

CLOSING DATE FOR APPLICATIONS: Wednesday 19th March 2025 @8am INTERVIEW DATE: Thursday 27nd March

Assistant Headteacher

Catholic Life and Personal Development

St Bede's Catholic High School

St Bede's Catholic High School, St Anne's Road, Ormskirk, L394TA



"We are striving to provide a transformative Catholic Education ensuring that our pupils are empowered to serve the common good, by living the values of Faith, Hope and Love."

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Welcome from our Headteacher

March 2025

Dear Colleague,

In the first instance, may I thank you for showing interest in joining the senior leadership team of St Bede's Catholic High School as our new Assistant Headteacher. This role will predominantly focus on the strategic leadership of our Catholic Life and Personal Development Provision across the school. This role is pivotal within the school and the successful candidate will work directly with me to ensure the school continues to thrive, grow and deliver the best we possibly can for our pupils, staff and wider community. Our vision is to achieve beyond "Outstanding" in these two pivotal areas of our school. I have been the Headteacher since the 1st September 2022 and this role is key to me in ensuring my vision for our school is realised. We are looking for someone who is child centred, innovative and has a strong desire to live out the values and vision of St Bede's.

This is a school with a genuine ambition to fulfil its vision of becoming an institution that delivers a '...transformative Catholic Education ensuring that our pupils are empowered to serve the common good, by living the values of Faith, Hope and Love'. We show this through excellent teaching and learning, exciting professional development, an outstanding support staff and tremendous extra-curricular programme. We have been judged as an Outstanding Catholic School in our February 2024 Catholic School Inspection and more recently we have moved to being a Good school in all aspects of the Ofsted framework. I genuinely believe we can achieve special things in the coming years and this role will be pivotal to our continued success.

We are a part of the Global School Alliance, West Lancashire Schools' Network, Catholic Schools Direct, Endeavour Open Network and of course, the Archdiocese of Liverpool. All of these networks and communities allow us to be a forward thinking and outward looking school which is at the forefront of educational development, locally and nationally.

Before committing to completing an application, I would urge you to visit our school to undertake a tour of the site and to talk with me about the school's history and vision for the future. I am convinced that upon arrival you will receive our customary welcome and that you will be captivated by both our distinctive Catholic ethos and learning culture. Please contact our Assistant School Business Manager, Mrs Julie Taylor, to arrange your visit.

In 2017, St Bede's celebrated sixty years of proud service to the local community of Ormskirk and its surrounding areas. A school built originally to cater for five hundred pupils now has around seven hundred on roll and is regularly well over subscribed. In recent times, the school has performed well in external examinations, without losing its sense of identity and maintaining its commitment to the education of the whole child. Our pupils are impressive, known for their resilience, good nature and strong desire to involve themselves in all aspects of school life. Home-school links are strong and staff

members are well supported by our parents who care deeply about the social, spiritual and academic progress of their children.

If appointed you will work with an outstanding, highly skilled Governing Body which consistently supports the school and drives its improvement. Additionally, our staff body, both teaching and support, is passionate about enhancing the life chances of our pupils and works tirelessly towards achieving that goal. Our school building provides a traditional learning environment which, although constructed in the 1950s, has undergone significant upgrading of late and which now provides pupils with a bright, safe, and modern site. We are committed to ensuring that our pupils receive the educational provision which they deserve.

If you review our most recent Ofsted Inspection from November 2024 you will see we were judged as "Good" in all areas. As I have already stated we are now on a journey to beyond Outstanding and I am keen to work closely with our new Assistant Headteacher to ensure this happens. If you are successful in your application, I am sure that you would be excited by the capacity to further improve which still exists at our school and that you will experience both personal and professional fulfilment in the role. I hope that you will give careful consideration to applying for this post and joining a school with a proud history and bright future.

Should you choose to apply I would like to wish you every success with your application.

Yours sincerely



D Morgan



School Vision

"To provide a transformative Catholic education ensuring that our pupils are empowered to serve the common good by living the values of Love, Faith and Hope"

Mission

"I am the vine, you are the branches. Whoever remains in me, with me in them, bears fruit in plenty"

John 15:5

**At St Bede's we believe that we are part of God's creative process,
providing the opportunity for each individual to flourish in order to serve the Common Good**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check

Lex Tua Lux "The Light is your Law"



Job Description

Assistant Headteacher Post

St Bede's Catholic High School, Ormskirk Job description

Employment details

Job title:	Assistant Headteacher – Catholic Life and Personal Development
Reports to (job title):	Headteacher
Line Management	Curriculum Leader of Religious Education Chaplain PSHE and Citizenship coordinator Careers Information Advice and Guidance Coordinator Other Curriculum leader(s) as agreed with Headteacher
Term:	1.0 FTE
Level and scale point:	Leadership Pt 10 to 14 (£62,202 to £68,586)

Main duties/responsibilities

All Assistant Headteachers are expected to make a positive contribution to the Catholic Ethos and Values of the school.

General duties

Maintain the teaching and traditions of the Catholic faith throughout the life of the school so as to promote the personal and spiritual development of pupils and staff.
Provide vision and leadership in all areas of responsibility relevant to their job role/portfolio.
Take an active role as a member of the School Leadership Team in leading and managing the school, so promoting the effective education for all the children within the framework provided by the policies of the Governing Body and with respect to statutory requirements.
Teach an agreed number of lessons to the highest standards.
Support the development of excellence in Teaching and Learning.
Show initiative and good example in all matters in relation to the work and general conduct of the school.
Have responsibility for updating relevant sections of the Catholic School Inspection Self Evaluation and OFSTED documents.
Contribute to regular school audits which monitor and evaluate aspects of the school
Line Manage Curriculum/Pastoral areas

Catholic Life
To lead the Catholic ethos of the school, including Collective Worship and Catholic life.
To be a senior leader within the school acting as a role model of best practice to colleagues; undertaking duties, attending school events and representing the school in a professional capacity across the Diocese and other partnerships.
To be fully conversant with the Catholic Schools Inspection Framework, using this to ensure the school maintains its performance at the highest levels.
Ensure 10% of the curriculum time to age 16 and 5% of curriculum beyond age of 16 is devoted to RE.
Monitor and evaluate the impact of Catholicity on the academic and pastoral welfare of the students.
To develop all curriculum areas to embrace the Catholic teaching and ethos of the school.
To lead on spiritual and liturgical developments in conjunction with Head of RE and Chaplain.
Report to Governors on the activities and spiritual development of Catholicism in the school.
Provide induction, continual professional development and bespoke training to meet the needs of all staff regarding Catholic life.
Along with the Headteacher and the Senior Leadership Team, be the beacon of representation in the core values of our school.
Lead the spiritual development of all students and staff (Catholic and non-Catholic) across the school.
Organise and lead on the school mission.
Work with all dimensions of Catholic life, including Chaplaincy and our feeder parishes to provide cohesion and continuity.
Lead on fund raising linked to the Liturgical Calendar and external events.
Promote and support the Liturgical work of the school and act as our link to the Diocese.
Foster and consolidate links with our immediate communities and parishes, including working with our parish priest.
Communicate to staff, students and Governors the current thinking and guidance of the Catholic Church.
Monitor and evaluate all aspects of the Catholic Life of the school and ensure the highest quality of provision. This should be creative, innovative and universal to engage all students in our community.
Work closely with the Headteacher in preparing and delivering the Section 48 inspection, including the key documentation

Personal Development
To lead on and develop a high-quality Personal Development provision across the school, including the line management and further development of our PSHE, CEIAG and RSE provision, ensuring that all statutory guidance is met in these areas.
Ensure that our Personal Development provision meets the needs of St Bede's pupils and that it is relevant to their lived experiences.
To remain abreast of all current local and national initiatives in regards to Personal Development, disseminating appropriate information to colleagues when appropriate.
To manage, deploy and develop the lay chaplain.
To line manage the Head of RE, supporting performance management, teaching and learning, student progress and staff development.
To ensure that the pupils of St Bede's are fully understanding of British Values and the part these values play at St Bede's and in wider British society.
Oversee the school's enrichment and extra-curricular activities.
Pupil Leadership
To have strategic responsibility for the school's work on Pupil Leadership
Voice of the school
To coordinate a programme of surveys, to ensure that the voice of pupils, staff and parents is heard.
Transition
To oversee and participate in the transition work of St Bede's with respective Primary and Tertiary establishments
Seek opportunities for closer working relationships with our primary and tertiary colleagues
Managing the performance of others
Under the direction of the Headteacher, oversee the Performance Management/Appraisal process for teaching staff.
To give detailed summary reports on colleagues for whom there is a responsibility to Line Manage; to provide recommendations for Pay Progression within the process of Performance Management/Appraisal.
To provide support across the leadership group in a team manner providing guidance and training on your areas of responsibility and expertise.
To support the process of induction for new staff members by providing guidance and training on your areas of responsibility and expertise.
Reporting to Governors
Provide detailed and accurate reports to Governors on a regular basis, informing them of strategic developments, current areas of strength and areas where further development is needed, including the subsequent actions in place to address these.

Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • PGCE / QTS. • Good academic achievement including a relevant honours degree • Practising Catholic (Faith Reference required) 	<ul style="list-style-type: none"> • A postgraduate qualification, e.g. a master's degree. • CCRS • Catholic Leadership Qualification • A recognised Senior Leadership Qualification such as NPQLT, NPQSL • A first aid certificate.
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Recent knowledge and understanding of the Catholic Schools Inspection Framework • Recent knowledge and experience of leading in the area of Personal Development in relation to the OFSTED framework • An understanding of relevant legislation and educational developments in relation to the Catholic nature of the school and the OFSTED framework. • Demonstrate knowledge of the responsibilities of agencies towards vulnerable pupils. • Explain the additional support which can be of assistance to vulnerable pupils and their families. • Understanding of high-quality teaching and using it as a model to improve staff • Able to communicate a clear vision to staff that inspires them 	<ul style="list-style-type: none"> • How to create strong, lasting and impactful relationships within the local parishes and community • Recent experience of supporting the development of a school in relation to Catholic Schools Inspection Framework
Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Punctual, with a good attendance record. • Accountable and reliable • An excellent communicator, verbally and in writing. • Organised. • An excellent time manager. 	

	<ul style="list-style-type: none"> • Hardworking, with high expectations of themselves and their professional standards. • Committed to CPD. • Able to work both independently and as part of a team. • Able to maintain successful working relationships with other colleagues. • Able to plan and resource effective interventions to meet curricular objectives. • Driven and energetic. • Person will be an outstanding catholic role model in school and in the community <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Dedicated to promoting their professional development, and that of others. • Able to promote good behaviour consistently. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Able to effectively promote the school's ethos and vision. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.
Additional requirements	<ul style="list-style-type: none"> • An enhanced DBS certificate and barred list check. • Evidence for their previous work experience. • References.



Application Process

Application

If you wish to apply, please email your completed CES Leadership application form Mrs. J Taylor, Assistant School Business Manager, at Recruitment@sbchs.co.uk, or alternatively post your completed forms and address to Mrs. J Taylor, St Bede's Catholic High school, St Annes Road, Ormskirk, L394TA. Please note that only Catholic Education Service Leadership application forms will be accepted and that you should not enclose a Curriculum Vitae.

School visits

Prospective candidates are welcome to visit the school on either Wednesday 12th March or Thursday 13th March to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Mrs. J Taylor, Assistant School Business Manager, at Recruitment@sbchs.co.uk or Call 01695 583192

Closing date

Please ensure that your completed application form arrives by Wednesday 19th March 2025 @8am

Shortlisting

Shortlisted candidates will be informed by telephone.

Selection process & Interview dates

The date for the interview is Thursday 27th March 2025

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