



Deputy Head of School

Ethos, Behaviour and Culture

Working at St Augustine's School, Scarborough, working for the St Cuthbert's Roman Catholic Academy Trust, within the Diocese of Middlesbrough (for academies).



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| The Role: | Deputy Head of School (Ethos, Behaviour and Culture) |
| Location: | St Augustine's School, Scarborough (St Cuthbert's Roman Catholic Academy Trust). |
| Contract: | Permanent |
| Hours/ Working Pattern: | 1FTE |
| Salary/ Hourly Rate: | Leadership 12-18 (£61,882 to £71,729) |
| Closing Date: | 12 th January 2024 at 9am |
| Shortlisting date: | 12 th January 2024 p.m |
| Interview date: | W/C 22 nd January 2024 (TBC) |
| Start Date: | 1 st May 2024 (or earlier if mutually agreeable) |

'I have set you an example that you should do as I have done for you' John 13:15

Looking for a role that allows you to make a positive impact?

Applications are invited from practising Catholics to apply for the post of Deputy Head of School (Ethos, Behaviour and Culture) at St Augustine's School. The suitable applicant will be an experienced and committed teacher, who is able to demonstrate they are a practising Catholic and are ready to develop their career into leadership. The role of Deputy Head of School which can only be filled with a practising Catholic, who can show by example and from experience they will work with the Executive Head of School to ensure that the school is distinctively Catholic in all its aspects.

The suitable person will be able to demonstrate they can be committed to the continual pursuit of excellence, and work collaboratively with the Head of School and Senior Managers in communicating high expectations, vision, drive, enthusiasm and determination.

This person will be an ambassador, champion and representative of the school in the wider community and with partner agencies.

They will lead, manage, develop and evaluate subject(s) / aspect(s) throughout the school and uphold and promote the school's approach to developing positive behaviour.

As a Trust, at the heart of our Christian service is to welcome and value each individual as equal, regardless of nationality, gender, race, colour, sexuality or creed. We pride ourselves on our exceptional standards of personal pastoral care, rooted in our Christian tradition and values of kindness, support, peace, justice, forgiveness and joy. Our outlook and ambition is international and inclusive.

The school last year joined the St Cuthbert's' Roman Catholic Academy Trust and is now part of a thriving organisation (including both secondary and primary schools) from Scarborough to Hull which presents amazing opportunities for career development and personal growth.

In addition to carrying out the professional duties of a teacher, the Deputy Head of School will play a major role under the direction of the Head of School in:

- Maintaining a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires
- Contributing to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work alongside the Head of School to secure improvement through Performance Management; take responsibility for the performance management of identified staff
- Contribute to the enhancement of the school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Lead and sustain the ethos, culture and behaviour practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.

We can offer you:

- Tailored support from our Interim CEO and Executive leaders and trust colleagues as we further develop you and give you the skills, encouragement, and experience within the profession to continue to 'love and serve'.
- Working with the Diocese of Middlesborough, the Deputy Head of School will be actively developed with long term support, encouragement, affirmation and realistic challenge.
- A welcoming and highly supportive school and wider community
- Friendly children who are eager to learn.
- Personal and professional development opportunities.
- An experienced and committed staff with a supportive Governing Body and wider school/church community

About St Augustine's Catholic School

St Augustine's School is part of the St Cuthbert's Roman Catholic Academy Trust.

St Augustine's, Scarborough is an exciting place to learn and grow. We pride ourselves on our Catholic ethos being central to all that we do to develop your children into the rounded citizens of the future. We place value on the whole child, not just their academic performance.

Rated 'Good' by Ofsted in at last inspection, we are proud of our pioneering, creative and challenging approach to education whilst providing our students with the highest standards of pastoral care and extra-curricular opportunities.

With over 600 students in Years 7-11 representing many different spoken languages and communities from around the globe we are a truly Christian community where relationships are built on respect, forgiveness, concern for others and reconciliation.

We hope that if you choose to work for us, you will support us in the work we are doing with our children.

Our faith and search for excellence can be found in all aspects of school life including academic learning, pastoral support and a wealth of personal development activities. These combine to nurture young people with a well-rounded education and the ability to face the future with confidence.



Message from the Head of School: Aishling Robinson



Welcome,

St Augustine's is a fantastic school, our children are exceptional and our staff work extremely hard to ensure students reach their potential. We strive for excellence in all things, and our Catholic Ethos is central to our way of life in the school.

Each child is seen and respected as an individual. We believe in equity of opportunity. We aim to provide the very best learning opportunities where students are challenged, inspired and encouraged to flourish. I believe that we, as staff of St Augustine's, are here to serve our children. In turn we expect our students to try their very best at all times and respect others at all times.

Together we are building the future communities we will all enjoy.

We look forward to welcoming you to our school if you feel that St Augustine's is the right place for you.

Application Process

Completed applications must be returned to erharrison@smchull.org

If you think you're the person for the job?

If you think you are the right person for the job and meet our essential criteria, we would welcome an application from you; please complete the application form and return it to the email above by the closing date. Application documents can be found at:

<https://scrcat.org/vacancies/job-application-packs>

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Informal chats with our Head of School are welcomed; to organise please contact Eryn Harrison on erharrison@smchull.org

Job Description

Deputy Head of School

St Augustine's School

Introduction

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 Middlesbrough. At all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ. The role of Deputy Head of School therefore requires a practising Catholic who can show by example and from experience that they will work with the Head of School to ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for Deputy Headteachers (Deputy Head of School) contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Deputy Head of School shall consult with the Head of School and, when appropriate, with the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020). It recognises the role of the Deputy Headteacher (Deputy Head of School) in sharing responsibility for the leadership of the school.

Additional responsibilities of the Deputy Head of School will be to lead and sustain the ethos, culture and behaviour practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.

The Board and the Diocese acknowledge the importance of the role of the Catholic Deputy Head of School and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Head of School must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the Deputy Head of School is to assist the Head of School to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision

¹ The term school refers to both voluntary aided schools and academies

of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Diocese of Middlesbrough. **Therefore, the post of Deputy Head of School must be filled by a practising Catholic² who can show, by example and from experience, that they will ensure that the school is distinctively Catholic in all aspects.**

In addition to being an excellent classroom practitioner, the Deputy Head of School should demonstrate the following:

Section 1: Ethics and professional conduct

Catholic Deputy Heads of School are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic Deputy Heads of School are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic Deputy Heads of School must uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic Deputy Heads of School support the Head of School in their role as custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic Deputy Head of School also support the Head of School with their task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic Deputy Heads of School:

² See *Diocesan Briefing Note On Practising Catholic*

³ The Gospel of Matthew 5:3-12

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God⁴ and at all times observe proper boundaries appropriate to their professional position.
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁵ and the Church's social teaching⁶.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, Deputy Heads of School:

- serve in the best interests of the school's pupils.
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility.
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
 - take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
 - make a positive contribution to the wider education system within and without the Catholic sector.

⁴ The Book of Genesis 1:26-27

⁵ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁶ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

Section 2: Headteachers' Standards

1. School culture

Deputy Headteachers (Deputy Heads of School) work with the Headteacher (Head of School) to:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese.
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish.
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁷ and which prepare pupils from all backgrounds for their next phase of education and life.
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God.
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence.

2. Teaching

Deputy Heads of School work with the Head of School to:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.⁸
- ensure effective use is made of formative assessment.

⁷ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

⁸ The Gospel of John 10:10

3. Curriculum and assessment

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught.
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities.
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy.
- implement consistent, fair and respectful approaches to managing behaviour.
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen.

5. Additional and special educational needs and disabilities

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching.⁹
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- ensure the school fulfils its statutory duties with regard to the SEND code of practice.

⁹ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

6. Professional development

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs.
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

7. Organisational management

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission.
- ensure staff are deployed and managed well with due attention paid to workload.
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education.
- ensure rigorous approaches to identifying, managing and mitigating risk.

8. Continuous school improvement

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context.
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

9. Working in partnership

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, Diocese and the local community.
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

10. Governance and accountability

Deputy Headteachers (Deputy Head of School) work with Headteachers (Head of School) to:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility.
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation.
- ensure that staff know and understand their professional responsibilities and are held to account.
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic Headteacher in upholding the mission of the Church

Person Specification

Deputy Head of School

| Essential Criteria | Criterion No. | Attribute | Stage Identified |
|--------------------------|---------------|--|------------------|
| FAITH COMMITMENT | E1 | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note) | A/I/R |
| | E2 | Secure understanding of the distinctive nature of the Catholic school and Catholic education | A/I/R |
| | E3 | Understanding of the leadership role in spiritual development of pupils and staff | A/I/R |
| | E4 | Experience of leading school worship | A/I |
| QUALIFICATIONS | E5 | Qualified teacher status | A/CC |
| | E6 | Degree | A/CC A/CC/I |
| PROFESSIONAL DEVELOPMENT | E7 | Evidence of appropriate professional development for the role of Deputy Head of School | A |
| | E8 | Evidence of recent leadership and management professional development | A/I/CC |
| | E9 | Evidence of appropriate safeguarding training | A |

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|--|-----|--|-------|
| SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE | E10 | To have substantial and current experience as a middle leader | A/I/R |
| | E11 | To have had active and effective leadership of a team/key stage/curriculum area/department | A/I/R |
| | E12 | To have taken an active involvement in school self-evaluation and development planning | A/I/R |
| | E13 | To have implemented and developed a whole school initiative | A/I/R |
| | E14 | To have had responsibility for policy development and implementation | A/I/R |
| | E15 | To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff) | A/I/R |
| EXPERIENCE AND KNOWLEDGE OF TEACHING | E16 | Significant teaching experience | A/I/R |
| | E17 | To have a knowledge and understanding of all key stages in the school | A/I |
| | E18 | To be able to effectively use data, assessment and target setting to raise standards/address weaknesses | A/I |
| PROFESSIONAL ATTRIBUTES | E19 | To have excellent written and oral communication skills (which will be assessed at all stages of the process) | A/I |
| APPLICATION FORM AND SUPPORTING STATEMENT | E20 | The form must be fully completed and legible | A |
| | E21 | The supporting statement should be clear, concise (within the required word count) and related to the specific post | A |

| Desirable Criteria | Criterion No. | Attribute | Stage Identified |
|---|---------------|---|------------------|
| FAITH COMMITMENT | D1 | Involvement in parish community | A/I |
| QUALIFICATIONS | D2 | Postgraduate level qualification | A |
| | D3 | Successful completion of Diocesan leadership programme | A |
| | D4 | CCRS/CTC (or equivalent) or commitment to obtaining the certificate | A/I |
| SCHOOL LEADERSHIP AND MANAGEMJENT EXPERIENCE | D4 | Recent experience in a Catholic school | A |
| | D5 | Experience of teaching in more than one school | A |
| | D6 | Experience of monitoring staff performance | A/I |
| | D7 | Knowledge and understanding of current educational issues | A/I |
| | D8 | Recent experience of leading ethos, behaviour and culture | A/I |

| KEY – STAGE IDENTIFIED | |
|------------------------|-----------------------|
| A | Application Form |
| I | Interview |
| R | References |
| CC | Checking Certificates |

