



ST JAMES'

CATHOLIC HIGH SCHOOL



Assistant Headteacher

Candidate Information | February 2021



A message from the Headteacher

Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years • In 2019, **84% of students achieved at least a grade 4 in English & Mathematics** while **65% of students achieved a**

grade 5 in these subjects

- **64 grade 9s and 134 grade 8s in 2019** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in Mathematics, English, Open subjects and the Humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kaya Roddick, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex Headteacher



Governors seek the following appointment for September 2021

Assistant Headteacher (Full time and permanent), L13-L17

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for excellence*

The specific responsibilities attached to this post will be dependent on the experience and qualities of the successful applicant, please include in your application letter the areas of expertise you would be interested in leading on. Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and visionary leader to join our Senior Leadership Team

Closing date: 1st March 2021, 12 noon
Interviews: 11th & 12th March 2021

If you are interested in finding out more about our school or would like to arrange a visit or conversation with the Headteacher, please contact Kaya Roddick, PA to the Headteacher on **0161 482 6900** or at **headteacherpa@stjamescheadle.co.uk**. Please note a current CES application form (version 14) must be completed for this post – CVs will not be accepted.

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Assistant Headteacher

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Due to the experience, flexibility and responsibilities of the current Senior Leadership Team, specific roles will be determined upon appointment

Purpose

- Ensure an outstanding learning experience which is engaging and fulfilling for all pupils
- Contribute to the strategic development of the school to ensure that it continually aspires to the highest standards
- Inspire and engage staff and pupils in the vision for the school

Leading School Ethos and Culture

- Ensure that the school's vision is clearly and effectively articulated, shared, understood and acted upon by all
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Ensure creativity, innovation and other transformational activities to raise standards in all areas
- Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all activities
- Promote the school's ethos and culture to the broader community
- Lead whole school assemblies
- Attend school events and represent the school at wider community events

Developing self and working with others

- Treat pupils, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Celebrate the achievements of individuals and teams
- Manage own workload and that of others to allow an appropriate work/life balance
- Regularly review own practice, set personal targets and take responsibilities for own personal development
- Engage in research around current educational initiatives including government policies in areas commensurate with the post

Securing Accountability

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, agreed and are subject to rigorous review and evaluation
- Provide the Headteacher and Governing Board with any information, objective advice and support to enable it to meet its responsibilities
- Make a significant contribution to school self-evaluation and the completion of the school improvement plan

Other Specific Duties

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above

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 and particularly at time of pupil movement to, from and within school

Many specific responsibilities will require collaborative working with other team members and middle leaders, which the Assistant Headteacher will develop proactively

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder 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

Person Specification



Assistant Headteacher

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Qualified teacher status	✓		✓	
Graduate qualification	✓		✓	
Experience				
Experience of leading at Head of Department/Faculty or Head of Year level	✓		✓	✓
Experience of managing change	✓		✓	✓
Experience of introducing and leading a whole school initiative	✓		✓	✓
Experience of using data to ensure staff are accountable for progress	✓		✓	✓
Experience of leading a team of staff	✓		✓	✓
Professional Knowledge				
Knowledge and understanding of educational data, its use and how data can be transformed into action	✓		✓	✓
Competence in the use of ICT relevant to the post	✓			✓
Able to analyse and evaluate curriculum or Year team data	✓		✓	✓
Effectively analyse, prioritise and action plan	✓		✓	✓
Knowledge of the distinctive nature of a Catholic school	✓		✓	✓
Personal skills and qualities				
Vision of how the role of the Assistant Headteacher will be implemented over the duration of the post	✓		✓	✓
Practising Catholic		✓	✓	✓
Excellent communication skills	✓		✓	✓
A desire to develop & inspire others	✓		✓	✓
To be able to act as a catalyst for change	✓		✓	✓

Contact

KAYA RODDICK

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

www.stjamescheadle.co.uk

St James' Catholic High School

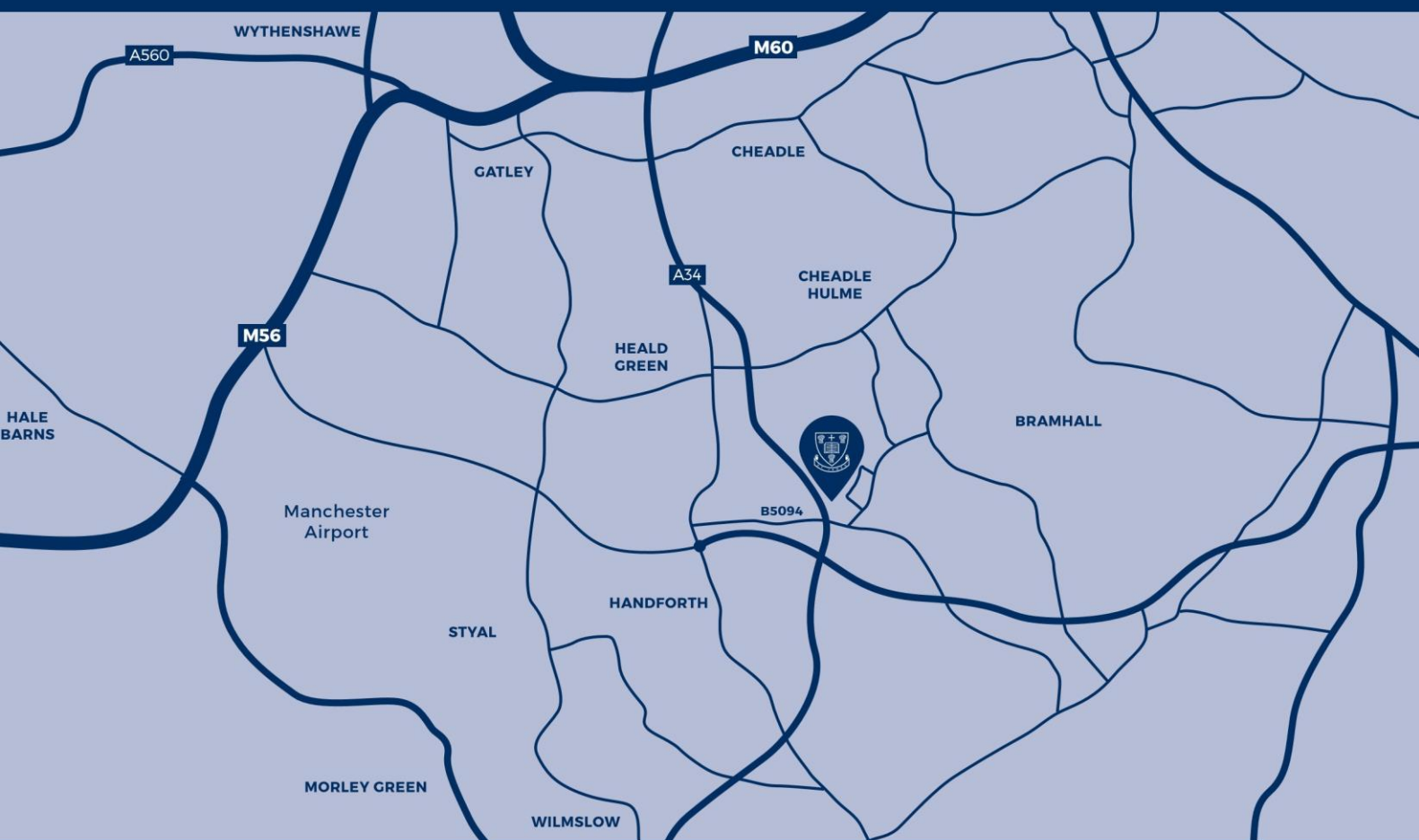
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Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



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CATHOLIC HIGH SCHOOL

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Matthew 19:26