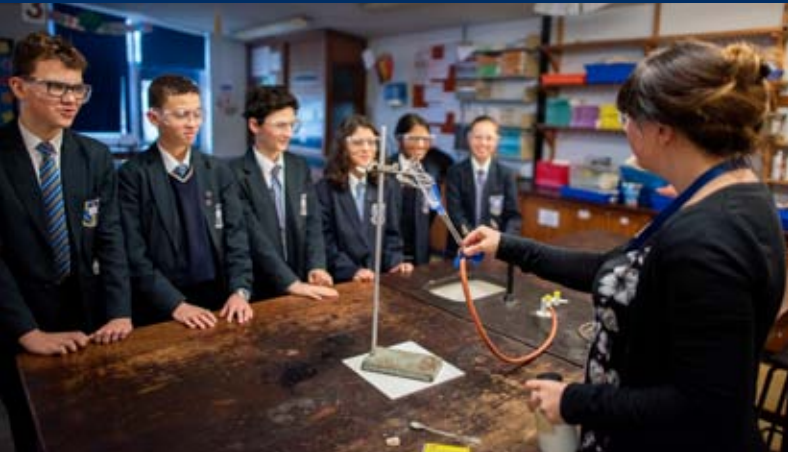




ST JAMES'

CATHOLIC HIGH SCHOOL



Assistant Headteacher Behaviour, Attitudes and Safety

Candidate Information | February 2019



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. Recently our Catholic community has achieved:

- **Impressive positive progress 8 scores** for the previous three years
- In 2018, **48% of students achieved at least a grade 5 in English & Maths** while **70% of students achieved a grade 4** in these subjects
- **77 grade 9s in 2018** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in 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 strive for excellence whilst keeping our Catholic roots at the centre of everything we do. 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, or would like to arrange a visit please contact Michelle McCumesky, Leadership group secretary on 0161 482 6900 or at michelle.mccumesky@st-jamescatholic.stockport.sch.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment for September 2019

Assistant Headteacher Behaviour, Attitudes and Safety (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***

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: Friday 1st March 12 noon
Interviews: Monday 11th and Tuesday 12th March 2019

Please note a current CES application form (version 12) and a Model Rehabilitation of Offenders act 1974 - Disclosure form must be completed for this post - CVs will not be accepted. Forms can be emailed to michelle.mccumesky@st-jamescatholic.stockport.sch.uk

Please note the deadline for applications is 12 noon on Friday 1st March 2019

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

Behaviour, Attitudes and Safety

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

Purpose

- Enhance an effective whole school behaviour for learning and safety culture
- Develop innovative approaches to improving student behaviour
- Co-ordinate and lead on the tracking, monitoring and intervention strategies to improve student attendance
- Lead on Safeguarding across the school and to be the designated Safeguarding lead in school
- Line manage the Heads of Year, Pastoral Managers and Attendance Officer
- Develop and enhance links with local primary schools
- 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 Behaviour

- Lead on pupil behaviour to ensure that students are safe in school
- Provide challenge and support to Heads of Year
- Work with Heads of Faculty, Heads of Year and the SENCO to monitor and evaluate the behaviour of pupils within each cohort
- Ensure effective strategies are in place to enable all pupils to demonstrate outstanding behaviour and attitudes
- Track student behavioural incidents regularly across the whole school, transforming data into action
- Ensure best practice is researched and shared in relation to pupil behaviour

Leading Attendance

- To lead on pupil attendance to ensure students attendance is better than the national average
- Provide challenge and support to Heads of Year and the Attendance Officer
- Work with Heads of Year and the SENCO to monitor and evaluate the attendance of pupils and in particular groups of pupils within each cohort
- Ensure effective strategies are in place where attendance of students is less than outstanding
- Track student attendance regularly across the whole school, transforming data into action
- Ensure best practice is researched and shared in relation to pupil attendance

Leading Safeguarding

- Lead on Safeguarding to ensure that whole school Safeguarding is effective
- Be the designated lead for Safeguarding
- Be responsible for the training and development of all staff to ensure the school is compliant in all areas of Safeguarding, including new staff induction and regulation updates
- Ensure all associated policies within the areas of Safeguarding are maintained and updated accordingly
- Be responsible for keeping up to date with the DfE Directives and the national picture in relation to Safeguarding, disseminating this to staff and Governors

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 times 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



Assistant Headteacher Behaviour, Attitudes and Safety

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Qualified teacher status	✓		✓	
Graduate qualification	✓		✓	
Level 3 designated Safeguarding certificate		✓	✓	
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 dealing with multi agencies		✓	✓	✓
Experience of leading a team of staff	✓		✓	✓
Professional Knowledge				
Knowledge and understanding of current issues with relation to behaviour, attendance and Safeguarding	✓		✓	✓
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 - Behaviour, attitudes and safety will be implemented over the duration of the post	✓		✓	✓
Practising Catholic		✓	✓	✓
Excellent communication skills	✓		✓	✓
Sense of humour	✓			✓
A desire to develop & inspire others	✓			✓
To be able to act as a catalyst for change	✓		✓	✓

Contact

MICHELLE McCUMESKY

Leadership group secretary

0161 482 6900

michelle.mccumesky@st-jamescatholic.stockport.sch.uk

www.stjamescheadle.co.uk

St James' Catholic High School

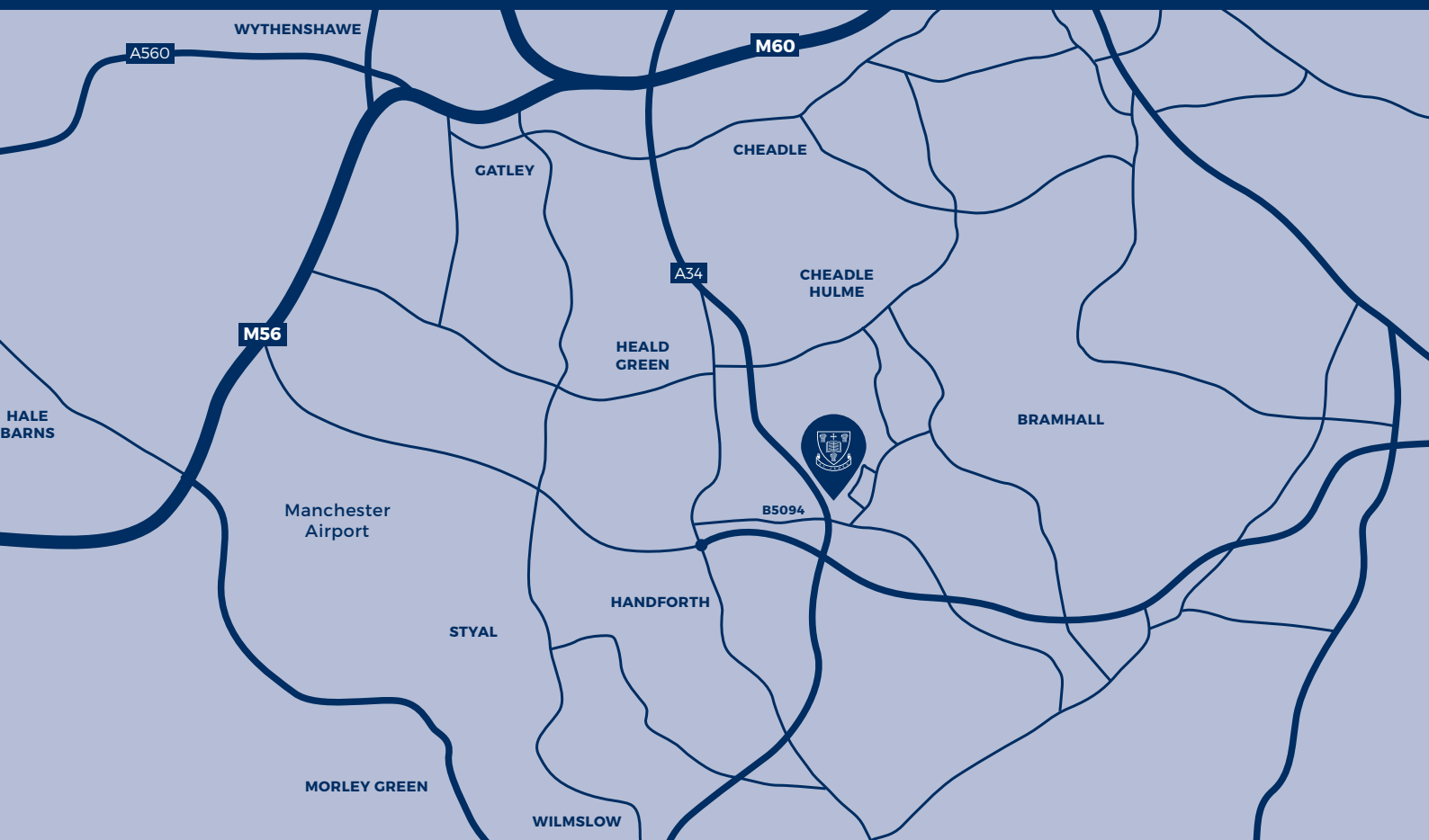
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



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CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26