



# St Joseph's College

## Trent Vale, Stoke on Trent



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## Appointment of Deputy Headteacher

### Application Pack



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## Headteacher's Welcome

I am delighted that you are interested in the role of Deputy Head at St Joseph's College. We are excited to welcome applications from dynamic, forward-thinking professionals and to grow the staff of this amazing school.

This role comes about because of the promotion of the current Deputy Head, Charlotte Slattery, who will take up post at Headteacher in September 2024 following my retirement in August.

Over the last 8 years, the school has undergone continued developments. My focus has been to continuously build a community rooted in an ethos of excellence. P8 last year was +0.68 and KS5 APS was 33.89. Teachers' subject expertise and pedagogical knowledge is strong; all teachers have undertaken Evidence Based Education Science of Learning programme, 48 leaders have undertaken NPQs, CPD has focused on embedding the school's Teaching for Excellence and Learning for Excellence frameworks. Staff are dedicated and talented and continuously strive to be outstanding professionals.

Leaders have worked assiduously to nurture the culture of the school. Staff tend to stay at St Joseph's and loyalty to the school is great; we have a large number of UPS teaching staff and long-serving support staff and many staff send their children through the school. This contributes to a family feeling and a sense of pride in being part of the St Joseph's community. Relationships between staff and students are excellent. Students are respectful but at the same time warm and friendly, and parents and governors are very supportive of the school. When you visit St Joseph's, I know that you will be struck by the friendliness and courtesy of the students who really are exceptional young people.

We are about to join a Catholic Multi-Academy Trust. The Laetare CMAT is being established as a family of Religious Order Schools, initially in the North West with the 4 Christian Brothers Schools and a De La Salle school, and then with a hub in the South East. This is an exciting time to become a leader here.

The SLT is made up of highly experienced and talented staff, including an Ofsted Lead Inspector and a CSI inspector. They have been a fantastic team - highly able, extremely dedicated and they have brought the school to a great place. They are looking to the next DHT to work with them, trust them and be committed to their continued development as education leaders.



Melissa Robert, Headteacher

## Newly Appointed Head's Welcome

Dear Applicant,

Thank you for your interest in applying for the post of Deputy Headteacher at our wonderful school.

This post offers an exciting opportunity for an experienced senior leader to be part of and shape the next chapter in the St Joseph's College story. St Joseph's College is a vibrant, forward facing, nurturing school, rooted in its Catholic faith and the distinctive charism of Edmund Rice. Our ethos is founded on the Gospel Values and the belief in the message that 'I have come that they may have life and have it to the full'. Our community is one based on kindness, academic excellence and embracing our individual uniqueness.

As the newly appointed Headteacher, I am incredibly proud and privileged to lead this next chapter. Our school is a special place to work with dedicated staff and motivated, ambitious students. Our young people have a strong sense of where they want to go in their lives and pursue this with energy, compassion and an understanding of their social responsibility to our global family.

We are, therefore, seeking to appoint an inspirational leader to work alongside myself, the staff, governors and most importantly, our students. The job description and person specification within this pack outline the characteristics and professional skills we are looking for in our Deputy Headteacher but we will shape the overarching responsibilities of the post around the right candidate.

I hope you will give careful consideration to applying for the Deputy Headteacher at St Joseph's College. If you would like to visit our school, please contact the Headteacher's PA, Mrs Fiona Uschmann ([fuschmann@stjosephsmail.com](mailto:fuschmann@stjosephsmail.com)) or telephone 01782 848008. I would be delighted to make time during your visit to meet with you and discuss the position further.

Yours sincerely,

Mrs Charlotte Slattery

### **About the school**

St Joseph's College is an outstanding, oversubscribed mixed Catholic grammar school with a 90 year tradition of excellence. The school is part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice. Our Catholic ethos is very important to us but not all our staff are Catholic. We embrace diversity and welcome staff from all backgrounds and traditions. All of our students take a full and active role in all aspects of the religious life of the school. All staff, regardless of religious commitment, uphold the Catholic ethos of the school.

To be admitted into Year 7, students must attain a standardised score of 105 in the entrance examination to be eligible for one of the 150 places. We are always oversubscribed and our intake reflects the ethnic, cultural and social diversity of the region. We have over 1,100 fantastic students on roll, including a sixth form of 400 drawing from schools across the city and beyond. We offer a full range of GCSEs and A level courses and academic standards are consistently very high - we expect the best for and from our students.

We love our 1932 building, but in the last few years several million pounds has been invested in our premises. We have two purpose built sixth form blocks and, a specialist Sports Hall, while the school owns extensive playing fields beyond our site.

Along with traditional values of exemplary behaviour, hard work and the highest standards, we embrace leading-edge practice and an ethos of continued staff development. Subject expertise is very important to our knowledge-engaged teaching and we are committed to lifelong learning and self-development. We are nationally recognised, having been awarded Teaching School Hub status, meaning that we lead on teacher training, the Early Career Framework and the delivery of all National Professional Qualifications for the 317 schools of Cheshire East, Cheshire West and Chester.

### **Why come to work at St Joseph's College?**

We look after our staff very well; our ethos is grounded in care, a warm friendly atmosphere and the highest academic and behaviour standards. We are committed to developing the whole person so that our students and staff are enriched academically, spiritually, morally and socially. The 120 teaching and support staff are energetic, creative, utterly dedicated and very supportive of each other.

We mix the best of the traditional and the modern; we have a house system, a school song, a fine tradition of sports and games and we also have a vibrant musical and cultural life, we get involved in social justice campaigns, linking with schools across the world. Our students and staff are all part of a huge and very proud global community.

If you visit St Joseph's, you will be struck by the friendliness and courtesy of the students who really are exceptional young people. Relationships between staff and students are excellent. Students are respectful but at the same time warm and friendly, and parents and governors are very supportive of the school.

## Our Mission Statement



St Joseph's College seeks to develop the whole person. We are a Catholic School inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus, who came that we 'may have life and have it to the full.'

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. In practice this means that we seek to:

1. **Encourage**, support and inspire young people and the wider school community in the journey of faith. Create a well-ordered community where everyone is valued and respected.
2. **Develop** the intellectual, creative, physical, spiritual and religious potential of every pupil and encourage involvement in extra-curricular activities such as sport, music, drama and community service.
3. **Work** in partnership with parents, parishes, local industry and commerce, and the wider community in a spirit of mutual service for the benefit of all.
4. **Prepare** our young people for life beyond school and in particular develop personal integrity, moral values

and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'.  
(Micah 6:8)

St Joseph's College is a school like no other. Rather than being focused solely on examination results, the whole ethos of St Joseph's is centred on each and every individual who passes through our gates. We want to focus on developing their wider knowledge, their ability to make links between their subjects, their ability to question and wonder. We want to feed their soul giving them access to great thinking, profound spiritual experiences, wonderful cultural opportunities and a passion for lifelong learning.

If education, in the truest sense of the word, is about bringing the best out of children, then delivering a raft of A and A\* grades is hugely important but we aim to do even more. We aim to inspire and support our pupils so they can become the very best they can be in every single way. Our philosophy is therefore focused around the traits which we want all St Joseph's students to acquire before taking their place in the adult world.

We want our pupils to be **inspired** by everything they do at St Joseph's College, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely **intellectual** approach to their academic work and to their view of the world around them, in the knowledge that a St Joseph's College education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly **independent**, as those who can think, learn and cope independently will be the leaders and game-changers of the future. We want each and every pupil to be valued and spiritually developed as an **individual**, so their St Joseph's experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be **inclusive** in all dealings with

other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.

## **What makes St Joseph's College outstanding?**

The school was founded by the Christian Brothers in 1932. As a Catholic School we are inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus who came that we "may have life and have it to the full" (John 10:10).

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. St Joseph's College seeks to develop the whole person and as a result the pastoral care of our students is of paramount importance.

Pupils at St Joseph's College today are given the opportunity and encouraged to share in the vision and work of Edmund Rice. As one person has put it, their mission is to be like the "brave, radical, non-conformist, social justice activist" that Edmund was. Many who have passed through this school have involved themselves in fundraising, community service, assisting children at local Primary Schools, summer time schemes with children from the inner cities of Liverpool, Dublin and children with severe special needs. We hope that in "educating the whole person" we are not only providing for pupils of St Joseph's all that Edmund set out to provide in terms of a caring, nurturing, stimulating environment but also an awareness of the needs of those whose lives are in some way poorer than their own and what they can themselves do for them.

Achievement is outstanding because students make rapid progress in all subject areas. The teaching at St Joseph's College is inspiring, exciting and creative. A challenging learning environment is created where students relish the opportunities to explore, investigate and develop their skills.

Students are eager to learn, proud of their school and ambitious to achieve well. They are courteous, polite, respectful and highly effective communicators. They embrace the numerous opportunities to contribute to their school, local and wider communities. Students feel safe and nurtured in this school.

The sixth form is outstanding. Students follow mainly academic courses and most go on to university. They leave the sixth form ready to make a contribution to the world around them.



Outstanding leadership and management pervade the school. Leaders are never complacent, continually driving improvement. The school knows itself exceptionally well and its current improvement priorities, to develop better marking and further increase the proportion of students achieving the very highest grades at GCSE and at A-level, are the right ones.

# Eight Essentials of Christian Brother Education

## EVANGELISING THE MODERN WORLD

Participating in the mission of the Catholic Church by bringing the Good News of Christ in all aspects of the life of the school community, and in dialogue with youth and contemporary culture, thus fulfilling the specific calling of the Congregation of Christian Brothers:  
"The Evangelisation of youth through the Apostolate of Christian Education"



## PROMOTING THE SPIRITUAL IN GOSPEL

Nurturing a living faith, fostering Christian spirituality, educating in Gospel-based values, living beyond the material dimension



## BUILDING A CHRISTIAN COMMUNITY

Growing as a school community in which the quality of care and relationships is Christ-inspired, based on mutual respect, self-sacrifice, and fully human dignity

## COMPASSION FOR THOSE IN NEED

Showing, in the spirit of Blessed Edmund Rice, particular love and concern towards the weakest members of the school community and reaching out beyond the school in compassion and practical action for the poor and marginalised both locally and internationally



## CONCERN FOR THE WHOLE PERSON

Centering the curriculum, opportunities and challenges of the school on the balanced and integrated development of its students, and staff, across all the positive dimensions of personal growth - religious, moral, intellectual, cultural, physical and social

## STRIVING FOR EXCELLENCE

Encouraging each individual to use his or her talents to the full, whether academic, cultural, or physical, and pursuing the highest standards in all aspects of learning, teaching, and extracurricular endeavour

## EDUCATION AS A CHRISTIAN CALLING

Valuing and enabling the role and vocation of Christian teachers and support staff as a calling from God and a sharing in the Church's mission

## EDUCATION FOR JUSTICE

Inspiring the minds and hearts of the young to care for all God's creation and build a more just society, God's Kingdom on earth, and developing in them the talents for active citizenship and transformational leadership



## Job Advertisement

# DEPUTY HEADTEACHER

## Full Time Permanent

**Leadership L19 – L25 (£73,508 - £85,146) Required from September 2024**

Following the appointment of our current deputy to headship, the governors wish to appoint a Deputy Headteacher to join the leadership team of this wonderful, ambitious and highly successful school.

St Joseph's College is an oversubscribed 11-18 mixed Catholic school. Our school roll is 1100 students which includes 400 in our 6<sup>th</sup> form. Applicants are welcome to visit the school or telephone if they have any questions.

All our staff are valued, listened to, mentored, challenged and given opportunities to develop. As a Teaching School Hub we offer excellent teacher training and high-quality professional development.

The college was founded in 1932 and is distinguished by its unique identity and long tradition of outstanding academic performance with results that consistently place the college in the top rank of state and private schools nationwide. We are nationally recognised, having been awarded Teaching School Hub status, meaning that we lead on teacher training, the Early Career Framework and the delivery of all NPQs for the 317 schools of Cheshire East and Cheshire West and Chester.

St Joseph's College is a popular and oversubscribed co-educational Catholic Academy providing places for both Catholic and non-Catholic pupils aged 11-19 and is part of the Edmund Rice family of schools, founded by the Christian Brothers and following the teachings of Blessed Edmund Rice. The College is part of the Trusteeship of the Gaudete Trust, a joint Trust with 5 other Religious Orders.

St Joseph's College is in the process of becoming a pathfinder school within Laetare, the Catholic Multi-Academy Trust (CMAT), which is being established with an initial cohort of five schools from two Orders: the Christian Brothers and the De La Salle Brothers.

This is a fantastic opportunity to build on our current successes and goals.

The governors are looking for someone with the energy, ideas and significant leadership experience to help maintain the high standards of the school. The specific areas of responsibility will be negotiated depending on the applicant's strengths.

### **The successful candidate will:**

- Be a practising Catholic with a strong faith commitment, who embraces the development of the Catholic life and mission of the academy as a core leadership responsibility within the distinctive charism of Edmund Rice.
- Have experience of senior leadership with a proven track record of the successful development of whole-school initiative
- Have the ability to build relationships with staff, pupils, parents, governors and others working in the Laetare Catholic Multi-Academy Trust (CMAT)
- Be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance
- Be able to inspire the whole community, build and maintain successful teams and work collaboratively with others to achieve success.



- Actively listen and effectively communicate to a wide range of audiences

**In return, we can offer the successful candidate:**

- An ethos rooted in social justice, concern for the whole person and striving for excellence
- A highly supportive, effective and ambitious Governing Board
- A school staff of supportive, creative and talented teaching and support staff
- A commitment to evidence-informed practice, subject knowledge development.
- Excellent relationships between staff and our able and well-behaved students
- A flourishing sixth form of 400+
- A confidential Employee Assistance Programme which is extended to members of your family

Visits to St Joseph's College are encouraged and can be arranged by contacting Mrs Fiona Uschmann, HR Manager on 01782 418831 or via email: [fuschmann@stjosephsmail.com](mailto:fuschmann@stjosephsmail.com)

**To apply please complete the CES application form and email to Mrs Fiona Uschmann [fuschmann@stjosephsmail.com](mailto:fuschmann@stjosephsmail.com) along with completed consent to references form, disclosure form and recruitment monitoring form.**

Your application should be on the Catholic Education Service application form which can be downloaded from our website: [www.stjosephstrentvale.com](http://www.stjosephstrentvale.com)

**Closing Date: 4.00pm, Friday 26 April 2024**

**Interviews will be held on 9 and 10 May 2024**

*This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). All appointments made are also subject to satisfactory references, medical clearance and Right to Work in the UK.*

*St Joseph's College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment in line with Keeping Children Safe in Education and the Prevent Duty.*



## **Job Description**

### **Deputy Headteacher**

The job description below gives an insight into the responsibilities of the Deputy Headteacher and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

Every member of staff at St Joseph's College are expected to maintain and develop the Catholic character of the school, the distinctive charism of Edmund Rice and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

The specific areas of responsibility will be negotiated depending on the applicant's strengths.

#### **OVERALL**

- To support and assist the Headteacher in providing dynamic and professional leadership for the school ensuring high quality education for all students
- Contribute to strategic leadership of student support, guidance and pastoral care, ensuring the best outcomes for all students
- To deputise for the Headteacher when required
- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- 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. This includes managing staff and resources and monitoring progress towards their achievement

#### **MAIN TASKS:**

The specific nature and balance of these responsibilities may vary from time to time and be distributed amongst other members of the senior leadership team.

#### **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.

- 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 Board's policies on equal opportunity issues for all staff and pupils in relation to protected characteristics
- The efficient organisation, management and supervision of school routines

## **3. Curriculum Development**

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments form a co-ordinated, coherent curriculum entitlement that meets the needs of all
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school line with the distinctive Catholic nature, purpose and aims 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. Student care**

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
- Develop effective relationships with fellow professionals, colleagues in other public services, parent/carers to improve academic and social outcomes for all pupils
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

## **5. The management of staff**

- To participate in the selection and deployment of teaching and non-teaching staff
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- To contribute to the implementation of staff development policies appropriate to the Catholic nature of the school in relation to:
  - The induction of new and early career teachers and other staff
  - The provision of professional advice and support and the identification of training needs
  - Students under training/work experience
  - To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards

## **6. The management of resources**

- To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher
- To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety
- To maintain effective working relationships with external agencies and services contracted to the school

## **7. Relationships**

- To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports
- To assist liaison and co-operation with Diocesan, Authority officers and support services

- To help in maintaining and developing effective communications with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education
- To assist liaison with other professional bodies, agencies and services
- 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
  - Create an outward-facing school which works with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils

### **Other Duties and Responsibilities**

- To ensure that the vision and strategic direction of education focus on a holistic approach to learning, which is broader than examination results and targets and recognises the school's role in developing responsible citizens and an effective workforce
- In consultation with staff and governors, create and maintain the ethos, vision and aims of the school
- Work with the Headteacher and Governing Board to create a shared vision which expresses core educational values and is inclusive of all stakeholders
- Work with the Headteacher to establish effective relationships and communication in order to build a positive learning atmosphere throughout the school
- To ensure that the school benefits from a rigorous self-evaluation framework, which substantially contributes to raising standards
- To have high expectations and lead by example
- To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Contribute to the formulation of school policies, ethos and procedures, ensuring their consistent implementation throughout the school
- To make a positive contribution to the spiritual development of students through collective worship and assemblies
- To ensure effective implementation of key statutory policies, including the student behaviour policy, safeguarding and equal opportunities
- To ensure that guidance and support is provided to all students through an effective pastoral support system that promotes a culture of respect and understanding
- To work collaboratively with the DSL and Inclusion team to ensure there is a strong culture of safeguarding within school.
- To ensure that current educational initiatives are incorporated effectively within the whole-school drive for improvement
- To ensure attendance at, and participation in, meetings relative to the curricular, administrative, organisational, pastoral and managerial arrangements for the school
- To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school

- To monitor and evaluate the standards of teaching and learning and pupil progress across the school
- To work with the Headteacher and middle leaders to support staff in the development of their teaching skills, based on areas of development identified in observations
- To provide for the emotional, social and personal development of pupils to compliment academic development
- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- To manage and motivate all staff to ensure the educational programme is delivered effectively
- To provide opportunities for continuing professional development for all staff
- To lead and support the leadership team, individually and collectively
- To work closely with the Governing Board to ensure the school operates effectively and efficiently, leading to high standards across the school
- To create a welcoming, safe and stimulating environment, in which students, staff and visitors feel comfortable and which is conducive to learning
- To engage actively in Performance Appraisal and Continuing Professional Development to ensure professional skills are kept up-to-date and developed
- The Deputy Headteacher will carry out any reasonable task as directed by the Headteacher and understand duties are subject to change based on the changing needs of the school

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





## St Joseph's College: Deputy Headteacher's Person Specification



	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Faith Commitment</b>	<ul style="list-style-type: none"> <li>• A practising Catholic in good standing with the parish</li> <li>• Exceptional interpersonal skills</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Active involvement in a parish</li> <li>• Leading school worship</li> <li>• Ways of developing religious education and worship</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interviews</li> <li>• Three references to include: - current employer and parish priest</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher Status</li> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional study</li> <li>• CCRS/CTC</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of SLT in a secondary setting</li> <li>• Evidence of relevant professional development</li> <li>• Ability to lead initiatives across and beyond the school</li> <li>• Experience of liaising with other schools and appropriate agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Ofsted inspections at senior leadership level</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Presentation exercise</li> <li>• Interviews</li> </ul>
<b>Communication and Liaison</b>	<ul style="list-style-type: none"> <li>• Ability to liaise and work with outside agencies</li> <li>• Ability to influence and persuade</li> <li>• Ability to communicate clearly both orally and in writing with all stakeholders</li> <li>• Understand the role of governors and trustees in an Academy setting</li> <li>• Ability to promote the school to parents</li> <li>• Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of delivering school to school support</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Presentation exercise</li> <li>• Interviews</li> </ul>
<b>Philosophy of Education</b>	<ul style="list-style-type: none"> <li>• A clearly articulated understanding of the vision of Catholic education</li> <li>• Holistic approach to educating children and young people</li> <li>• Expectation of high individual achievement and development</li> <li>• Ability to lead and develop a whole school learning culture</li> <li>• Ability to develop and nurture the partnership between schools, parishes and communities</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Presentation exercise</li> </ul>

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Clear expression of Catholic leadership and management styles</li> <li>• Evidence of effective leadership of a team/department/key stage/curriculum area</li> <li>• Ability to motivate all staff</li> <li>• Ability to inspire pupils</li> <li>• Proven experience as a senior leader in a secondary school</li> <li>• Proven ability to deal with difficult situations and take decisive action as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum</li> <li>• To have involvement in or understanding of financial management in a school</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Presentation exercise</li> <li>• Interviews</li> <li>• References</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Ability to manage people and material resources to a high standard</li> <li>• Ability to effectively meet statutory documentation requirements</li> <li>• Work positively with parents and carers</li> <li>• ICT literate</li> <li>• Knowledge of the regulations to safeguard children and young people</li> <li>• To demonstrate an awareness of current national educational policy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing significant change</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Presentation exercise</li> <li>• Interviews</li> <li>• References</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Knowledge of the curriculum and awareness of any forthcoming changes in curriculum for relevant key stages</li> <li>• Good understanding of curriculum planning, development and review to support high standards</li> <li>• A coherent view of teaching and learning standards and curriculum delivery including provision for individual development needs</li> <li>• Good understanding of monitoring and evaluation to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to further enhance the quality of teaching and learning, including the effective use of new technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Presentation exercise</li> <li>• Interviews</li> </ul>



## Safeguarding Children and Young People



St Joseph's College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks.

Candidates should be aware that all posts at St Joseph's College involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All staff are expected to take part in statutory safeguarding training and commit to all safeguarding policies and procedures.

We require all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary

offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable, if your duties haven't brought you into contact with children or young people.

## **Interview Process after the closing date:**

Shortlisting will be conducted by a panel, which will match your skills/experience against the criteria in the Person Specification. Candidates will be selected for interview entirely on the contents of their application form, so please read the Job Description and Person Specification carefully before you complete your form.

**Closing Date is 4.00pm Friday 26 April 2024**

**Interviews will be held on 9 and 10 May 2024**

**All candidates invited to interview must bring the following documents:**

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie utility bill, financial statement)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

## **Conditional Offer and Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as eg Childcare Disqualification Regulations, Prohibition check / s128, overseas records check
- Satisfactory Disclosure and Barring check
- In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates
- Verification of professional status such as QTS Status
- Satisfactory completion of Health Assessment

## How to find us

The nearest bus stop is opposite the site and can be reached via several different bus routes from Newcastle-under-Lyme and Stoke on Trent. St Joseph's College is a 10 min car journey from the nearest train station.

Location:

St Joseph's College is situated in Stoke on Trent which is located less than an hour from Birmingham, Manchester and Liverpool and only one and a half hours direct from London Euston by train. Stoke on Trent borders with the counties of Staffordshire, Cheshire and Shropshire and is only 40mins from the Peak District.

We are easily accessible from both local and surrounding areas. For anyone travelling by car, St Joseph's is only 5 minutes from the motorway: Junction 15 on the M6 in the closest exit, with easy access to the A50 and A34.

