted that you are interested in our current vacancy.

St Bernard's High School is a great school with a wonderfully genuinely committed staff and hard-working young people. We are a six-form entry Catholic Academy for girls, with a mixed Sixth Form and we welcome applicants of all faiths or of none who would welcome the opportunity to work in our community.

We are an ambitious school and are keen to recruit the very best candidate to join our fantastic team. From experience, brilliant people do not always realise that they are exceptional; they tend to be highly reflective and are often very modest. Think about your skills, expertise and ambitions carefully and apply for the post with us if you like what you read. We are looking for talented people to further enrich our school and further develop our practice. We are also seeking to recruit someone who is keen to continue developing their learning and skills. We can offer excellent opportunities for you to extend your professional development through our CPD programme. First and foremost, we are looking for exciting and inspiring people who have passion and care about the difference they make to children's lives. If this is you, then come and have a look for yourself or telephone to find out more. When you visit the school, you will experience at first hand the strong sense of community which pervades our school.

This is an exciting time for all of us as we continue to develop and grow as a school. The school has been judged a 'good' school with many outstanding features by Ofsted and an 'outstanding Catholic School' by the Diocese of Brentwood. We are excited about this next stage of the school's development as we journey towards 'outstanding' in all areas. All our efforts focus on ensuring that every student achieves more than they ever thought possible, in all areas of their lives.

Creating this sense of possibility is the responsibility of all of us as we contribute to a school that is happy, safe, and with the highest expectations. It is the quality of individual care and attention that the teaching and support staff bring to their daily work with students that is one of the many things that makes St Bernard's a very special school.

It is a privilege to work with the young people of St Bernard's. They deserve our professional best and to this end we are always looking to recruit great teachers and leaders who want to make a difference.

I hope you will apply.

Yours sincerely

**ALLISON MOISE-DIXON**

**Head Teacher**





# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### BACKGROUND INFORMATION

St Bernard's High School is an 11-18 Catholic school including 150 Sixth Form students. 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 is currently 971.

The school celebrated its centenary in 2010. In 2011 St Bernard's became an Academy and retained its specialisms in Arts and Science. In 2012 and 2016 the school was judged by Ofsted to be 'good with outstanding features'.

The school has worked tirelessly to further raise the achievement of the students. A level outcomes are consistently good and GCSE examination results have been outstanding. Progress data for the current students shows that these trends are set to continue.

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 2012 and 2017 the school received an 'outstanding' judgement at the Section 48 Diocesan Inspection.

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 aspirations.

Learning and teaching is characterised by: innovation; full inclusion; challenge; collaboration and high quality feedback. 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. This is a school which respects and celebrates diversity.

In order that students can 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.

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 site is compact but includes a range of traditional and modern facilities.





# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### ASSISTANT HEAD TEACHER

(Two Posts)

Required:	<b>April or September 2022</b>
Salary:	<b>Leadership Scale</b>
Location:	<b>Southend on Sea, Essex</b>
Contract Type:	<b>Full Time</b>
Contract Term:	<b>Permanent</b>

This successful and oversubscribed school is seeking to appoint a highly motivated leader to join its Senior Leadership Team. We seek a creative and ambitious Assistant Head Teacher who will be able to have a significant impact on school improvement at the school. The role includes either leadership of the school's Sixth Form or Timetabling, along with similar duties held by other members of the Senior Leadership Team. Responsibilities may change over time, as the senior team evolves.

We are:

- Situated in Southend overlooking the Estuary; with excellent rail and transport links into London and Essex.
- 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.

#### The successful applicant will:

- Be a well-qualified graduate with proven leadership skills.
- Be passionate about teaching and learning and in particular in relation to developing highly effective programmes into the Sixth Form.
- Enjoy working with young people and have a determination to achieve the best for every student
- Be an outstanding teacher
- Be focussed on student achievement and progress
- Care about the life chances of every young person.


If you would like the chance to join a dynamic team in a happy and successful school, please visit our website for further information: [www.stbernardswestcliff.org.uk/vacancies](http://www.stbernardswestcliff.org.uk/vacancies).

The school welcomes applications from Teachers of all faiths or of none who feel they can respect the Catholic ethos of the school.

**Closing Date for applications:** Thursday 3 February 2022, **9.00am**

**Interviews:** Thursday 10 February 2022

The school is committed to safer recruitment practice 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.



# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### TIME LINE FOR APPLICATION

#### Visits to the school by arrangement

Please contact Sue Clancy, Executive Assistant to the Head Teacher/Clerk to the Governors, to arrange a visit:  
[sjc@stbernards.southend.sch.uk](mailto:sjc@stbernards.southend.sch.uk) or 01702 343583 x243

#### Closing date for applications

Thursday 3 February 2022 , 9.00am

#### Shortlisting

Friday 4 February 2022

#### Interview Day

Thursday 10 February 2022

#### 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.



# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### JOB DESCRIPTION

<b>Title of Post:</b>	<b>Teacher: Assistant Head Teacher</b>
<b>Purpose:</b>	<p>To support the Head Teacher in providing vision, purpose and leadership: to ensure the commitment of all involved in the school to its aims and vision.</p> <p>To support the Head Teacher in planning the strategic direction and development of the school.</p> <p>To ensure the highest standards of teaching and learning at all key stages.</p> <p>To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources.</p> <p>To be involved in the wider life of the school community and the wider educational community.</p> <p>To line manage designated areas of the curriculum.</p> <p>To take responsibility for agreed whole school areas in the first instance this will be the promotion and development of the Sixth Form and the CPD programme at St Bernard's.</p>
<b>Responsible to:</b>	Head Teacher
<b>Responsible for:</b>	The provision of a full learning experience and support for students. Leadership of Sixth Form or Timetabling, Curriculum, Options.
<b>Liaison with:</b>	Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Middle Leaders, teachers, any relevant support staff, LA representatives, external agencies and parents.
<b>Working Time:</b>	Full Time – 195 days per year
<b>Salary Scale:</b>	Leadership: L 11 - 15
<b>Disclosure level:</b>	Enhanced
<b>Main Duties</b>	
To support the Head Teacher in providing vision, purpose and leadership to ensure the commitment of all involved in the school to its aims and vision.	<ul style="list-style-type: none"> <li>• Demonstrate commitment to, and involvement with the Catholic ethos and aims of the school.</li> <li>• To articulate the vision for the school with groups of staff and students as defined through the context of your area of leadership.</li> </ul>
To support the Head Teacher in planning the strategic direction and development of the school.	<ul style="list-style-type: none"> <li>• Work as a member of the Senior Leadership Team contributing to whole school planning and policy formulation.</li> <li>• Lead evaluation strategies to contribute to overall school self-evaluation.</li> <li>• Plan and implement strategies where improvement needs are identified.</li> </ul>

# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### JOB DESCRIPTION continued

To ensure the highest standards of teaching and learning at all key stages.	<ul style="list-style-type: none"> <li>• Exemplify an outstanding standard of classroom practice.</li> <li>• Keep up to date with national developments in teaching practice and methodology.</li> <li>• Lead and/or contribute to the organisation, implementation and evaluation of the curriculum.</li> <li>• Monitor and evaluate the quality of teaching, and the standards of learning and achievement of all students in order to set and meet challenging, realistic targets for improvement.</li> <li>• Maintain effective partnerships with parents to support and improve students' achievement and personal development.</li> <li>• Contribute to the development of effective links with the education, faith and business communities to extend the curriculum and enhance teaching and learning.</li> <li>• Assist in maintaining high standards of achievement and behaviour.</li> </ul>
To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources.	<ul style="list-style-type: none"> <li>• To line manage designated areas of the curriculum.</li> <li>• Maximise the contribution of staff to improving the quality of education provided and the standards achieved.</li> <li>• Ensure that Appraisal arrangements are effectively carried out.</li> <li>• Plan the deployment of staff expertise to achieve school improvement objectives.</li> <li>• Assist with the recruitment and appointment of staff.</li> <li>• Lead and/or contribute to the strategy for the training and professional development of staff at all levels.</li> <li>• Manage and organise accommodation and resources efficiently and effectively to ensure that they meet the needs of the curriculum.</li> <li>• To monitor Health and Safety practice.</li> </ul>
Safeguarding children.	The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
Teaching.	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties.	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.





# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### JOB DESCRIPTION continued

Other specific duties.	<ul style="list-style-type: none"><li>• To support the school in meeting its legal requirements for worship.</li><li>• To promote the school's corporate policies.</li><li>• To continue personal development as agreed.</li><li>• To actively engage in the staff review and development process.</li><li>• To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.</li></ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job.

**Assistant Head Teacher .....** **Head Teacher .....**

# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### PERSON SPECIFICATION

#### Assistant Head Teacher

Criteria	Essential – Sixth Form Leadership	Essential - Timetabler	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Masters Degree</li> <li>Evidence of substantial ongoing CPD including leadership training</li> <li>Holder of CCRS</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of data analysis, raising achievement and school improvement strategies</li> <li>Recent and proven successful teaching experience at KS5</li> <li>Relevant and proven successful teaching experience at all key stages</li> <li>Recent and successful experience at middle leadership level</li> </ul>	<ul style="list-style-type: none"> <li>Experience of data analysis, raising achievement and school improvement strategies</li> <li>Experience of writing a successful school timetable or willingness to be trained in this area</li> <li>Experience of running an Options process at KS4 and KS5</li> <li>Experience of curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>Leading collective worship</li> <li>Experience of more than one school</li> <li>Experience in a Catholic school</li> <li>Managing of a financial budget</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the key elements of successful teaching and learning</li> <li>Ability to teach to 'A' level</li> <li>Knowledge of the key elements of assessment, recording and reporting</li> <li>Knowledge of Assessment for Learning practice</li> <li>Application of new technologies in teaching</li> </ul>	<ul style="list-style-type: none"> <li>Effective timetabling software usage</li> <li>Understanding and knowledge of curriculum planning, structures and processes needed to complete a successful timetable</li> <li>Ability to produce a successful timetable meeting the needs of the School</li> <li>Knowledge of curriculum innovations and changes relevant to our students.</li> <li>Understanding of the cost implications of a timetable as well as its educational value</li> </ul>	<ul style="list-style-type: none"> <li>Current issues affecting Catholic education</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>Articulate vision for education and area of leadership responsibility</li> <li>Excellent inter-personal, communication and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Articulate vision for education and area of leadership responsibility</li> <li>Excellent inter-personal, communication and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of a successful whole school project – through development, implementation, embedding and evaluation</li> </ul>

# ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

## PERSON SPECIFICATION (continued)

Abilities Cont/d	<ul style="list-style-type: none"> <li>• Demonstrate the principles and practice of effective teaching and learning</li> <li>• To manage workload effectively, independently and able to meet deadlines</li> <li>• To work collaboratively and effectively as a member of a team with shared goals and objectives</li> <li>• Be committed to high standards and expectations</li> <li>• Excellent ICT skills</li> <li>• To be committed to meeting the needs of all students</li> <li>• Potential for Headship</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the principles and practice of effective teaching and learning</li> <li>• To think logically and methodically in order to solve problems.</li> <li>• To manage workload effectively, independently and able to meet deadlines</li> <li>• To work collaboratively and effectively as a member of a team with shared goals and objectives</li> <li>• Be committed to high standards and expectations</li> <li>• Excellent ICT skills</li> <li>• To be committed to meeting the needs of all students</li> <li>• Potential for Headship</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Effective Leadership of the Sixth Form</li> <li>• Effective practice in raising achievement at KS5</li> <li>• Skilled in analysis of external and internal data and use of analysis to raise standards</li> <li>• Experience of working in a fully inclusive school.</li> <li>• To act as a role model for staff and students by setting high professional standards</li> <li>• Evidence of impact on teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of curriculum, options and the timetable.</li> <li>• Skilled in analysis of external and internal data and use of analysis to raise standards</li> <li>• Experience of working in a fully inclusive school.</li> <li>• To act as a role model for staff and students by setting high professional standards</li> <li>• Evidence of impact on teaching and learning to raise achievement at whole school level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR personnel management</li> <li>• Experience of preparing and presenting reports to a Governing Body</li> </ul>

# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### 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](http://www.stbernardswestcliff.org.uk)) to:

Mrs Sue Clancy

Executive Assistant to the Head Teacher

St Bernard's High School

Milton Road

Westcliff on Sea

Essex

SS0 7JS

Or email:

[sjc@stbernards.southend.sch.uk](mailto:sjc@stbernards.southend.sch.uk)



# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### KEY FACTS AND STATISTICS

<b>Type of School</b>	Comprehensive
<b>Location</b>	Southend on Sea
<b>Age Range</b>	11-18
<b>Denomination</b>	Catholic
<b>Gender</b>	11-16 – Girls 16-18 – Mixed
<b>Number of Students</b>	971
<b>Number of Teaching Staff</b>	68
<b>School Awards Achieved</b>	Ofsted 'Good with outstanding features' Diocesan inspection: 'outstanding' NACE Challenge Award
<b>Pupil Premium</b>	14%
<b>% of students with English as an additional language</b>	16%
<b>Examination Results in 2019</b>	2019 (unvalidated) Progress 8 score: +0.9 2019 (unvalidated) Attainment 8 score: 5.7 2019 Post 16 % A*-B : 56% % A*-C : 84%



#### St Bernard's High School

Milton Road  
Westcliff on Sea  
Essex  
SS0 7JS  
[www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk)