



Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF
ASSISTANT HEADTEACHER
with
SEN RESPONSIBILITIES

Application Pack

Required for January 2024

Assistant Headteacher

(L10-L15)

The Governors wish to appoint a dynamic, enthusiastic and talented leader to be an Assistant Headteacher at our school. This is an exciting time in our school's development and we are looking for an individual who will focus on providing the very best for every student and will positively contribute to Brownedge St Mary's journey.

The successful candidate will:

- be able to lead with strategic vision whilst managing the day-to-day co-ordination of the SEND provision.
- have excellent teaching skills and a passion and commitment to ensure that every child reaches their full potential.
- be able to take a key role in the management of the school, supporting in leading school improvements with clear vision and excellent communication.
- be able to support, lead and inspire children, parents, colleagues and Governors.
- take a leading role in the professional development of all staff within their team.
- be a hardworking, imaginative thinker who has excellent organisational and time management skills
- have a strong moral purpose and the integrity to want the best for every student.
- have excellent organisational skills and the ability to manage competing demands.
- have a willingness to take risks and try innovative approaches to removing barriers to learning.

In return, Brownedge St Mary's offers:

- Wonderful children, loyal and proud of their school
- Hard working and committed staff
- Insightful and supportive governors
- An environment shaped by the best pastoral care where every child's future matters
- Excellent opportunities to develop your own professional development

If you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated senior leadership team, then we would love to hear from you.

Informal discussions and visits to the school can be arranged by contacting school on 01772 339813

“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”

“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”

OFSTED January 2020

Closing Date: **Monday 9th October 2023 at 12 noon**

Proposed Interview Date: **Week beginning 16th October 2023**

Further information and an application pack are available to download from the school website:
www.st-maryshigh.lancs.sch.uk.

Please return completed application to recruitment@st-maryshigh.lancs.sch.uk

This post is subject to an enhanced disclosure with the DBS. *Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

Letter from the Headteacher

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher. This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school.

As an inspirational Assistant Headteacher, you will play an integral part in developing and shaping the new strategic vision to raise standards even further, with specific focus for our SEND and CLA pupils. The colleague who secures this position will be joining a growing leadership team that works closely together with a strong sense of camaraderie. You will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

Brownedge St Mary's truly is a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be. We place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. It is a happy and inclusive school where students excel because of the nurturing and aspirational learning environment. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff, who go beyond high-quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification. Please also evidence and provide demonstrable examples of the positive impact you have had in your leadership positions and outline what you will bring to this new role.

You are reminded that the closing date for applications is **Monday 9th October 2023 at 12 noon**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our school.

Warm regards,



Mrs Nicola Oddie
Headteacher

BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

School Context



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 760 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022, we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, a RE classroom, staffroom, music room and additional school dining facility for pupils.

The Mission Statement of Brownege St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

Five years ago, we adopted a Threshold Model, requiring all subjects to develop Progression Models to ensure that the curriculum is coherently planned and sequenced, and that knowledge is acquired, remembered, built on and applied. These are constantly revised and amended from reflection of what our pupils need to know and when best to teach it. We equip learners with the technical and subject-specific vocabulary to articulate precisely their learning, orally and in extended writing. We expect all learners to appreciate the value of reading widely for pleasure. All learners are engaged in an ambitious curriculum pathway, whether it be traditional EBacc, technical or vocational. Work undertaken on our curriculum intent and implementation has had impact. The deepening knowledge is starting to impact positively on GCSE outcomes. We are committed to continuous improvement.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

Job Description
Assistant Headteacher
Brownedge St Mary`s Catholic High School

To discharge the professional duties of teachers as described in the latest Pay and Conditions of Service document for Teachers in relation to: **Teaching, Assessments, Reports, Appraisal, Educational Methods, Discipline, Health and Safety, Cover, Public Examinations, Management, Administration and Other Activities.**

To discharge the professional duties of Assistant Headteachers as described in the latest Pay and Conditions of Service document for Teachers.

In addition to discharge those duties in keeping with the CES contract of employment and the stated Mission of the School:

Post title	Assistant Headteacher with SEN Responsibility
Leadership Scale:	L10-15
Responsible to:	Headteacher
Supervisory responsibility:	Inclusion Manager

Job Purpose	<ul style="list-style-type: none"> • To promote and develop inclusive teaching and learning throughout the school • To ensure that the identified learning needs of all students are provided for • To have oversight, co-ordination, development and evaluation of SEND Policy and Practice across the school, in collaboration with the Senior Leadership Team and according to the requirements of the Code of Practice • To ensure that the curriculum is designed to give all learners, particularly those with special educational needs and/or disabilities (SEND) the knowledge and cultural capital they need to succeed in life • To ensure the effectiveness of relevant SEN postholders in the inclusion system and to develop good teamwork and communication • To ensure positive attitudes to learning and developing effective and consistent procedures across all year groups • To ensure all SEND students realise their potential • To develop inclusive practice and ensure effective liaison with all outside agencies involved in the lives of SEN and CLA (Children Looked After) including the Virtual Head, Education Welfare Officers, Educational Psychologist, Student Learning Centre, Social Services • To support the development of all relevant partnerships. • To support the work of the Deputy Headteacher and Examinations Officer in preparation for and management of KS4 examinations. • To ensure that all SEND and CLA causing concern are identified at an early stage and effectively monitored with appropriate intervention. • To develop effective strategies to ensure community cohesion • To ensure that all systems relating to SEND and CLA are effective • To ensure effective monitoring of the progress of SEND and CLA and ensure additional support/intervention as required. • To interrogate and analyse behaviour for learning data (behaviour points /ATL) on a regular basis and to formulate strategy and responses to the findings
Leadership Behaviours and Aptitudes	<ul style="list-style-type: none"> • To promote the School's Mission Statement and Catholic ethos of the School. • To set a professional atmosphere of friendliness, support and a relentless enthusiasm for improving standards. • To be a credible presence around the School promoting through words and actions the highest professional standards

	<ul style="list-style-type: none"> • To be professional, friendly and respectful to all colleagues and address concerns through School procedures. • To be fair and firm with students and model the behaviours of respect, understanding and courtesy in keeping with our Mission. • To deal fairly and supportively with areas of weakness within staff performance • To implement the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs. • To support the Head Teacher in ensuring arrangements for a daily act of worship and the spiritual life of the school are in place. • To contribute as appropriate to the school's Initial Teacher Training Programme, new staff induction and whole staff CPD. • To develop effective strategies to diminish the barriers to learning and ensure good achievement for SEND/CLA. • To develop sophisticated monitoring programmes and effective intervention.
Teaching and Learning Responsibilities	<ul style="list-style-type: none"> • To model the teaching competences of a Post Threshold teacher, as identified within national professional standards. • To support the Headteacher in ensuring the welfare and discipline of pupils and in the operation and review of the school's behaviour policy. • To take strategic oversight of one or more faculty or subject areas • To fulfil the role of classroom teacher as timetabled and in line with the job description of a mainstream teacher and teaching an agreed loading conducive to the responsibility of this post • Leading, developing and enhancing the teaching practice of others
Responsibility for Pupil Care, Progress and Development	<ul style="list-style-type: none"> • To oversee and line manage, if required, a pastoral Year Group or House • To promote among pupils standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the values of our Mission as a school. • To promote the development of self-discipline among pupils. • To handle individual pupil disciplinary cases such as bullying with immediate action • To support the Head Teacher in the safe supervision of pupils at break, dinner time, before and after school as part of a duty rota • Identifying the students that are at risk of being 'not in employment, education or training' (NEET) who are from the SEND cohort. • Updating any appropriate policies within SEND. • To target interventions towards students who are regularly late to school and struggle with punctuality from the SEND cohort.
Monitoring Standards	<ul style="list-style-type: none"> • To monitor and report on standards within areas of responsibility and provide the Headteacher and Governing Body with accurate and objective evidence necessary to make judgements to inform self-evaluation, reporting to governors and SLT on SEND provision and vulnerable groups. • To contribute to a regular programme of lesson observation and work scrutiny in order to assess the quality of teaching and learning within the School and to monitor progress of subsequent targets. • Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all learning activities.
Management of Staff	<ul style="list-style-type: none"> • To participate in the recruitment and selection of staff in the school. • To contribute to good management practice by ensuring positive staff participation, effective communication and procedures. • To participate in appraisal policies in school. • To work to promote the positive wellbeing of staff • To support the Headteacher in any investigation that may be required within the context of Staff Discipline, Management of Sickness and Professional Capability.
Management of resources	<ul style="list-style-type: none"> • To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement. • To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

Person Specification
Assistant Headteacher
Brownedge St Mary`s Catholic High School

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary`s Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate`s ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) and Interview (I)

		E/D	A/I/R
Faith Commitment	Fully supportive of the catholic ethos of the school	E	A
Qualifications, Experience and Professional Development	Qualified teacher status	E	A
	A degree or equivalent professional qualification	E	A
	Nationally recognised SEND qualification (either completed, underway or prepared to commence at start date)	E	A
	Active participation in areas of relevant professional development	E	A
	Successful experience of training other staff	D	A
	Successful experience in a leadership and management role with proven impact in a secondary school	E	A/I
Professional Knowledge and Understanding	Knowledge of current and local developments in SEN and how these current issues impact on SEN provision	E	A/I
	Thorough knowledge of the SEN Code of Practice, maintaining a SEND register and person-centred planning	D	A/I
	An understanding of how SEN funding is derived and how it can be maximised	E	A/I
	An understanding of local agencies and how they can be deployed to support children with SEN	D	A/I
	Successful teaching experience and a proven track record of success for all SEND student groups	E	A/I
	Experience of effective monitoring and evaluation of teaching and learning especially in relation to SEND learners	E	A/I
	A secure understanding and experience of effective strategies to ensure the curriculum meets the needs of SEND students	E	A/I
Leading and Managing Staff	Experience of successfully leading staff teams	E	A/I/R
	Experience of working effectively as part of a team	E	A/I
	Ability to delegate work and support colleagues in undertaking their responsibilities	E	A/I
	Experience of holding staff to account	E	A/I

	Ability to respond flexibly, positively and enthusiastically to new challenges, prioritising effectively and delegating as appropriate while ensuring that tasks are completed to a high standard.	E	A/I
	Understanding of effective budget planning and resource deployment	D	A/I
	Experience of working with Governors to enable them to fulfil whole school responsibilities	D	A/I
	Successful involvement in staff recruitment, appointment and induction	D	A/I
	Understanding of how financial and resource management enable a school to achieve its educational priorities	D	A/I
Personal Skills and Attributes	The ability to:		
	Respect the unique dignity of each person in how they work	E	A/I
	Inspire, challenge, motivate and empower teams and individuals to achieve	E	A/I
	Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	E	A/I
	Build and maintain quality relationships through interpersonal skills and effective communication	E	A/I
	Demonstrate personal and professional integrity, including modelling values and vision	E	A/I
	Manage and resolve conflict	E	A/I
	Prioritise, plan and organise self and others	E	A/I
	Think analytically and creatively and demonstrate initiative in solving problems	E	A/I
	Be aware of their own strengths and areas for development.	E	A/I
	Listen to, and reflect upon feedback and act appropriately	E	A/I
	Lead with Emotional Intelligence	E	A/I
	Demonstrate a capacity for sustained hard work	E	A/I
	Demonstrate resilience and optimism	E	A/I
	Demonstrate impact and presence	E	A/I
A satisfactory health and attendance record.	E	A	
Application Form and Supporting Statement	The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post (maximum 2 sides A4, font size 12).		

THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to
recruitment@st-maryshigh.lancs.sch.uk

Extracts from our recent inspection reports

Ofsted confirmed our school continues to be a GOOD school. (January 2020)

“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”

“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”

“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”

“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”

“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”

“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”

“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”

Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)

KEY STRENGTHS OF THE SCHOOL INCLUDE:

“The pastoral provision is exceptional”

“The school is extremely welcoming, and the sense of community is palpable”

“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”

“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's”

“Students are extremely respectful”

“Student leadership opportunities are varied and extensive”

“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring.”