

St Philip Howard

CATHOLIC SCHOOL



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ASSISTANT HEADTEACHER RECRUITMENT PACK



LETTER FROM CHAIR OF GOVERNORS

On behalf of our Governing Board, staff and students, I would like to thank you for your interest in the post of Assistant Headteacher of St Philip Howard Catholic School.

Our school is at a significant and very exciting stage in its journey, having become the founding member of Bosco Catholic Education Trust, within the Diocese of Arundel & Brighton. This Trust has been formed for all Catholic schools in Sussex.

We are seeking to expand our Leadership Team to build the necessary capacity to keep SPH moving forward whilst also continuing to be outward-looking, supporting schools joining the Bosco CET and leading the strategic work of our Teaching School Alliance.

The successful candidate will be an effective communicator, able to build teams and be totally positive at all times in upholding the highest possible moral and academic standards.

We are looking for a talented and inspirational leader, who is keen to work with our dedicated and professional staff, enthusiastic students and supportive parents in enabling our students to reach their God-given potential.

We believe that this post presents a wonderful challenge to the successful candidate. In return, we can offer excellent professional development opportunities and will prepare you for Deputy Headship.

You will receive unparalleled support in this opportunity for you to make a very real and meaningful difference to the life-chances of children in our care.

We look forward to receiving your application and to learning what you would be able to offer the St Philip Howard school community.

We very much look forward to hearing from you.

Yours sincerely

Mary Craig
Chair of Local Governing Committee

LETTER FROM THE HEADTEACHER

Many thanks for your interest in the post of Assistant Headteacher.

I am Dave Carter, the Headteacher of St Philip Howard Catholic School and CEO of Bosco Catholic Education Trust, which is part of the Diocese of Arundel and Brighton. I thought it may be helpful if I shared a few thoughts about the post and about the newly formed MAT.

We are presently a group of four schools (St Philip Howard Catholic (Secondary) School in Barnham, St Mary's Primary (Worthing), Annecy Primary (Seaford) and St Joseph's Primary (Haywards Heath) who have come together for our mutual benefit and that of Catholic schools across Sussex. Bosco CET has been identified as the Trust to which any or all of the Catholic schools in Sussex can join should they wish. This presents us with a fantastic challenge and one, which if the right decisions are made, will lead to exciting developments and improvements across our schools.

I feel very blessed to work at SPH, as well as having the opportunity to collaborate with some outstanding Catholic schools across Sussex. SPH is a very special place to be. Whilst rated as 'Outstanding' by Ofsted, we are far from complacent and know that we still have much to do to fulfil our potential to be the best school in the country. We are involved in a number of exciting projects: the Teaching School, development of Bosco CET school-to-school support and Maths Hub projects. Your role as Assistant Headteacher will be fundamental to the success we make of these opportunities.

The support and development of you as an Assistant Headteacher would be a priority for me as Headteacher, helping you to flourish in your role, fulfil your potential and improve the life-chances of the children entrusted to our care. Whilst not imperative, I would suspect that the successful candidate will be someone aspiring to Deputy Headship; something that I would be whole-heartedly committed to helping you achieve.

At present the Leadership Team at SPH consists of a Deputy Headteacher and five Assistant Headteachers. As a growing school and with increased responsibilities, the Leadership Team now needs to add to its capacity. Your remit will be dependent upon your skillset. In your application please highlight your strengths and areas of school life you would ideally wish to lead on.

If you already work in a Catholic school then you will know they are special places in which to work. If you have never worked in a Catholic school, please don't be put off; come and visit us to see what you've been missing out on! Please feel free to contact me at any time on 01243 558205 or email dcarter@sphcs.co.uk if you have any questions, want to arrange a visit or initial conversation online.

In conclusion, this is a great opportunity to become a part of a successful school, looking to be even better!

Yours sincerely

Dave Carter
Headteacher

MISSION STATEMENT

Our Mission Statement:

With our faith in Jesus, we learn, grow and achieve. Together we make a difference.

WHAT OUR STUDENTS ASK FOR IN A NEW ASSISTANT HEAD



- Be firm but fair
- Be kind
- Work hard and believe in us
- Help us be the best we can be
- Set us high standards
- Encourage us
- Be loving and truthful
- Don't take yourself too seriously!

OUR COMMUNITY

Our Students

With a recently increased PAN of 180, SPH currently has 1,150 students on roll who come from far and wide but mainly from Barnham, Bognor Regis, Chichester, Arundel and Littlehampton. Some however come from as far as Portsmouth, Billingshurst and Worthing.

Our students get involved in a wide range of enrichment activities including sports, arts and music, and every effort is made to provide a diverse curriculum with stimuli to promote engagement.

We have high expectations for all our students and standards of behaviour at the school are excellent (provided they are taught well!) and we are very proud of each and every one of them.



Our Staff

We are now a 6 form entry school with over 200 in the Sixth Form. We have a very keen, dedicated and enthusiastic team of professional staff. They are positive, hard-working and very supportive of one another. They really are our number one asset and we are committed to investing in their professional development to enable them to flourish in all that they do. The Catholic ethos of our school is central to all that we do, including developing and maintaining a nurturing and inclusive culture where all are encouraged to fulfil their God-given potential.

LIFE AT SPH

Thank you for your interest in the position currently being advertised at St Philip Howard Catholic School (SPH). I would like to take this opportunity to give you a taste of 'Life at SPH' to help you decide if this is the right opportunity for you.

SPH is a co-educational 11-18 Catholic comprehensive school, which in April 2017 became an academy leading the Bosco Catholic Education Trust. The school and Trust's ethos is based on its Catholic character with supportive relationships and high standards being central to our work. As a consequence, both students and staff are happy, positive and enjoy their time at school.

Academic standards at SPH are outstanding with students achieving very well at all levels. In recent years, GCSE progress scores have exceeded 0.5 with over 85% of students achieving 5 or more GCSEs at 4+. A Level outcomes have been equally impressive, putting SPH top in West Sussex for non-selective Sixth Forms. Despite the fact that these results place us in the Top 10% nationally and the top school in Sussex, we have the belief that "getting better never stops!" We are determined to be outstanding in all aspects of our work as a school and pursue this goal relentlessly. There is a great team here at SPH; we are all determined to be the very best we possibly can be and hope that you will be up for this challenge too.

A great deal of emphasis is placed upon extra-curricular life at SPH and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities: drama, sport, music, exchanges, days of reflection, Duke of Edinburgh and trips, both nationally and internationally. We would expect you to contribute in some way to this important side of school life should you be successful in your application.

SPH is heavily over-subscribed and is very highly regarded in the local community. Whilst students and staff are well supported, expectations of them are high. We are determined to recruit the very best teachers and those with great potential, to support and develop them in their roles and prepare them for promotion. That is why we invest heavily in professional development. Our staff are our number one asset and must be cherished if we are to succeed in achieving our goals. Our Teaching School status has afforded staff a wealth of opportunities for training and career progression.

We have a relentless focus on learning and the quality of teaching; under-performance will always be addressed and student outcomes placed at the heart of all we do. We were delighted to be graded as 'Outstanding' in every category at our most recent Ofsted inspection in April 2016 and believe this to be great affirmation of what we are trying to achieve. I hope you will take the opportunity to access the report on our school website. As a National Teaching School we are able to engage with other schools, share best practice and provide school to school support; all things which help to enrich the experience of working at SPH.

The challenge now is to continue to improve and become the best school in the country. Are you the person to help us achieve this goal?

The ideal candidate would be enthusiastic, ambitious and an excellent practitioner. We would expect at least two years' hard work and good service. In exchange we will prepare you for the next step in your career.

I believe SPH is a fantastic place to work and I am always excited about the prospect of appointing colleagues to help drive the school forward. There are great opportunities here for the right candidate. I would be delighted to meet you in person or to discuss over the phone any aspects of the role, so please do get in touch.

I hope you decide that SPH is the right opportunity for you and I look forward to meeting you soon.

BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019 and St Joseph's in September 2020. SPH is an outstanding Catholic secondary school, a National Teaching School and has a proven track record of raising achievement through school to school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.

APPOINTMENT OF ASSISTANT HEADTEACHER

L10 – L14 (commensurate with experience)

The Governors are looking to appoint a hard-working, inspiring and talented Assistant Headteacher to join our existing team and lead SPH into the next chapter of its exciting journey. As the lead school in the newly formed Bosco Catholic Education Trust and a recently designated Teaching School, we have a lot to set our sights on. Whilst graded as 'outstanding' by Ofsted, we continue to push ourselves to achieve even greater things for the children entrusted to our care.

This is an excellent and rare opportunity to join a dynamic, innovative and vibrant school as it continues on its quest to be the best school in the Country. If you want to work with wonderful students, committed staff and a forward-thinking leadership team, this is the school for you. We are always striving to improve and we want you to be part of this journey.

- GCSE results are always well-over 80% for those achieving grade 4+, with progress scores regularly placing the school as the highest in West Sussex.
- We have a thriving and growing Sixth Form.
- A Level results and progress scores place us first in West Sussex.
- We are rated as 'Outstanding' by Ofsted in all categories.
- We are a National Teaching School and help lead the Bosco CET.
- Outstanding Section 48.

The school is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

HOW TO APPLY

Please submit your application using the CES application form, with a supporting letter of no more than two sides of A4 when typed. In your letter please outline the relevant experience in your career to date, what you feel you would bring to SPH and how you would contribute to our journey to become the best school in the country.

Please email your completed application and supporting letter to Jacqui Inglis at jinglis@sphcs.co.uk or send to the school address.

- Closing date: 9am 1 March 2021
- Interviews: Initial interviews will be held online and shortlisted candidates invited in to school for subsequent selection activities and interviews.
- Starting date: September 2021

School tours on request

JOB DESCRIPTION: ASSISTANT HEADTEACHER

Responsible for: The Catholic ethos, pastoral care, academic progress, discipline and general supervision of all students
To provide professional leadership and management for all staff
Specific responsibilities to be determined with successful applicant

Reporting to: Headteacher

RESPONSIBILITIES OF THE POST:

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment.

They may also be required to undertake any of the duties delegated from the Headteacher.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Organisational management and school improvement

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Pastoral

The Assistant Headteacher will:

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

The postholder may be required to do other duties appropriate to the level of the role.

PERSON SPECIFICATION

Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
Values	<ul style="list-style-type: none"> • Committed Christian • Uphold core values and ethos of the school • Integrity, humility and willingness to serve. • Kind, caring and committed