



Broughton Hall Catholic
High School

INFORMATION PACK

ROLE: DEPUTY HEADTEACHER

Start Date: 1st September 2024

Closing Date: Monday, 6th May 2024

Shortlisting Date: Wednesday, 8th May

Interview Dates: 16th and 17th May 2024

Salary Scale: Leadership Scale L23 to L26

Contract Term: Permanent/Full-Time



<http://www.broughtonhall.com/information/vacancies.php>

Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our Mercy values permeate throughout our community.

Broughton Hall is Ofsted rated as a “Good” provider (November 2022).

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6th Form facility, which is shared with our neighbouring boys’ school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes, as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an ‘**Ambition for All**’ policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto ‘**Cor Unum et Anima Una**’ - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.



Message from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at our school, to start in September 2024.

We hope you find the information included with this advert useful. Should you require more information about our school please visit our website www.broughtonhall.com

We warmly invite you to visit our school after shortlisting has taken place. Please contact Gina Smith, PA to the Headteacher, on 0151 541 9465 or email smithg@broughtonhall.com to arrange a visit.

On behalf of the Governing Body of Broughton Hall Catholic High School we thank you for your interest in our school and look forward to receiving your application.

With best wishes,

Karen Holland
Chair of Governors

Headteacher's Welcome

Thank you for your interest in the Deputy Headteacher role.

This pack has been designed to help you, should you choose to submit an application form. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all girls' school in Liverpool and serves many different areas making us a vibrant, diverse school. Our aim is to be an "Outstanding" school in all areas and we are seeking staff who want to be part of that journey. Ofsted rated the school as "Good" in November 2022.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and hope that you are the person we are looking for to bring creativity and innovation to the role.

The school actively supports the training of middle and senior leaders through the well-respected Teaching Leaders' programme and the NPQ Programme. Opportunities for promotion exist for suitable candidates. Our staff are passionate about teaching and are committed to develop exciting and stimulating lessons that not only engage students.

We look forward to hearing from you.

Gerard Preston
Headteacher

We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- Access to occupational health
- Well-being App for all staff
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued
- Continuous professional development for all staff and follow a whole school approach to staff performance and development

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection, code of conduct, managing allegations against staff procedures and social media policies.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

Advert

DEPUTY HEADTEACHER VACANCY

Salary: Leadership Scale L23 to L26

Start Date: 1st September 2024

Broughton Hall Catholic High School is seeking to appoint an outstanding and inspirational teacher and leader. The Deputy Headteacher will be an experienced, skilled, strategic leader with the right combination of personal and professional skills to help lead our school.

Broughton Hall Catholic High School is a Voluntary Aided School catering for girls aged 11-18 years. Boys are admitted to the Sixth Form at 16+. There is shared provision and a strong collaboration between Broughton Hall and Cardinal Heenan Catholic High School. Broughton Hall was founded by the Sisters of Mercy in 1928 and throughout its history has maintained its Mercy Ethos and Charism. The School Motto, 'Cor Unum et Anima Una' – 'One Heart and One Mind' – reflects the strong sense of community amongst staff, pupils, parents and governors. The central aim of our School is to provide the very best educational opportunities enabling all our pupils to develop their God-given talents, to grow in confidence and self-esteem and fulfil their potential.

The successful candidate will be:

- A committed practising Catholic
- Committed to upholding the Catholic ethos of the school
- An inspirational and visionary leader with a passion for teaching and learning
- An excellent leader, motivator, communicator and role model to staff and pupils
- Able to demonstrate successful leadership and management skills and have relevant experience in school improvement
- Enthusiastic and have the ability to inspire staff to meet the academic and pastoral needs of our pupils
- Able to support the Headteacher in leading the School forward as a "Good" and ultimately 'Outstanding' school
- Able to deal with parents, pupils and colleagues with integrity, transparency, expertise and kindness
- Have a successful experience of implementing and managing change

The specific remit and responsibilities will be confirmed on appointment; however, the successful candidate will be:-

- Responsible for either KS3 or KS4 and 5
- Areas of whole school leadership will be confirmed on appointment and to maximise and develop the skills of the leadership team

In return Broughton Hall will offer you:

- A School which places the development, care and respect of the individual at the heart of our mission
- An outstanding, experienced Governing Board closely involved in all aspects of the school
- A strong, diverse and experienced Leadership Team
- A Catholic school with a long history of educating girls in Liverpool
- Enthusiastic pupils who are keen to succeed
- A warm and caring working environment
- Trustees committed to the continuing success of the school
- Close working links with the Archdiocese of Liverpool and Local Authority

Visits to School

Tours of the school are by appointment once shortlisting has taken place. Please contact Gina Smith by phone (0151 541 9465) or email smithg@broughton.hall.com

We are an equal opportunities employer welcoming applications from all sections of the community.

Broughton Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check.

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2023.

A criminal self-disclosure form will need to be completed if you are short-listed for the post.

How to Apply:

An application pack can be downloaded from the school's website www.broughtonhall.com in the vacancies section or please contact Mrs G Smith, Headteacher's PA on 0151 541 9465 if any assistance is required.

Application is via email and should be forwarded to smithg@broughtonhall.com together with a Supporting Statement. The supporting statement must be in Arial font size 12 and **must not** exceed four sides of A4 paper. Any additional pages will not be read.

Key Dates:

Closing Date for applications: Monday, 6th May 2024

Shortlisting: 8th May 2024

Interviews to take place: Thursday 16th and Friday 17th May 2024

Job Description

Deputy Headteacher

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 Catholic Church and the Trust Deeds of the Institute of our Lady of Mercy and the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a candidate who is a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing body of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: Deputy Headteacher
ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the headteacher in managing the school;
- Support and represent the headteacher at meetings as and when required;
- Undertake such duties as are delegated by the headteacher;
- Play a major role, under the overall direction of the headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the headteacher is absent from the school, the deputy headteacher must undertake such duties of the headteacher as the headteacher or the governing body shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of Deputy or Assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Curriculum Development

- 3.1 To contribute to:
 - The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
 - Ensuring that the diocesan policy on religious education is fulfilled
 - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
 - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
 - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
 - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school

- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

- 7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with diocesan and local authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.

Person Specification

Person Specification/Selection Criteria for the post of Deputy Headteacher

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 Catholic Church and the Trust Deeds of the Institute of our Lady of Mercy and the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

[A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A/I/R
Involvement in parish community		D	I/R

[A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

	Essential	Desirable	Source
Leading 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, parish, its community and the diocese.	E		A/I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree or equivalent	E		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificated (CTC) or has a commitment to do so.	E		A/I
Has completed the Catholic Leadership Programme (CLP) or has a commitment to do so		D	A/I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy headteacher	E		A/I/R
Evidence of recent leadership and management professional development	E		A/I/R
Has successfully undertaken appropriate Child Protection training.	E		A/I
Has successfully undertaken appropriate Designated Senior Leader training.	E		A/I
Has successfully undertaken the Secretary of State's (NCTL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post.	E		A/I

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful leadership as a Deputy Head or Assistant Headteacher.		D	A/I/R
Substantial and current experience as a Senior Leader in a Secondary School	E		A/I
Active effective leadership of a team/key stage/curriculum area/department.	E		A/I
Be able to demonstrate successful/effective leadership in a school in a similar community or facing similar challenges.		D	A/I
To have taken an active effective involvement in school self-evaluation and development planning	E		A/I/R
To have implemented and developed a whole school initiative	E		A/I
To have an understanding of the financial management of a secondary school.		D	A/I
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		D	A/I
To have had a key involvement in reviewing and developing the curriculum	E	D	A/I/R
To have had responsibility for policy development and implementation		D	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

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		D	A
Experience of teaching in a Catholic school		D	A
Significant successful teaching experience within the relevant phase(s)	E		A/I/R
Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
To have a current knowledge and understanding of all 3 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 have been met through high quality teaching	E		A/I/R
To be able to work effectively with the governing body	E		A/I

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this School and how these could be met	E		A/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		A/I
Excellent written and verbal 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		A/I

[G] Professional Skills based on the National Standards for Headteachers

The Deputy Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Deputy Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

The supporting statement for this application should detail the applicants' current knowledge of the ten standards listed above. There is no expectation that a prospective Deputy Headteacher will have fully attained all these standards.

[H] Ethics and Professional Conduct

All the following are essential for the post and will be assessed throughout the process.

Deputy Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Deputy Headteachers 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:

(1) Selflessness (2) integrity (3) objectivity (4) accountability (5) openness (6) honesty (7) leadership

Deputy Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Deputy Headteachers and should be able to:

- Promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Communicate clearly and effectively both orally and in writing in 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 effective interpersonal skills and communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise work
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of the personal strengths and areas for development of others; listen to reflect on and respond to their views

Confidential References and Reports

Positive and supportive references are required from

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic;
2. The applicant's present school or current employer;
3. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school or college employer. Local agreements may prescribe that the second professional reference is provided by a SIP or local authority adviser whenever possible.

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

Final confirmation of the appointment is subject to satisfactory reports on health and attendance which will be requested only after the offer of appointment has been made.

[J] Application Form and Supporting Statement

- The CESEW application form must be fully completed and legible.
- Application is via email and should be forwarded to smithg@broughtonhall.com together with a Supporting Statement.
- The supporting statement must be in Arial font size 12 and must not exceed four sides of A4 paper. Any additional pages will not be read.

