



**Headteacher for  
St Bernard's Catholic High School,  
Barrow  
Candidate Information Pack  
January 2024**







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<https://www.stbernardsschool.uk/>

St Bernard's Catholic High School  
Rating Lane,  
Barrow in Furness  
Cumbria  
LA13 9LE

Chair of Governors: Sue O' Neill





Headteacher  
St Bernard's Catholic High School

The directors of the Mater Christi Trust and governors of St Bernard's Catholic High School in Barrow are looking to appoint a Headteacher to lead this wonderful Catholic school.

**Number on Role:** 678 pupils  
**Age Range:** 11-16  
**Contract:** Permanent  
**Salary:** L20 – L24  
**Required start:** 1<sup>st</sup> September 2024 or sooner

**School website:** [www.stbernardsschool.uk/](http://www.stbernardsschool.uk/)

St Bernard's Catholic High School is one of 13 Catholic schools in the Mater Christi Trust. Each of our schools is unique, yet underpinned by our Catholic values and a commitment to collaborate and support each other to create safe, happy and successful communities.

St Bernard's is a special place to work. The school has a rich history of educating generations of local families and is committed to serving the Barrow community. For example, the school currently is accommodating pupils from Sacred Heart Catholic Primary School until the school can reunite on their own site in 2024. There are currently 678 students on roll at St Bernard's and 127 staff who are committed to the Vision and to the children.

Our ideal candidate will have significant experience at senior level and a proven track record of raising standards. We want St Bernard's to continue to improve whilst retaining its caring and supportive ethos for students and staff. Therefore, it is essential that the successful candidate will be able to inspire and support the highest ambitions for all pupils by leading by example and, at the same time, continue to build an authentic Catholic ethos of love and faith.

Visits to school are very welcome. The Chair of Governors and the CEO, are also willing to talk to prospective candidates.

To book one of these sessions please contact Angela Williams on [Angela.Williams@mater-christi.com](mailto:Angela.Williams@mater-christi.com)

An application pack and further details about the post are available from Angela also, or please visit the Mater Christi Trust website [mater-christi.com/vacancies/](http://mater-christi.com/vacancies/)

Completed applications should be returned to: [Angela.Williams@mater-christi.com](mailto:Angela.Williams@mater-christi.com).

**Closing Date:** Monday 29<sup>th</sup> January 2024 at 12pm  
**Shortlisting:** Thursday 1<sup>st</sup> February 2024  
**Interviews:** Thursday 22<sup>nd</sup> and Friday 23<sup>rd</sup> February 2024





## **Mater Christi Multi Academy Trust**

### **Welcome from the Chief Executive Officer**

Dear Candidate,

Thank you for your interest in becoming the next Headteacher of St Bernard's, one of the 13 schools in the Mater Christi Multi Academy Trust. This is a role for someone who wants their Catholic Faith to radiate across their school community and for someone who is ambitious to build on what has already been achieved.

We are looking for a candidate who is compassionate, loving and caring and, at the same time, forward thinking. The new post holder will be supported by staff, Governors and a Trust who are focussed and united in their ambition for St Bernard's. We are looking forward to working with our new Headteacher to develop, improve and further enhance our school.

St. Bernard's is situated in the coastal town of Barrow in Furness and has been serving the Furness community, and beyond, for over 70 years. Barrow is very close to the beautiful Lake District National Park.

In September 2021, St Bernard's joined the Mater Christi Trust, a growing Trust of 13 schools across the Diocese. All Catholic Schools in the Lancaster area and Cumbria will be joining the Mater Christi Trust in the next five years. The new Headteacher will join the 13 school leaders in developing our Trust as it grows.


St Bernard's has a rich history of educating generations of local families. There are currently 678 students on roll.

The 127 staff at St Bernard's are high quality, enthusiastic colleagues who are committed to the Vision and to the children.

The Chair of Governors, Sue O'Neill, is available to meet candidates at St Bernard's to tour the school and I am available to speak to candidates who wish to discuss the post.

This is an exciting opportunity for the right candidate to work with the Local Governing Body and the Trust to move the school to the next level and we look forward to hearing from you.

Yours faithfully,



Miss Jacky Kennedy

Chief Executive Officer, Mater Christi Multi Academy Trust

Please contact Angela Williams HR Admin by email: [angela.williams@mater-christi.com](mailto:angela.williams@mater-christi.com) to make an appointment to meet the Chair of Governors, Sue O'Neill or to meet Jacky Kennedy.



## Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its 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 diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for 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.

This appointment is made by the Local Governing Body and the Trust Board and is subject to the terms of the Catholic Education Service contract; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The Trust, Local Governing Body and the Diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.





## Mission Statement

St Bernard's Catholic High School is a Catholic community based on the gospel values of love and respect.

We aim to provide the children of the Furness area with a supportive and caring community in which all can grow in confidence, spiritually and academically, to fulfil their true potential, strong in their belief in Christ, fully prepared for the opportunities, responsibilities and experiences that await them.

**"A supportive and caring community in which all can grow in confidence, spiritually and academically."**

## Job Description

<b>Job Title:</b>	Headteacher
<b>Contract:</b>	Permanent, Full Time
<b>Salary Range:</b>	Leadership Scale L20-24
<b>Reporting to:</b>	Chief Executive Officer

### Purpose:

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school and a Catholic Multi Academy Trust, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the Chief Executive Officer and the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the Diocese, the Local Authority, higher

Education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

## 1. Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all area of this work.

Critical to the role of Headship is working with the Trust, governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher will:

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote educational vision and values which take account of the Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and to parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, effectively translating local, national and diocesan policy into the school's context.

7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

## 1. Curriculum and Teaching

In a Catholic school the Headteacher leads a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

## 2. Organisational Effectiveness

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.



3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

7. Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
8. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
9. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
10. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
11. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
12. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.*

## 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 Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. 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.

St Bernard's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

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

### [A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A/I/R
Involvement in parish community		D	A/I/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

	Essential	Desirable	Source
Leading school worship	E		A/I
Ways of developing religious education and worship	E		A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/I
How relationships should be fostered and developed between the Diocese of Lancaster and the Mater Christi Trust.	E		A/I
Has the commitment to enrol on the North West Dioceses Catholic Leadership Programme or equivalent. The Trust will support the appointee to do so.	E		A/I/CC

### [B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A/CC
Degree	E		A/CC
CCRS/CTC or commitment to obtaining the certificate	E		A/CC

**[C] Professional Development**

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Headteacher (in a Catholic school)		<b>D</b>	A
Evidence of recent leadership and management professional development e.g. subject leadership	<b>E</b>		A
Up to date safeguarding training and knowledge of legislation for the protection of young people	<b>E</b>		A/I/CC
Has successfully undertaken Designated Safeguarding Lead training		<b>D</b>	A/I/CC

**[D] School leadership and management experience**

	Essential	Desirable	Source
Recent successful leadership as a Headteacher		<b>D</b>	A/I/R
Recent successful leadership as a deputy Headteacher or Assistant Headteacher	<b>E</b>		A/I/R
Evidence of successfully leading school improvement	<b>E</b>		A/I/
Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	<b>E</b>		A/I/R
Experience of curriculum leadership and development	<b>E</b>		A/I/R
Experience of working constructively with parents	<b>E</b>		A/I/R
Experience of monitoring staff performance	<b>E</b>		A/I/R
Experience of effective budget management and financial analysis		<b>D</b>	A/I/R
The ability to provide advice and support to the Local Governing Board to enable it to meet its responsibilities		<b>D</b>	A/I/R
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement		<b>D</b>	A/I/R
To have experience of and ability to contribute to staff development. (E.g. coaching, guiding, mentoring or training individuals or teams, leading INSET)	<b>E</b>		A/I/R
Ability to demonstrate a good awareness of current national education policy and strategy		<b>D</b>	A/I/R
Understanding of accountability to the CEO and Central Team in the Mater Christi Trust	<b>E</b>		A/I/R

**[E] Experience and knowledge of teaching**

	Essential	Desirable	Source
Successful teaching of pupils/students	<b>E</b>		A/I/R
Experience of teaching in more than one school		<b>D</b>	A/I/R



To have a working and current knowledge and understanding of the Key Stages in the secondary phase	E		A/I/R
Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A/I/R
Experience of providing professional challenge and support to others through the appraisal process	E		A/I/R
To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

#### [F] Professional Attributes

	Essential	Desirable	Source
Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	E		A/I/R
Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I/R
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
Show a good commitment to sustained attendance at work	E		A/I/R

#### [G] Professional Skills

(Based on the National Standards for Headteachers 2020)

The Headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

***Candidates are therefore asked to structure their supporting statement under the above headings***

#### [H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Show compassion, love and Faith in day to day leadership decisions.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life

#### [I] 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
A supportive reference from the Local Authority or Trust, if possible, or a further supportive professional reference.	E

The Trust reserves the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

#### [J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

***The CES Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.***

## Application Procedure

Please fully complete the application form which can be obtained by emailing [angela.williams@mater-christi.com](mailto:angela.williams@mater-christi.com)

Include a supporting statement, no longer than 1300 words.

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

### **Closing Date:**

Applications must be received via email to [angela.williams@mater-christi.com](mailto:angela.williams@mater-christi.com) by 12pm on Monday 29<sup>th</sup> January 2024.

Shortlisting will take place on Thursday 1<sup>st</sup> February 2024.

Interviews will be held over two days on Thursday 22<sup>nd</sup> of February and Friday 23<sup>rd</sup> February 2024.

### **Safer Recruitment**

Mater Christi Multi Academy Trust adheres to the statutory guidelines provided in the Department for Education document "Keeping Children Safe in Education" and therefore, prospective candidates applying for posts at the Trust must complete the information requested fully. Successful candidates who are provisionally offered a post with the Trust will not be able to start work until two satisfactory references, an enhanced DBS check, health check and other pre-employment checks, including safeguarding checks are in place. Attendance at a mandatory safeguarding training session will also be a pre-requisite on starting work.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

### **Candidate Privacy Notice**

A copy of our candidate privacy notice can be viewed on our website at <https://www.stbernardsschool.uk/>

## Our Schools

There are currently 13 schools in the Trust.

- Dean Gibson Catholic Primary School, Kendal
- Our Lady and St Patrick's Catholic Primary School, Maryport
- Our Lady of the Rosary, Catholic Primary School, Dalton
- Sacred Heart Catholic Primary School, Barrow
- St Bernard's Catholic High School, Barrow
- St Cuthbert's Catholic Primary School, Windermere
- St Cuthbert's Catholic Primary School, Carlisle
- St Gregory's Catholic Primary School, Workington
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Margaret Mary's Catholic Primary School, Carlisle
- St Mary's Catholic Primary School, Ulverston
- St Pius X Catholic Primary School, Barrow

[Mater-Christi.com](http://Mater-Christi.com)



Loving, Living and Learning together