



Our Lady's Catholic High School



# Application Pack

# ASSISTANT HEADTEACHER





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## Headteacher Designate – Richard Charnock

In September 2022 I shall have the privilege and honour of beginning as Headteacher of Our Lady's Catholic High School following the retirement of our present Headteacher, Nigel Ranson. I have served as Deputy Headteacher of the school since 2013 and I am looking forward to leading our school on the next step of its journey. Governors are now seeking to appoint well qualified, enthusiastic and outstanding teachers to join our Senior Leadership Team. We are advertising for Assistant Headteachers; one focused on pastoral and two focused on curriculum including SEND.

Candidates should indicate clearly which role they wish to apply for. Candidates who would like to apply for either role must indicate which is their preferred role. The specific roles and responsibilities will be discussed once appointments have been made and skills assessed to compliment our existing SLT. For now, we are looking for the right people with the right skills, values and principles to join our outstanding school.

The successful candidates will be key drivers in ensuring that the provision for all our pupils, as we emerge from the pandemic, is innovative and challenging, providing them with opportunities for growth and leadership as they prepare for a fast-changing world in the 21st Century. Other key responsibilities will be determined according to the appointed candidate's strengths and interests.

To join the leadership team of our successful school, you will:

- Ensure that all children are valued as individuals
- Promote the highest standards of behaviour, teaching and learning
- Demonstrate experience of developing and leading whole school initiatives
- Commit to maintaining and further developing partnerships between the school, our parents, the parishes and the wider community
- Have excellent interpersonal leadership skills

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are outstanding as recognised by Ofsted in December 2012 when we were rated as Outstanding in all four areas of assessment. In 2018 our Section 48 Denominational Inspection recognised our school as "An Outstanding Catholic School" in all areas. All of teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Stott using the details on the final page.

We look forward to receiving your application.



## School information for candidates

### Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

### History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

### Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

### Core Principles

Everyone at Our Lady's has the right to:

#### Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

#### Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

#### Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

#### Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

*“In all my years of school Masses, I have never experienced such a wonderful, prayerful celebration of Mass”*

**MICHAEL CAMPBELL OSA,  
BISHOP OF LANCASTER**

### **Our Pupils**

Our catchment has remained very stable for many, many years. There are insufficient Catholic pupils in our family of Catholic primary schools to fill our 180 places. Hence, we offer about 40 places to pupils of other faiths. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 75%. None of our families ask for their children to opt out of any of our collective worship programme as they are all ‘One of ours’. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*“Students are focused, mature, confident... friendly and happy”*

**LANCASHIRE SCHOOL ADVISER**

### **An Outstanding School**

In 2004 we were designated a high performing Mathematics and Computing Specialist School and this remained until the government abandoned the specialist school concept in 2011. In 2012, Ofsted assessed our school as outstanding in every category, as did the Diocese of Lancaster in their Section 48 Inspection the following year. This was confirmed by the Diocese in 2018 when they inspected us again. Ofsted have not visited since and we expect to be inspected at any point.

*“This is an outstanding Catholic school that provides an education which enables students to flourish”*

**SECTION 48 INSPECTION**

*“Exciting and well structured Teaching enables students to make outstanding progress. Lessons are purposeful, highly relevant and stimulating. As a result, students are motivated to learn, as one told an inspector, ‘I enjoy school because lessons are interesting”*

**OFSTED**

### **Catholic Teaching Alliance**

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to ‘Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital technology to aid learning.’ It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady’s in the Training Centre,

a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of this September, but the work of the CTA continues with strength.

### **Abacus Maths Hub**

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman College and so was created the Maths Hub, Abacus North West which serves over 600 schools. Cardinal Newman College is the outstanding Catholic VI Form college in Preston and the significant majority of our pupils progress there.

### **Inspection Data Summary Report**

2019 subject data in our Inspection Data Summary Report typically puts us in the highest 20% of schools nationally for a high number of the attainment and progress indicators, whilst absence and persistent absence are typically in the lowest 20% of schools nationally.

Our examination results for 2020 and 2021 have been pinned to those of 2019. This feels fair as the cohorts are very similar.

**“One of the top 10% of non-selective schools in England and one of the best schools in the country for securing superb GCSE outcomes, addition value to their students’ achievements and outperforming expectations for their pupils”**

**CHIEF EXECUTIVE SSAT**

### **Behaviour & Relationships**

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our PSHE programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, ‘Behaviour 4 Learning’. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

**“Behaviour is consistently outstanding”**  
**LANCASHIRE SCHOOL ADVISOR**

## Job Description

### Assistant Headteacher

L10 – 15

Required from September 2022

### Assistant Headteacher (Pastoral): Job Description

*OUR LADY'S CATHOLIC HIGH SCHOOL*

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 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 **either** 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, or a person of faith who is able to be supportive of the religious values of our school.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for Assistant Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher, Deputy Headteacher and Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.**

JOB TITLE: **Assistant Headteacher (Pastoral)**

ACCOUNTABLE TO: **The Deputy Headteacher**

MAIN PURPOSE:

**The assistant headteacher will:**

- undertake the normal responsibilities of the class teacher
- actively promote Catholic education, recruitment and training at all levels
- be a member of the senior leadership team
- assist the headteacher in managing the school
- undertake such duties as are delegated by the headteacher
- make a significant contribution to the school's self-evaluation processes
- play a major role under the overall direction of the headteacher in formulating and reviewing the Mission Statement, School Improvement Plan, aims and objectives of the school by:
  - establishing the policies through which they shall be achieved
  - managing staff and resources to that end
  - monitoring progress towards their achievement

## **MAIN TASKS:**

### **1. Class teacher responsibilities**

- 1.1. To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions and Teachers' Standards Documents.
- 1.2. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of rarely covering for absent teachers.
- 1.3. To teach a timetable of approximately 40 - 50% load as an AHT

### **2. The internal organisation, management and control of the school**

- 2.1. To have specific responsibility for the leadership, management and development of the **pastoral system** with specific focus on a Year 7, 8 and 9
- 2.2. To act as the **Deputy Designated Senior Leader** for Safeguarding matters and attend all statutory training
- 2.3. To lead on **transition** working in close liaison with our family of primary schools, to ensure outstanding transition into our school
- 2.4. Lead and Manage **Pupil Voice** and lead our **school** council as well as leading on our pupil **information assemblies**
- 2.5. To lead our whole school approach on **PSHE/RSE/SMSC** and ensure full coverage of the statutory requirements for all our pupils
- 2.6. To contribute to:
  - 2.6.1. fulfilling the school's Mission Statement
  - 2.6.2. maintaining and developing our Catholic ethos, values and overall purpose
  - 2.6.3. formulating the aims and objectives of the school and policies for their implementation
  - 2.6.4. strategic planning meetings and our School Improvement Plan
  - 2.6.5. the production and implementation of specific action plans within the SIP
  - 2.6.6. appropriate preparation for and attendance at specific governor meetings
  - 2.6.7. monitoring and evaluating the performance of the school and its achievements
  - 2.6.8. implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - 2.6.9 the efficient organisation, management and supervision of school

### **3. Pupil care**

- 3.1. To promote among pupils the highest of standards of conduct/discipline and a proper regard for authority, the encouragement of outstanding behaviour and commitment to the common good
- 3.2. To lead on **mental health** being the designated teacher of mental health in the school
- 3.3. To support and help shape our rewards systems in order to enhance Commitment to School Life and the sense of 'Being One of Ours'
- 3.4. To lead the specific development of our Human Relationships and Sex Education policy and practice and Personal Social and Health Education including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- 3.5. To run an effective, pupil-based School Council
- 3.6. To ensure the effective induction of pupils at KS3
- 3.7. To promote the development among pupils of self-discipline
- 3.8. To manage the handling of individual disciplinary cases

### **4. The management of staff**

- 4.1. To line manage Learning Managers of Year 7, 8 and 9 to ensure excellent pastoral outcomes through appropriate accountability and support
- 4.2. To hold to account Principal Teachers for the ongoing performance of their curriculum area
- 4.3. To provide reflective advice and support to your middle managers
- 4.4. To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff who you line manage.
- 4.5. To monitor and ensure good conduct of staff and take appropriate action to maintain such, in liaison with the DHT



4.6. To promote extra-curricular activities in accordance with the Catholic ethos of the school.

4.7. To maintain good relationships with individuals, groups and staff unions and associations.

## **5. The management of resources**

5.1. To contribute to the selection of teaching staff in the school.

5.2. To promote an attractive environment which will stimulate learning, enhance the appearance of the school and express its Catholic identity.

5.3. To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

5.4. To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

## **6. Relationships**

6.1. To advise and assist the governing body as required in the exercising of its functions including attending meetings leading meetings and making reports.

6.2. To assist liaison and co-operation with Diocesan and Authority officers and support services.

6.3. To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

6.4. To assist liaison with other professional bodies, agencies and services.

6.5. To develop and maintain positive links and relationships with our family of primary schools, local organisations and employers

6.6. To prepare and deliver assemblies as per our rota

6.7. To undertake lunch supervision duties each day

6.8. To co-ordinate such meetings and actions as are necessary to ensure high quality parental liaison and consultation

**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 Assistant Headteachers**

## Job Description

### Assistant Headteacher

L10 – 15

Required from September 2022

### Assistant Headteacher (Curriculum 1): Job Description OUR LADY'S CATHOLIC HIGH SCHOOL

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 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 **either** 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, or a person of faith who is able to be supportive of the religious values of our school.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for Assistant Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher, Deputy Headteacher and Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.**

**JOB TITLE: Assistant Headteacher (Curriculum 1)**

**ACCOUNTABLE TO: The Deputy Headteacher**

**MAIN PURPOSE:**

**The assistant headteacher will:**

- undertake the normal responsibilities of the class teacher
- actively promote Catholic education, recruitment and training at all levels
- be a member of the senior leadership team
- assist the headteacher in managing the school
- undertake such duties as are delegated by the headteacher
- make a significant contribution to the school's self-evaluation processes
- play a major role under the overall direction of the headteacher in formulating and reviewing the Mission Statement, School Improvement Plan, aims and objectives of the school by:
  - establishing the policies through which they shall be achieved
  - managing staff and resources to that end
  - monitoring progress towards their achievement

## MAIN TASKS:

### 1. Class teacher responsibilities

- 1.1. To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions and Teachers' Standards Documents.
- 1.2. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of rarely covering for absent teachers.
- 1.3. To teach a timetable of approximately 40 - 50% load as an AHT

### 2. The internal organisation, management and control of the school

- 2.1. To have specific responsibility for the leadership, management and development of all aspects of **SEND** including quality first teaching training for all our staff, line managing the Assistant SENCO (non-teaching) and the Learning Support Team
- 2.2. To act as **SENCO** for the school (and undertake the relevant qualifications as needed)
- 2.3. To promote and develop **Teaching and Learning** across the school facilitating the sharing of ideas both internally and from external sources including up to date research
- 2.4. To manage the Literacy Coordinator of the school and ensure literary provision across our school remains a high priority
- 2.5 To promote and lead a variety of school events including College Taster Days, Options Evening, and others as arise
- 2.5. In liaison with the DHT, to contribute to the design and development of our curriculum
- 2.6. In liaison with the DHT, to contribute to the design of the timetable
- 2.7. To contribute to:
  - 2.6.1. fulfilling the school's Mission Statement
  - 2.6.2. maintaining and developing our Catholic ethos, values and overall purpose
  - 2.6.3. formulating the aims and objectives of the school and policies for their implementation
  - 2.6.4. strategic planning meetings and our School Improvement Plan
  - 2.6.5. the production and implementation of specific action plans within the SIP
  - 2.6.6. appropriate preparation for and attendance at specific governor meetings
  - 2.6.7. monitoring and evaluating the performance of the school and its achievements
  - 2.6.8. implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - 2.6.9 the efficient organisation, management and supervision of school

### 3. Pupil care

- 3.1. To promote among pupils, the highest of standards of conduct/discipline and a proper regard for authority, the encouragement of outstanding behaviour and commitment to the common good
- 3.2. To ensure the academic needs and development of vulnerable pupils is a consistent priority
- 3.3. To promote the development of **equality and diversity** throughout our curriculum working with all Principal Teachers to develop further
- 3.4. To oversee and develop our **Careers provision**, Tertiary liaison and Work Experience programmes ensuring we continue to meet the Gatsby benchmarks

### 4. The management of staff

- 4.1. To contribute to the selection of teaching staff in the school
- 4.2. To line manage the Literacy Coordinator, Learning Support Manager, Learning Resource Centre Manager and the Teacher Mentor Team
- 4.3. To hold to account Principal Teachers for the ongoing performance of their curriculum area
- 4.4. To provide reflective advice and support to your middle managers
- 4.5. To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff who you line manage.
- 4.6. To monitor and ensure good conduct of staff and take appropriate action to maintain such, in liaison with the DHT
- 4.7. To promote extra-curricular activities in accordance with the Catholic ethos of the school.

4.8. To maintain good relationships with individuals, groups and staff unions and associations.

#### **5. The management of resources**

5.1. To promote an attractive environment which will stimulate learning, enhance the appearance of the school and express its Catholic identity.

5.2. To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

5.3. To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

#### **6. Relationships**

6.1. To advise and assist the governing body as required in the exercising of its functions including attending meetings leading meetings and making reports.

6.2. To assist liaison and co-operation with Diocesan and Authority officers and support services.

6.3. To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

6.4. To assist liaison with other professional bodies, agencies and services.

6.5. To develop and maintain positive links and relationships with our family of primary schools, local organisations and employers

6.6. To prepare and deliver assemblies as per our rota

6.7. To undertake lunch supervision duties each day

6.8. To co-ordinate such meetings and actions as are necessary to ensure high quality parental liaison and consultation

**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 Assistant Headteachers**



## Job Description

### Assistant Headteacher

L10 – 15

Required from September 2022

### Assistant Headteacher (Curriculum 2): Job Description OUR LADY'S CATHOLIC HIGH SCHOOL

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 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 **either** 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, or a person of faith who is able to be supportive of the religious values of our school.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for Assistant Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher, Deputy Headteacher and Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.**

JOB TITLE: Assistant Headteacher (Curriculum 2)

ACCOUNTABLE TO: The Deputy Headteacher

MAIN PURPOSE:

**The assistant headteacher will:**

- undertake the normal responsibilities of the class teacher
- actively promote Catholic education, recruitment and training at all levels
- be a member of the senior leadership team
- assist the headteacher in managing the school
- undertake such duties as are delegated by the headteacher
- make a significant contribution to the school's self-evaluation processes
- play a major role under the overall direction of the headteacher in formulating and reviewing the Mission Statement, School Improvement Plan, aims and objectives of the school by:
  - establishing the policies through which they shall be achieved
  - managing staff and resources to that end
  - monitoring progress towards their achievement

## MAIN TASKS:

### 1. Class teacher responsibilities

- 1.1. To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions and Teachers' Standards Documents.
- 1.2. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of rarely covering for absent teachers.
- 1.3. To teach a timetable of approximately 40 - 50% load as an AHT

### 2. The internal organisation, management and control of the school

- 2.1. To have specific responsibility for the leadership, management and development of all aspects of **assessment** to ensure that the data produced is relevant and reliable
- 2.2. To ensure that our systems for **tracking** performance of pupils and particularly **vulnerable** pupil are clearly understood and provide data that informs planning
- 2.3. To ensure that our systems for **reporting** progress to parents are efficient to manage, relevant and easy for parents to understand
- 2.4. To lead and oversee the **monitoring** of the quality of curriculum co-ordinating the management of Principal Teachers
- 2.5. To promote and lead a variety of school events including Options Evening, Year 7 Information Evening, Parents' Evenings and others as arise
- 2.6. In liaison with the DHT, to contribute to the design and development of our curriculum
- 2.7. To act as our **Educational Visits Coordinator (EVC)** in liaison with the EVC administrative support
- 2.8. To contribute to:
  - 2.8.1. fulfilling the school's Mission Statement
  - 2.8.2. maintaining and developing our Catholic ethos, values and overall purpose
  - 2.8.3. formulating the aims and objectives of the school and policies for their implementation
  - 2.8.4. strategic planning meetings and our School Improvement Plan
  - 2.8.5. the production and implementation of specific action plans within the SIP
  - 2.8.6. appropriate preparation for and attendance at specific governor meetings
  - 2.8.7. monitoring and evaluating the performance of the school and its achievements
  - 2.8.8. implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - 2.8.9 the efficient organisation, management and supervision of school

### 3. Pupil care

- 3.1. To promote among pupils, the highest of standards of conduct/discipline and a proper regard for authority, the encouragement of outstanding behaviour and commitment to the common good
- 3.2. To ensure the academic needs and development of vulnerable pupils is a consistent priority
- 3.3. To manage our **Options Process** in line with our curriculum statement and priorities
- 3.4. To ensure our **Pupil Premium Strategy** is updated and reviewed annually and available on our website

### 4. The management of staff

- 4.1. To contribute to the selection of teaching staff in the school
- 4.2. To line manage the Data/Exams Manager
- 4.3. To hold to account Principal Teachers for the ongoing performance of their curriculum area
- 4.4. To provide reflective advice and support to your middle managers
- 4.5. To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff who you line manage.
- 4.6. To monitor and ensure good conduct of staff and take appropriate action to maintain such, in liaison with the DHT
- 4.7. To promote extra-curricular activities in accordance with the Catholic ethos of the school.
- 4.8. To maintain good relationships with individuals, groups and staff unions and associations.

### 5. The management of resources

- 5.1. To promote an attractive environment which will stimulate learning, enhance the appearance of the school and express its Catholic identity.
- 5.2. To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 5.3. To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

## **6. Relationships**

- 6.1. To advise and assist the governing body as required in the exercising of its functions including attending meetings leading meetings and making reports.
- 6.2. To assist liaison and co-operation with Diocesan and Authority officers and support services.
- 6.3. To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 6.4. To assist liaison with other professional bodies, agencies and services.
- 6.5. To develop and maintain positive links and relationships with our family of primary schools, local organisations and employers
- 6.6. To prepare and deliver assemblies as per our rota
- 6.7. To undertake lunch supervision duties each day
- 6.8. To co-ordinate such meetings and actions as are necessary to ensure high quality parental liaison and consultation

**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 Assistant Headteachers**



## 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.

Our Lady'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.

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

**Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau or has been disqualified from working with children as part of a sentence.**

### [A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic		<b>D</b>	<b>A R</b>
Involvement in parish community		<b>D</b>	<b>A I R</b>
Person supportive of our gospel values	<b>E</b>		<b>A I R</b>

### [B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	<b>E</b>		<b>A</b>
Degree	<b>E</b>		<b>A</b>
CCRS/CTC or commitment to obtaining the certificate		<b>D</b>	<b>A I</b>

### [C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate leadership and management professional development	<b>E</b>		<b>A I R</b>
Up to date safeguarding training and knowledge of legislation for the protection of young people	<b>E</b>		<b>A I</b>

### [D] School leadership and management experience

	Essential	Desirable	Source
Active and effective leadership of a team / key stage / curriculum area/ department	<b>E</b>		<b>A I R</b>
Active involvement in self-evaluation and development planning	<b>E</b>		<b>A I R</b>
To have implemented and developed a whole school initiative		<b>D</b>	<b>A R</b>
To have experience of holding others to account for their performance	<b>E</b>		<b>A I R</b>
Experience of working constructively with parents	<b>E</b>		<b>A I R</b>
To have experience of and ability to contribute to staff development across the secondary range		<b>D</b>	<b>A I R</b>



Ability to demonstrate a good awareness of current national education policy and strategy	E		AIR
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### [E] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of pupils in the secondary phase	E		AIR
Significant teaching experience within the secondary phase	E		AIR
To have a working and current knowledge and understanding of the Key Stage 3 and Key Stage 4 curriculum	E		AIR
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		AIR
Experience of providing professional challenge and support to others through the appraisal process		D	AIR
To be able to effectively use data and assessment to raise standards/address weaknesses	E		AIR
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		AIR

### [F] Professional Attributes

	Essential	Desirable	Source
Be able to demonstrate a deep understanding of the needs of pupils and how these will be met	E		AIR
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		AIR
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		AI
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		AIR
Show a good commitment to sustained attendance at work	E		AIR

### [G] Personal qualities. All of the following are considered to be essential for the post and will be assessed throughout the process

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- 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

### [H] Application Form and Supporting Statement

The CESEW 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, paying particular attention to Section G above.

## How to apply

### The process

#### Application

If you wish to apply, please email your completed application form to Pam Stott, Headteacher's PA, at [ptt@olchs.lancs.sch.uk](mailto:ptt@olchs.lancs.sch.uk) or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive. Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Please indicate as part of your application which role (or roles) you are wishing to apply for.

#### School visit

Prospective candidates are welcome to visit the school on either **Monday, 25 April, Tuesday, 26 April** or **Wednesday, 27 April 2022** 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 Pam Stott, Headteacher's PA, at [ptt@olchs.lancs.sch.uk](mailto:ptt@olchs.lancs.sch.uk)

#### Closing date

Please ensure that your completed application form arrives by **Thursday, 28 April 2022 (12 noon)**.

#### Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after the appointment has been made.

#### Selection process & Interview dates

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. The dates for interview are **Monday, 16 May** and **Tuesday, 17 May 2022**

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people and we expect all staff and volunteers to share this commitment

## Summary

<b>Type of School</b>	Secondary Voluntary Aided
<b>Denomination</b>	Catholic
<b>Age Range</b>	11 – 16
<b>Number of Pupils</b>	903
<b>Number of Teaching Staff</b>	53 FTE
<b>Number of Support Staff</b>	51.5 FTE
<b>School Group</b>	6
<b>Start Date</b>	September 2022
<b>Salary Range</b>	L10 – L15
<b>Visits to school</b>	25, 26, 27 April 2022 – email <a href="mailto:ptt@olchs.lancs.sch.uk">ptt@olchs.lancs.sch.uk</a> to arrange
<b>Closing Date for Applications</b>	Thursday, 28 April 2022 (12 noon)
<b>Interview Dates</b>	Monday, 16 May and Tuesday, 17 May 2022