



Candidate Information

# Deputy Headteacher



St Bede's

Believe all things are possible

Welcome to St Bede's

# A message from the Headteacher

Dear Candidate

Thank you for your interest in this post which has arisen following the retirement of the current post holder.

St Bede's is a successful and thriving school and has an excellent and long-standing reputation within the local and wider community for academic standards and pupil behaviour. We are an 11-16 high school with over 1030 pupils, situated in the west of Blackburn and within the Salford Diocese. Recent increases to the school's admission number mean that the school roll will be over 1050 in two years' time. The school benefitted from a building programme in 2015 with over £11m invested in the rebuild and redevelopment which has provided excellent facilities for teaching and learning.

We have an extensive extra-curricular programme which provides enjoyment and challenge outside of the classroom. St Bede's has a long history of success in sport and music but we seek to provide our students with many opportunities both socially and culturally. These opportunities can only happen with the commitment of our staff who regularly give up their own time and 'go the extra mile' for their students.

Central to everything we do is our Catholic vision for our whole community. Our mission statement is a bold and challenging commitment and an acknowledgment that faith is central to our purpose. The values of the gospel have to be our daily motivation and moral compass. As the deputy headteacher of St Bede's, you will have a crucial role in articulating and living the school's vision and ethos for staff, pupils and parents.

St Bede's is successful because of the commitment and dedication of its staff. We have an unrelenting focus on the wellbeing and success of our students. By the example of our staff, students are encouraged to have the highest academic, moral and personal standards.

This post is focused on teaching and learning and continuing professional development and therefore is central to our continued success. The school day was restructured several years ago to allow weekly professional development for all staff with pupils' day finishing at 2.15pm each Tuesday and teachers contracted until 4.00pm for training. You will have responsibility for the allocation of training time and for measuring its impact.

St Bede's is also becoming a strategic partner to an established teaching school. This means we will be a centre that recruits and develops trainee teachers, provides in-service training courses and designates and commissions NLEs, LLEs and SLEs. This will provide real opportunities for the development of St Bede's staff as well as making a real contribution to the school led system. Your role will require you work with the head of the teaching school to maximise opportunities for St Bede's within this strategic partnership.

You will be joining an established senior leadership team and will have the opportunity to influence school policy and practice beyond the teaching and learning brief. Middle leaders at the school are dedicated and innovative in their thinking and approach. You will have responsibility for their leadership and development, thinking strategically about the direction they should take within their subject areas by taking into account the needs of the students and external quality assurance measures including the new Ofsted Framework.

If you are interested in finding out more about the St Bede's or wish to arrange a visit, please contact PA to Headteacher, Mrs Caton Tel: 01254 202519 email: [kcaton@stbedesblackburn.com](mailto:kcaton@stbedesblackburn.com)

**D Callaghan**  
Headteacher



**St Bede's**

Believe all things are possible





## Amy Rowe

I love the relationships we create with the teachers, they always offer so much support especially during the pressure of exams.



## Joe Pulton

St Bede's is a fantastic school. The teachers are all very supportive and the levels of the teaching are excellent.



## Louisa Harkness

St Bede's has pushed me academically and offered me an incredible amount of enriching activities, preparing me for Sixth Form College and University. My time here has helped me discover my passion for aeronautical engineering and every teacher has had faith in me along the way. Five years may be short but this school has made such a tremendous impact.



## Maddie Taylor

The student-teacher relationships at St Bede's make the level of teaching outstanding. During my time at school, I have been encouraged to strive to reach full potential. I believe St Bede's has helped me develop into the best person

## Thomas Hughes

St Bede's has helped me achieve things that I never thought were possible. The staff have been essential during the short five years that I have spent here. Their never ending support has helped me excel in sport which I now hope to study at a further level. Thank you St Bede's.



## Phoebe Morris

I have had a wonderful time at St Bede's. I was very pleased when I was made a prefect as I particularly enjoyed helping the younger pupils.



## Job Description

# Deputy Headteacher

Responsible to the Headteacher

### PURPOSE

- a) To ensure an outstanding learning experience which is engaging and fulfilling for all pupils
- b) To contribute to the strategic development of the school to ensure that it continually aspires to the highest standard
- c) To communicate effectively and relate positively to all stakeholders
- d) To uphold and promote the values, ethos and mission of school

### LEADING SCHOOL PLANNING AND SELF-REVIEW

- a) To take the lead responsibility for delegated key aspects of the school's self-evaluation form (SEF), consulting with all appropriate stakeholders
- b) To evaluate the school's outcomes

### LEADING SCHOOL ETHOS AND CULTURE

- a) Ensure that the school's Catholic vision is clearly articulated, shared, understood and acted upon effectively by all
- b) Develop and promote policies and procedures that ensure the school's distinctive Catholic ethos is reflected in all activities
- c) Promote the school's ethos and culture to the wider community

### DEVELOPING SELF AND WORKING WITH OTHERS

- a) Treat pupils, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- b) Encourage and lead research and innovation across the school that is evidence based, monitored and evaluated
- c) Manage own workload and that of others to allow an appropriate work/life balance
- d) Regularly review own practice, set personal targets and take responsibilities for own personal development

### MANAGING THE ORGANISATION

- a) To deputise for the headteacher/head of school in his/her absence from school
- b) Produce and implement clear, evidence-based improvement plans and policies for the development of the school
- c) Contribute to an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively and in line with legal requirements
- d) To attend, contribute to and, when required, chair various school management meetings as required

### SECURING ACCOUNTABILITY

- a) Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- b) Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- c) To challenge, motivate, support and empower staff and pupils to meet the values of the School
- d) Observe lesson and be able to accurately judge the level of teaching and learning
- e) Present to Governing Body with any information, objective advice and support to enable it to meet its responsibilities

- f) Develop and present an accurate account of the school's performance to a range of audiences
- g) Conduct appraisal process for staff as directed by the headteacher/head of school and line manage designated staff and teams
- h) Conduct regular reviews with allocated subject teams and individuals

### STRENGTHENING COMMUNITY

- a) Build a school culture and curriculum that take account of the richness and diversity of the school's communities
- b) Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of young people and their families
- c) Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development

### OTHER DUTIES

- a) To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- b) To comply with the school's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- c) To undertake any other duties not detailed above commensurate with the level of the post

### OTHER SPECIFIC DUTIES

- a) All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above.
- b) All members of the Leadership Team will have generic responsibilities, including active participation in the daily management of the school, e.g. maintaining a presence around the school throughout the day.
- c) All members of the Leadership Team will also:
- d) Contribute to the strategic leadership and management of the school in order to develop an ethos and culture of high expectations
- e) Model the ethos and values of the school
- f) Coach and develop the staff and students for which they are accountable
- g) Lead whole school assemblies
- h) Support and attend school events (such as concerts and plays) and represent the school at wider community events.
- i) Many specific responsibilities will require collaborative working with other team members and middle managers, which the Deputy Headteacher will develop proactively.
- j) Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.
- k) The post is on the Leadership Spine and therefore comes under the leadership conditions of service.



# Deputy Headteacher

Job Requirements	Status of Criteria		Method of Assessment		
	Essential	Desirable	Application	Interview/task	Reference
<b>Training and Qualification</b>					
Qualified teacher status	✓		✓		
Higher education degree	✓		✓		
Participation in recognised leadership/ management training, in-service or study, ie NPQH		✓	✓		
Catholic certificate of religious studies or catholic leadership program (or equivalent)		✓	✓		
<b>Faith, Ethos and Commitment</b>					
Demonstrate a clear and genuine support for the Catholic ethos of the school	✓		✓	✓	
Commitment to and participation in the spiritual life of St Bede's	✓			✓	
Participation in wider school life	✓			✓	
Practising Catholic	✓		✓		✓
Model the core values and mission of the school	✓			✓	
Be able to take assembly within a Catholic school context and lead para-liturgy	✓			✓	
<b>Teaching and Management Experience</b>					
Highly effective classroom teacher with a track record of delivering outstanding teaching	✓			✓	✓
Successful participation in an Ofsted inspection and the school self-evaluation	✓		✓	✓	
Experience of supporting learning to achieve outstanding achievements	✓		✓	✓	✓
Able to demonstrate successful delivery of quality assurance and performance management systems	✓		✓	✓	
Able to set clear targets, track progress and adopt strategies to achieve them	✓			✓	
Evidence that have a track record of success at senior leadership level across the whole school	✓		✓	✓	✓
<b>Professional Knowledge and Understanding</b>					
Demonstrate a clear understanding of leadership in a Catholic school	✓		✓	✓	
Competence in the use of IT relevant to the post	✓		✓	✓	
Able to demonstrate strategic planning at whole school level and change management	✓			✓	✓
Awareness of development in national policy for education	✓		✓		
Demonstrate a clear understanding of safeguarding for pupils	✓			✓	✓

# Deputy Headteacher (continued)

Job Requirements	Status of Criteria		Method of Assessment		
	Essential	Desirable	Application	Interview/task	Reference
Effectively analyse, prioritise and action plan	✓		✓	✓	
Demonstrate appropriate challenge and support for school staff	✓			✓	
To be able to analyse and interpret information and data	✓		✓	✓	
A strong commitment to inclusion & overcoming barrier to learning & progress	✓		✓		
Personal characteristics					
Able to form appropriate relationships with pupils through positive discipline	✓			✓	✓
Able to form professional relationships with the wider school community	✓			✓	✓
Able to work under own initiative as well as part of a team	✓			✓	✓
Able to work to deadlines and perform effectively under pressure	✓				✓
Ability to communicate effectively with all school stakeholders	✓			✓	✓
Ability to communicate effectively with parents/ carers verbally & in writing	✓		✓	✓	
Listen to, reflect and act on feedback	✓				✓
Maintain confidentiality	✓				✓
Possess a good health and attendance record	✓				✓ (post offer)
Demonstrated integrity and resilience	✓		✓		✓



# St Bede's

Believe all things are possible