



St. Julie's Catholic High School

Head Teacher Application Pack

REQUIRED FOR 15th APRIL 2024

Contract: Full time/Permanent

Salary: Group 7 L24-39 £82,258 - £118,732



Welcome to St Julie's Catholic High School

"Serve the Good God Well with Much Liberty of Spirit"

Dear Applicant,

Thank You for your interest in the post of Headteacher of St Julie's Catholic High School. On behalf of the Governors I would like to highlight what makes our community special and how proud we are of our unique school.



St Julie's is a popular oversubscribed 11-18 girls' school with a mixed Sixth Form in Woolton Village, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national and strong KS5 results. We benefit from state of the art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts so that every school

has a named CMAT to join at the appropriate time is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their potential and to develop and share their unique talents
- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life

The Sisters of Notre Dame de Namur were founded in 1804 by St Julie Billiart. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior, and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiart our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said "Never let the peace of your heart be disturbed by anything in the world." She also said that "we must have hearts as wide as the world."

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

"Students including Sixth Form are proud to be part of this caring and close-knit school community"

"A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself"



We want our Headteacher to:

- be a committed catholic with a clear vision and strong commitment to catholic education who will lead and cherish the catholic ethos of our school.
- make a real and noticeable difference both to individual students and the wider school community.
- continue our journey in school improvement through, evidence, research, and innovation.
- work collaboratively to secure improvements in an exciting, supportive and stimulating workplace.
- be passionate about and inspiring in the role of Headteacher, whilst challenging our students to significantly advance their learning.
- be relentless in the pursuit of progress for each and every one of our students so they can achieve the outcomes they deserve, and grow into young

adults that positively contribute to their community.

- instil pride in the work our students do and encourage their individuality and personal qualities.
- be resilient, dynamic and passionate about tackling disadvantage and improving students' life chances.

We can offer you in return:

- a rewarding learning environment due to our vibrant and talented students, who are proud of their school, have a real thirst for learning, and engage in the various opportunities offered to them.
- a highly professional, enthusiastic and dedicated staff who ensure St Julie's is a welcoming, caring and supportive environment in which to learn and work.

- supportive parents who choose St Julie's because of the quality of education we offer.
- the opportunity to work in a school rated good by OFSTED and which aspires to be outstanding.
- a supportive and dedicated Governing Body with extensive experience in education and business.

We look forward to receiving your application and hopefully meeting you soon

Yours Sincerely

Brigid Smith
Chair of Governors

Job Description

Salary: Group 7 L24-39 £82,258-£118,732

Contract type: Full Time Permanent

Reporting to: Governing Body

The appointment is with the Governors of St Julie's Catholic High School under the terms of the Catholic Education Contract signed with the Governors as employers. The Governors will appoint a catholic who can show by example and from experience that he/she will ensure that the school is catholic in all its aspects following the Notre Dame values and principles of our Founder St Julie Billiart. The appointment is subject to the conditions of service for headteachers as outlined in the School Teachers' Pay and Conditions document and other education and employment legislation. In carrying out their duties the Headteacher will consult with the Governing Body, Notre Dame Trustees, Archdiocese, Local Authority, Staff, Parents and Pupils where appropriate

Key Area of Responsibility

1. Strategic Direction and Development of the School

Main purpose

The Headteacher will:

- Establish and sustain the school's catholic ethos and strategic direction together with the Governing Body and through consultation with the school community
- Establish a strategic plan which is regularly monitored and evaluated accordingly
- Monitor and evaluate the performance of the school and its achievements as a catholic school responding and reporting to the Governing Body as required
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Lead by example to ensure a style of leadership with a learning community rooted in faith at its heart
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

- Motivate staff and pupils through interest in, encouragement and recognition of their unique value

Key Area of Responsibility

2. Quality of Education

The Headteacher will:

- Establish and sustain high-quality teaching and learning across all subjects and stages, based on evidence and research
- Ensure teaching and learning is underpinned by subject expertise
- Effectively use formative and summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum which fulfils statutory duties in relation to the National Curriculum
- Provide a curriculum for the spiritual, personal, moral, social and cultural development of all pupils
- Establish and develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the Archdiocesan policy of Religious Education is fulfilled
- Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school are met
- Promote a culture and practices that enables all pupils to access the curriculum
- Ensure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Have ambitious expectations for all pupils with SEND
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on the principles of our founder with rules, rewards and routines that are understood by staff, pupils and parents and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Key Area of Responsibility

3. Leadership and Management

The Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure staff well-being is paramount with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Ensure professional development opportunities draw on experts both within and beyond the school
- Seek training and continuing professional development to meet needs
- Implement the policies and procedures of the Governing Body in line with the Mission Statement and Strategic Plan
- Assist the Governing Body in determining the staffing structure of the school and lead in the selection and appointment of staff
- Ensure arrangements are in place in accordance with regulations for the appraisal of the performance of teachers
- Allocate, control and account for financial and material sources
- Ensure effective and efficient deployment of staff and resources
- Ensure effectiveness of external agencies and services contracted to the school are effective
- Ensure security and maintenance of the premises are in line with local authority regulations and governing body responsibilities under Health and Safety and other relevant legislation
- Ensure all statutory safeguarding procedures are in place according to Keeping Children Safe in Education and statutory legislation.

Key Area of Responsibility

4. Accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Understand and welcome the role of the Trustees and Archdiocese and provide information where appropriate
- Work with Local Authority in the monitoring and evaluation of the school according to agreed arrangements
- Build an effective partnership between parents and the school community recognising them as the first educators of their children
- Ensure that staff 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
- Work successfully in collaboration with other schools and organisations in order to promote continuity of learning, progression of achievement and curriculum development
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Develop links with local employers for the benefit of pupils and the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

Person Specification

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that they meet all of the essential criteria listed below and at least some of the desirable criteria.

Person Specification: Headteacher

St Julies Catholic High School

	Requirement	Essential	Desirable	Evidence
1	Faith commitment	<ul style="list-style-type: none"> Baptised Catholic 	<ul style="list-style-type: none"> Practising Catholic - R 	A/ L R
2	Training and Qualifications	<ul style="list-style-type: none"> Degree Qualified Teacher Status Evidence of relevant professional leadership development - NPQH or equivalent(or enrolled on a programme) 		A A A
3	Teaching and Learning	<ul style="list-style-type: none"> Experience of monitoring and evaluating teacher performance Understanding of high-quality teaching and assessment based on evidence and research and the ability to model this for others and support others to improve Experience of monitoring and evaluation including data analysis and ability to identify weaknesses Experience in curriculum and or pastoral planning and development including self-evaluation 		A/ L I T A/ L I T A/ L I T A/ L I T I T A/ L I T

	Requirement	Essential	Desirable	Evidence
		<ul style="list-style-type: none"> • Experience in developing a safe learning environment which promotes achievement, progress and enjoyment • Experience of promoting an outstanding behaviour culture and positive learning environment 		
4	Educational Leadership	<ul style="list-style-type: none"> • Successful leadership and management in a secondary school with at least 2 years deputy head or equivalent experience • Successful team leadership • Proven track record in school improvement • Experience in a catholic school • Experience of working with external agencies 		A/L R I A/L R I A/L R I A/L R I
5	Professional Knowledge and Understanding	<ul style="list-style-type: none"> • A clear vision of catholic education within the mission and philosophy of the school • Understanding of the role of Headteacher in promoting the spiritual development of pupils • A clear vision for developing links with the wider community including parents and carers • Understanding of educational issues at national and local level including the academy agenda and any implications for a catholic school • Understanding of the importance of Religious Education as a core part of the school curriculum 	<ul style="list-style-type: none"> • Experience of working with governors - A/L I 	A/L I T A/L I T A/L I T A/L I T A/L I A/L I T

	Requirement	Essential	Desirable	Evidence
		<ul style="list-style-type: none"> Awareness of current SEND legislation and processes Knowledge of the role of the Governing body 		
6	Strategic Planning	<ul style="list-style-type: none"> Ability to communicate a vision and inspire others Understanding of school finances and financial management Understanding of the importance of individual and team professional development Understanding of online learning and school ICT management Experience of effective school development planning Knowledge of recruitment of staff 	<ul style="list-style-type: none"> Experience of managing a substantial budget - A/LI 	A/LIT A/LIT A/LI AA/LIT IT/LI
7	Personal and Professional Qualities	<ul style="list-style-type: none"> A caring and trustworthy leader Effective communication and personal skills with a range of audiences Commitment to confidentiality Ability to welcome open challenge and use towards continuous school improvement Ability to successfully manage change within a challenging environment Ability to work under pressure and develop personal resilience and that of others Ability to inspire, enthuse and influence others Commitment to achieving the best outcomes for all pupils 		A/LIT A/LIT R A/LI A/LI A/LIR A/LIR A/LIR A/LIR A/LIR

	Requirement	Essential	Desirable	Evidence
		<ul style="list-style-type: none"> Commitment to the care and well-being of the whole school community Ability to develop effective teamwork seeking and taking account of the views of others 		
8	Equal Opportunities	<ul style="list-style-type: none"> Understanding of and commitment to equal opportunities across the school community 		A/ L I
9	Safeguarding	<ul style="list-style-type: none"> Understanding of and commitment to pupil welfare and safeguarding 		A/ R I T

Please Note

Evidence

A – Application Form L – Letter /statement as part of application I – Interview T – Task
R – Reference

Essential

- Application Form must be completed in full including letter/ statement addressing job description and person specification.
- This letter/statement should not exceed 2 pages of A4

Essential

- Reference from Current Employer or Headteacher
- Second professional reference
- Baptism certificate

Desirable

- Reference from parish priest of place of worship confirming that the candidate is a practising Catholic

Closing date for application: Monday 18th December 2023 at 9.00 am

Shortlisting: Week beginning 18th December 2023

Interviews will be held: Week beginning 22nd January 2024