

# Deputy Headteacher

Commencing September 2018



Bishop Ullathorne  
Catholic School



Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

**Role:** Deputy Headteacher

**Closing date:** Friday 9 February 2018 at 3pm

**Long list interviews:** Thursday 15 February 2018

**Short list interviews:** Friday 16 February 2018

**Applications to:** [s.green@bishopullathorne.co.uk](mailto:s.green@bishopullathorne.co.uk)



# Deputy Headteacher

Our school Governors seek to appoint an innovative and motivated senior leader to join our talented team in the position of Deputy Headteacher from September 2018.

The position has become vacant following the retirement of Miss J Byrne after 16 years as Headteacher of our successful Catholic secondary school

This is an exciting opportunity for an ambitious individual with aspirations to become a Headteacher in the future, who shares in our school's forward thinking approach and has significant and proven experience working at a senior level within a school. The successful candidate will play a key strategic role in the whole school development of our school which was judged "Outstanding" in a February 2016 Section 48 Inspection and "Good" in the Section 5 Inspection January 2016. They will play an integral role as we continue to progress towards Outstanding in the latter. Specifically the successful candidate will be responsible for students' personal development and welfare.

Candidates must:

- be a practising Catholic with a clear vision of Catholic education
- have the ability to inspire and motivate
- be a visionary and strategic thinker with excellent leadership qualities
- have an ambitious, innovative and creative approach
- have excellent interpersonal skills.

This is an exciting time for Bishop Ullathorne Catholic School as we move towards the next phase in our school development. We would encourage you to visit our friendly and welcoming community to appreciate what makes our school so special.

Best wishes

Mr C Billings  
Headteacher



# Deputy Headteacher

## Job Description

### Shaping the future

- Support the Headteacher and Governors in establishing a vision for the future development of the school.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school.
- Contribute to the identification of key areas of strength and weakness in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, to set a good example for other colleagues.
- Promote a culture of teamwork in which the views of all members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.
- Share responsibility for ensuring that the principles of 'Every Child Matters' are firmly embedded in the school's philosophy.
- Actively promote the Catholic ethos of the school.
- Support strategies to promote high standards of behaviour.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of students in the school.
- Support the development of an effective assessment framework.
- Promote the use of ICT to enhance and extend students' learning.
- Monitor and evaluate classroom practice.
- Provide support for colleagues in improving their classroom practice.
- Help ensure quality provision for students' religious, spiritual, moral, social and cultural education in line with the distinctive Catholic nature of the school.

### Developing self and working with others

### Leading Teaching and Learning

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Provide training for staff on effective teaching and learning.
- Promote the active involvement of students in their own learning.
- Contribute to target setting; including statutory procedures and targets for individuals and groups of students throughout the school.
- Promote and safeguard the safety and welfare of children and young people.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.



## Managing the organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- Develop action plans in specified areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources to ensure they meet the school's identified priorities.
- Take responsibility for the appraisal of identified staff.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.

## Securing accountability

- Support the Governing Body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in meeting its responsibility to account for the performance of the school.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.
- Contribute to reporting the performance of the school to parents, carers, Governors and other key partners as necessary.

## Strengthening community

- Support the Headteacher in building a school culture based on Gospel values which takes account of the richness and diversity of the school's communities.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides students with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents which are based on partnerships to support and improve students' achievement.
- Support the development of relationships with local church and parish communities and with the family of Catholic schools.

## Specific responsibilities

- In the absence of the Headteacher you will be required to act as Headteacher.
- To be responsible for students' personal development and welfare.
- Additional responsibilities will be negotiated with the successful candidate, paying heed to the candidate's strengths and the needs of the school at this time.
- Responsibilities may change from time to time in line with school requirements.



# Deputy Headteacher

## Person Specification

### Religion

It is essential for the successful candidate to be a practising and committed Catholic with a clear understanding of the vision of Catholic Education.

### Qualifications and training

Qualified teacher status.

Educated to degree level.

### Experience and knowledge

Successful teaching experience across the secondary age.

Experience of driving initiatives forward in a constructive and sensitive way .

Knowledge and experience of school self-evaluation strategies and strategic planning processes.

Knowledge of educational trends, relevant legislation, statutory frameworks and guidance .

Evidence of leadership and management of a whole school aspect (evidence of experience of working in more than one school would be welcomed).

### Practical skills

Ability to manage the implementation of change sensitively.

Ability to lead and work as part of an effective team.

The ability to plan, monitor, evaluate, review and lead by example.

The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school, including challenging poor performance.

Strategies for communication, both within and beyond the school.

Strategies for raising achievement and achieving excellence.

Strategies to promote individual, team and organisational development.

Ways to build, communicate and implement a shared vision.

Leading change, creativity and innovation.

### Personal and professional qualities and attributes

*Is committed to:*

A collaborative school vision of excellence and equity that sets high standards for every student and member of staff.

The setting and achieving of ambitious, challenging goals and targets.

The use of appropriate new technologies.

Inclusion and the ability and right of all to be the best they can be.

Raising standards for all in the pursuit of excellence.

The continuing learning of all members of the school community.

The entitlement of all students to effective teaching and learning.

Choice and flexibility in learning to meet the personalised learning needs of every child.

Effective working relationships.

Shared leadership.

Effective team working.

Continuing professional development for self and all others.



## Leadership and management

*Is committed to:*

Distributed leadership and management.

The equitable management of staff and resources.

The sustaining of personal motivation and that of all staff.

Developing and sustaining a safe, secure and healthy school environment.

Collaborating with others in order to strengthen the school's organisational capacity and contribute to the development of capacity in other schools.

A vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others.

The school working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its students.

Individual, team and whole-school accountability for student learning outcomes.

## Teaching and learning

*Knows about:*

Strategies for raising achievement and achieving excellence. The development of a personalised learning culture within the school.

Models of learning and teaching.

The use of new and emerging technologies to support learning and teaching.

Principles of effective teaching and assessment for learning.

Models of behaviour and attendance management.

Strategies for ensuring inclusion, diversity and access

Curriculum design and management.

Tools for data collection and analysis.

Using research evidence to inform teaching and learning.

Monitoring and evaluating performance.

School self-evaluation.

Strategies for developing effective teachers.

What constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all students.

## Relationship management

*Is committed to:*

Effective team work within the school and with external partners. Work with other agencies for the well-being of all students and their families.

Involvement of parents and the community in supporting the learning of children and in defining and realising the school vision.

Collaboration and networking with other schools to improve outcomes.

## Professional development

A record of continuous professional development that includes training in leadership and management.

Experience of supporting, coaching, training and helping to co-ordinate the professional development of colleagues.



# Our School

Bishop Ullathorne Catholic school is a voluntary-aided school situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic school was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission schools were built, including the nearby parish of St Osburgs. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.

Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos .

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.



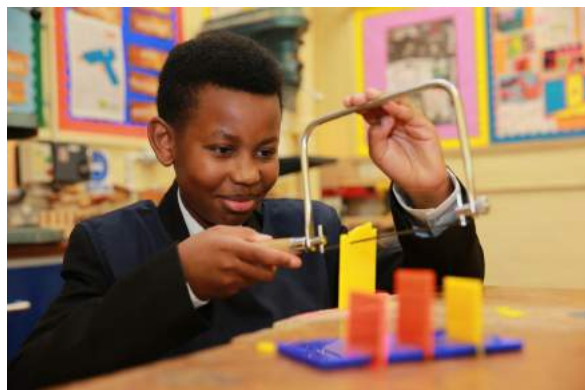
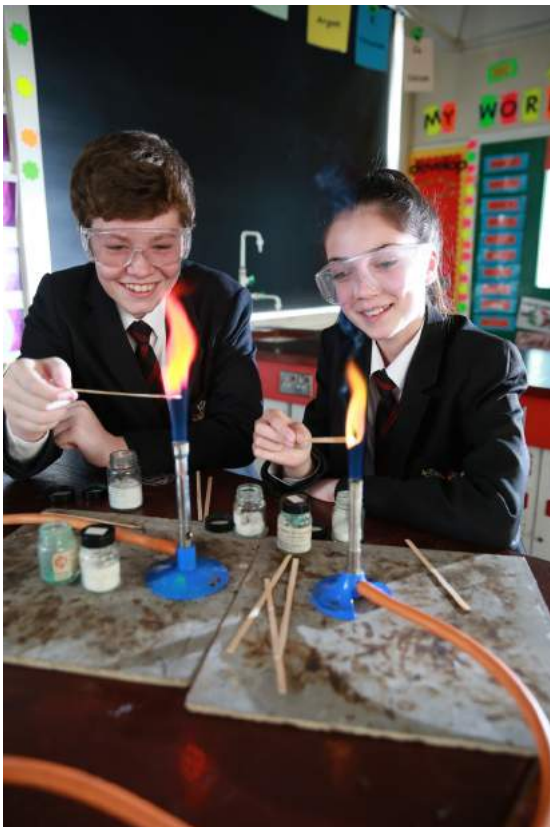
# Where next for Bishop Ullathorne Catholic School?

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom.



# Why teach at Bishop Ullathorne?

Ofsted 2016

*“School Leaders and governors are ambitious for the school and keen to raise standards further.”*



Senior Teacher

*“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”*



## Teacher

*“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”*



## Year 8 Student

*“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*



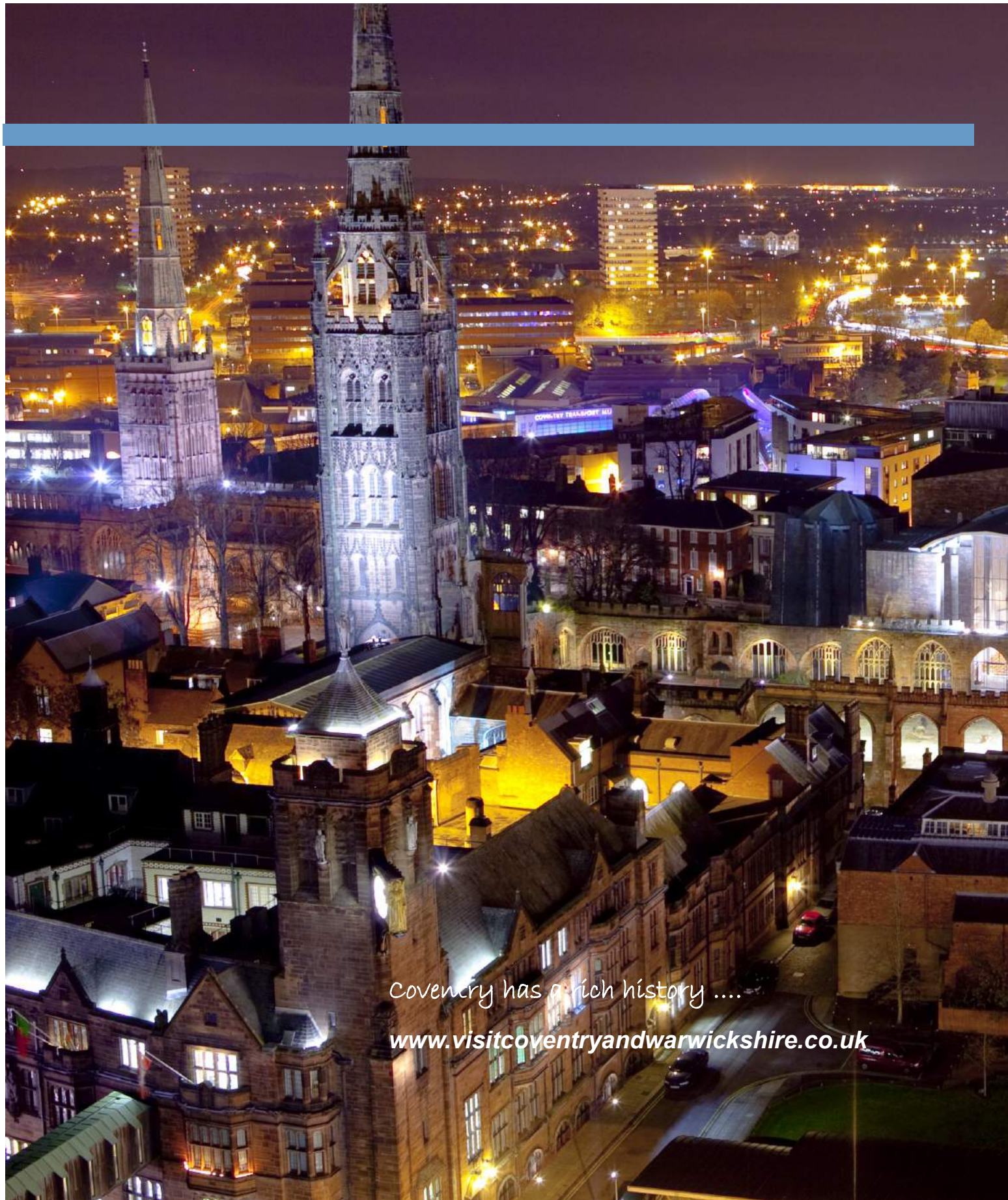
# Benefits

All staff are encouraged to develop professionally. You will be given the opportunity to give and attend internal INSET as well as undertake research projects. Our Employee Benefits Scheme, Wider Wallet, provides a wide range of benefits such as a childcare scheme, cycle to work scheme and many discounts.

- New staff are allocated a buddy who meets with them on a regular basis in the first year to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- Excellent working environment: dedicated staff working areas in all departments, ICT facilities, ICT support and training.
- High levels of pastoral care and parental support.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled in the West Midlands Pension Fund.
- Staff are part of a lively, active staff room.
- Access to a supportive, loving Catholic community







*Coventry has a rich history ....*

*[www.visitcoventryandwarwickshire.co.uk](http://www.visitcoventryandwarwickshire.co.uk)*



# Why work in Coventry

Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has recently been awarded the City of Culture for 2021.

You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey. The Ricoh Arena hosts both football and rugby, along with music concerts.

Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times.

The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which was awarded University of the Year for '*Student Experience*' by The Times in 2014 and the University of Warwick, which is in the top 10 on the league tables. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.



“A strong sense of care and nurture permeates the life of the school.”

Ofsted 2016

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