



Deputy Headteacher

Director of Curriculum Development and Engagement

Start date: September 2019

Closing date: 23rd April 2019 – 3pm



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Deputy Headteacher – Director of Curriculum Development and Engagement at Mount St Joseph Catholic School.

Mount St Joseph is a vibrant, oversubscribed secondary school situated in the South of Bolton serving a richly diverse community. We place a strong emphasis on inclusion within our community. Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection in March 2018 concluded that we are a ‘good’ school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

Mrs A Devany

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school 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 Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Baring Service check.

Key facts and Statistics

Age range	11- 16
Location	Bolton
Number of pupils on roll	903



Job Description

Job Purpose

To lead on the development of the school's curriculum and provision to ensure that it meets the pupils' individual needs.

Work with, and support the Headteacher in areas of school leadership and management as well as taking the lead on specific areas.

Support and represent the Headteacher at meetings as when required.

Undertake the professional duties of the Headteacher in her absence.

Any additional duties that the Headteacher might reasonably request for the effective leadership and management of the school.

Accountabilities - Strategic direction

To strategically lead on the educational development of the school to ensure that it meets the individual needs of the pupils.

To strategically lead on the development of a curriculum that is ambitious and designed to allow all pupils the knowledge and cultural capital needed to succeed in life.

To ensure that the learning and teaching provided by departments and teaching teams form a coordinated, coherent curriculum entitlement for all pupils, particularly disadvantaged, most able and SEND pupils.



Accountabilities – Specific responsibility

To strategically lead and manage the school curriculum ensuring it meets the needs and aspirations of students and fulfils government guidelines and progress measures.

To ensure that the individual pupil's continuity of learning and effective progression of achievement are provided.

To ensure a high standard of pupil engagement, support and wellbeing across the school.

To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

To lead on and develop strategies for learning, engagement and self and metacognition.

Lead on the development of the knowledge and skills required across the curriculum.

To strategically lead on the monitoring, evaluation and development of the disadvantaged strategy for pupils in year 7-11.

To strategically lead on the monitoring, evaluation and development of the most able strategy for pupils in year 7-11.

To continue to develop students' personal skills, wellbeing and mental health at both Key Stage Three and Four in conjunction with the school's intervention centre.

To strategically lead on the organisation of internal and external examinations.

To develop an effective intervention plan for pupils requiring further support at both Key Stage Four.

Ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents and to inform Governors.

To lead on developing all alternative curriculum arrangements and ensuring the pupils achieve high levels of attainment through effective communication between providers and school.

To ensure that pupils are prepared for the next stage of employment, education or training.

To develop and implement a strategic plan for strengthening links with the wider community including primary schools and other local secondary schools.

To ensure that the current educational initiatives are incorporated effectively within the school improvement plan.

To produce reports for the Headteacher, Governors, Local Authority and Ofsted.

To contribute to the review and writing of the School Improvement Plan and the school's Self Evaluation Form.

To participate in school to school support as and when required.



Accountabilities - Leading and managing people

To manage the performance of the Assistant Headteachers and Middle Leaders.

Lead, manage and continuously develop team members.

Lead, manage and monitor the effectiveness and quality of Performance Management arrangements in your area of responsibility.

Be accountable for the performance of your area of responsibility and of your team and its impact on overall school performance.

General Duties

As a member of the leadership group to have a shared responsibility for:

Promoting, upholding and embedding the ethos of the school.

Promotion, upholding and embedding a positive school ethos and a culture of all can achieve.

Contribute to the smooth day to day running of the school.

Participating in and supporting staff in duties.

To make a positive contribution to the spiritual development of pupils through collective worship and assemblies.

Participating in Performance Management reviews.

Leading and managing whole school self-evaluation.

To represent the school and actively make links with external agencies.

To attend, contribute to and when required lead meetings at all levels including departmental, whole school and governor meetings.

Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community.

Promote and support extra-curriculum provision and the broader life of the school and the community.

Assist with and when appropriate lead the organisation and administration of the day to day, termly and annual routines of the school and special occasions.

To contribute to the review and writing of school policies.



Please note that this job description is a comprehensive definition of the post but will be reviewed periodically and may be subject to modification or amendment at any time in consultation with the Headteacher. This job description works within the parameters of the terms and conditions of your contract.

Person Specification

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

<u>Faith Commitment</u>	Essential (E)/ Desirable (D)	Source
Practising Catholic	E	A/I/R
Involvement in parish community	E	A/I
<i>To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.</i>		
Leading school worship	E	A/I
Ways of developing religious education and worship	E	A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E	A/I
How relationships should be fostered and developed between the school, local parishes and its community and Diocese of Salford	E	A/I

<u>Qualifications</u>	Essential (E)/ Desirable (D)	Source
Qualified teacher status	E	A/CC
Degree	E	A/CC
CCRS/CTC or commitment to obtaining the certificate	D	A/CC/I

<u>Professional Development</u>	Essential (E)/ Desirable (D)	Source
Evidence of appropriate professional development for the role of Deputy Headteacher	E	A
Evidence of recent leadership and management professional development	E	A
Has successfully undertaken appropriate Child Protection training	E	A/I/CC
Has successfully undertaken Designated Senior Person training	D	A/I/CC
Has completed the Catholic Leadership Programme or has a commitment to doing so	D	A/I/CC
Has completed the Catholic Middle Leadership Programme or has a commitment to doing so	D	A/I/CC

<u>School leadership and management experience</u>	Essential (E)/ Desirable (D)	Source
To have substantial and current experience as a senior leader in a secondary school (minimum Assistant Headteacher level)	E	A/I/R
To demonstrate active and effective leadership of a team / department/ key stage/ curriculum area	E	A/I/R
To have taken an active involvement in school self-evaluation and development planning	E	A/I/R
To have implemented and developed a whole school initiative	E	A/I/R
To have had responsibility for policy development and implementation	E	A/I/R
To have had experience of and ability to contribute to staff development across the secondary range (e.g. coaching, mentoring, INSET for staff).	E	A/I/R

<u>Experience and knowledge of teaching</u>	Essential (E)/ Desirable (D)	Source
Experience of teaching in more than one school	D	A/I
Experience of teaching in a school in similar circumstances/ serving a similar community	D	A/I
Significant teaching experience within the secondary phase	E	A/I/R
To have a knowledge and understanding of both key stages in the secondary phase	E	A/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E	A/I/R
To be able to exemplify how the needs of all pupils (SEN, AEN, AGT, EAL, GRT) have been met through high quality teaching	E	A/I/R

<u>Professional Attributes</u>	Essential (E)/ Desirable (D)	Source
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at Mount St Joseph Catholic School and how these could be met.	E	I
To 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	I
To have excellent written and oral communication skills (which will be assessed at all stages of the process).	E	A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E	I
Show a good commitment to sustained attendance at work	E	A/I/R

<u>Confidential References and Reports</u>	Essential (E)/ Desirable (D)
A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

Continue to promote the school's strong educational philosophy and values

Inspire, challenge, motivate and empower teams and individuals to achieve high goals

Inspire trust in the school community

Communicate clearly and effectively both orally and in written English

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

Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, *following the guidance outlined in section 'Professional Skills' above*.

The CESEW Leadership Application Form must be fully completed and legible. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.

Application Details

Thank you for taking the time to view the details for the position of Deputy Headteacher Director of Curriculum Development and Engagement.
If you require any further information about the post or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.
To apply for the post please use the application form attached with the advert.
Please send all completed forms to recruitment@msj.bolton.sch.uk

