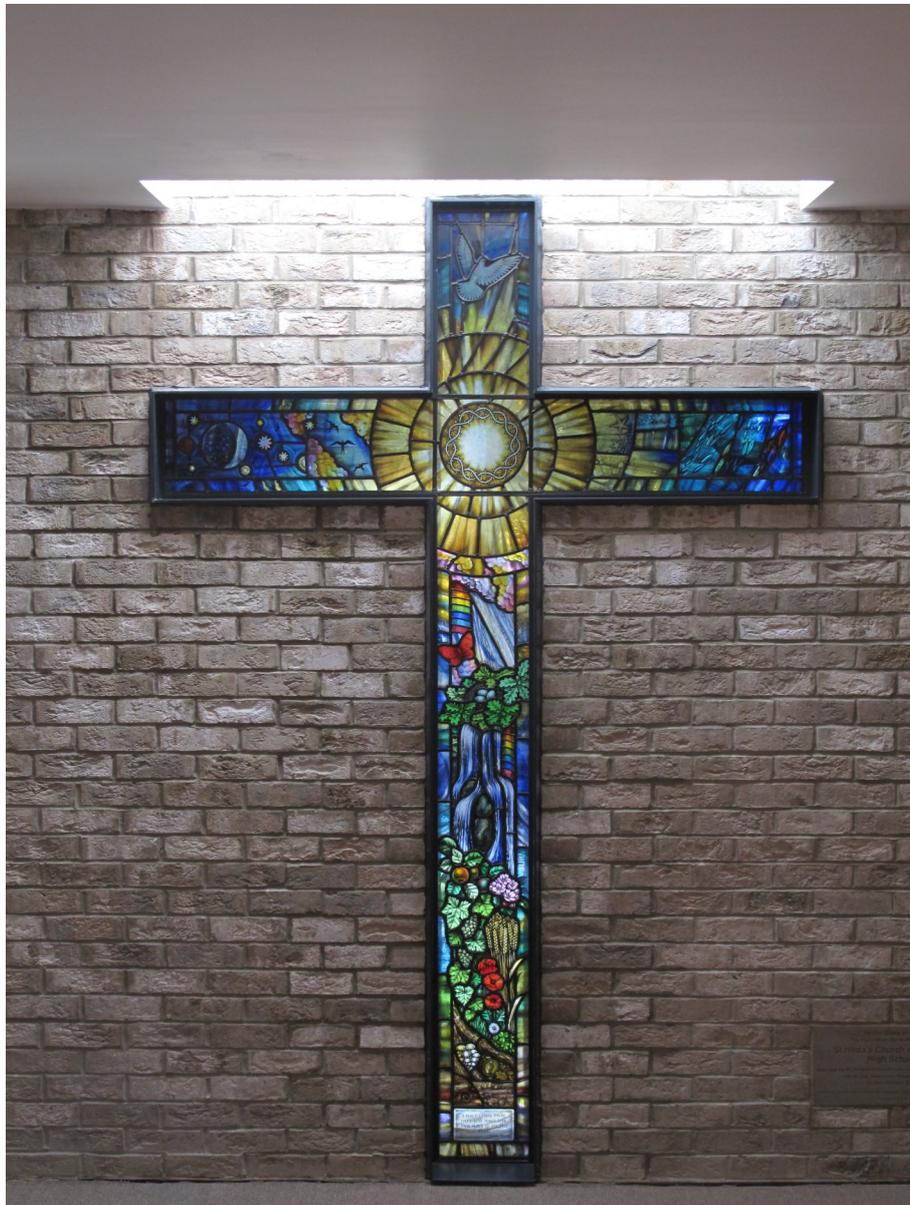




St Hilda's Church of England High School

Information Pack for Candidates
Senior Assistant Headteacher
Behaviour and Inclusion
September 2019



wisdom • hope • community • dignity • equality

Welcome

Dear Candidate,

Many thanks for your interest in St Hilda's and the post of Senior Assistant Headteacher Behaviour and Inclusion.

St Hilda's is unique. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. St Hilda's is a special place in which to work. We speak openly about our St Hilda's family, which includes staff, students and parents. We have undergone some changes. We introduced boys into key stage 3 in 2015, when we opened our new building, and we had a change of headteacher too. We are now looking to build on the excellent foundations at St Hilda's by welcoming a highly effective, passionate and strategic lead for Behaviour and Learning.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We changed our values in 2016 and are educating for 'wisdom, hope, community, dignity and equality'. Students helped to choose our 5th value of equality. We changed to a house system and staff and students were fully involved in deciding after whom we would name our houses. Our rewards, student leadership and celebration systems were reviewed and now students are more integrated in ensuring our school goes from strength to strength. Our SIAMS report in March 2017 graded us as outstanding across all areas, and wrote *'The excellent pastoral and academic support arising from the Christian belief in the worth of every individual means that all are nurtured, supported and managed with compassion and attention'*.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are an established senior leadership team who understand exactly what St Hilda's needs and we are looking for someone who will join the St Hilda's family in the key position as our Behaviour and Inclusion lead, who champions equality of opportunity for all at St Hilda's. You will support and develop our staff to be the best they can be through training and highly effective behaviour for learning systems. You will lead a passionate and close-knit pastoral team who want the very best for our students. Your role will clearly impact on the teaching and learning at St Hilda's and you will support staff in developing their strategies to create a supportive climate for learning whilst maintaining our high standards. Your vision to lead Behaviour and Learning to the next level is paramount. Academically, St Hilda's intake is above national average. Your leadership will mean that we meet the needs of **all** of our students as we develop the whole person.

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Liz Topping by email should you wish to arrange a visit ETopping@st-hildas.co.uk

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special person to lead our Behaviour and Inclusion, whose vision means that the St Hilda's family goes from strength to strength.

Thank you for your time,



Mrs Jo Code, *Headteacher*



ST HILDA'S CE HIGH SCHOOL

St Hilda's CE High School,
Croxeth Drive,
Sefton Park,
Liverpool L17 3AL

T: 0151 733 2709
E: info@st-hildas.co.uk
W: www.st-hildas.co.uk

Dear Applicant,

Thank you for your interest in the post of Senior Assistant Headteacher at St Hilda's CE High School. I hope that as you read this letter you will be excited by the opportunity it presents. We have dedicated and highly motivated teaching and support staff, who are committed to the continual improvement of the school.

We are looking for a Senior Assistant Headteacher who shares our enthusiasm, aspirations and commitment and has a passion for teaching and learning. You will be inspirational, command respect from others and able to build on our considerable strengths. You should also be a practising Christian whose Church is recognised by CTBI and fully committed to our ethos as a Church of England school.

St. Hilda's, which is situated on the edge of the beautiful Sefton Park in South Liverpool, is a welcoming and supportive community. We have high expectations of behaviour and there are excellent relationships between staff and pupils based on mutual respect. The school has an impressive record of success at GCSE and A level: our last detailed school performance data can be found on the school website.

The Governors bring a wide range of expertise and take a full part in the strategic leadership of the School. One key priority for the successful candidate will be to work with Headteacher and Governors to develop the strategic direction for the School for the next 5-10 years.

I would like to encourage you to take a look at our website to get a fuller picture of the school and what we stand for. On it you will be able to see our prospectus, details of the curriculum we offer and the resulting academic performance of the pupils. You will also get a glimpse into the wide range of extra-curricular opportunities that are available here, as well as further information to help you to get to know the school better.

I hope that this letter and the additional information will give you a good understanding of the school and the calibre of the Senior Assistant Headteacher we are seeking to appoint. If, at this stage, you have any questions concerning the information or the process please contact Ms E. Topping, Clerk to Governors on ETopping@st-hildas.co.uk

As a church school, you would need to be a practising Christian to apply for this role.

St Hilda's is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. St Hilda's is also committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to enhanced disclosure and a barring service check.



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May I take the opportunity to wish you well with your application?

Yours faithfully

Mrs Joan Stein
Chair of Governors

ST HILDA'S Church of England High School

St Hilda's is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 969 students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. In November 2015, the school was judged by Ofsted to be 'Good'. Our SIAMS inspection in March 2017 graded us as 'OUTSTANDING' across all areas. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family with Jesus Christ as our cornerstone. Building on foundations of wisdom, hope, community, dignity and equality, we nurture and support each other to be our very best.. We rejoice in our adversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and, last year, over 88% of our Year 11 chose to continue their education at St Hilda's. The college is growing year on year.

The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St. Hilda's College has dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is the staff. St. Hilda' staff are incredibly generous with their time and support of each student and each other. We have a low turnover of staff and we retain many of our NQT's, with former students also returning to work here.

With the appointment of our new Headteacher from September 2016, this is an exciting time to join the school and become part of a hard-working and committed senior leadership team who embody our vision and values. We are looking for a new assistant headteacher to join us. Could this be you?



LIVERPOOL

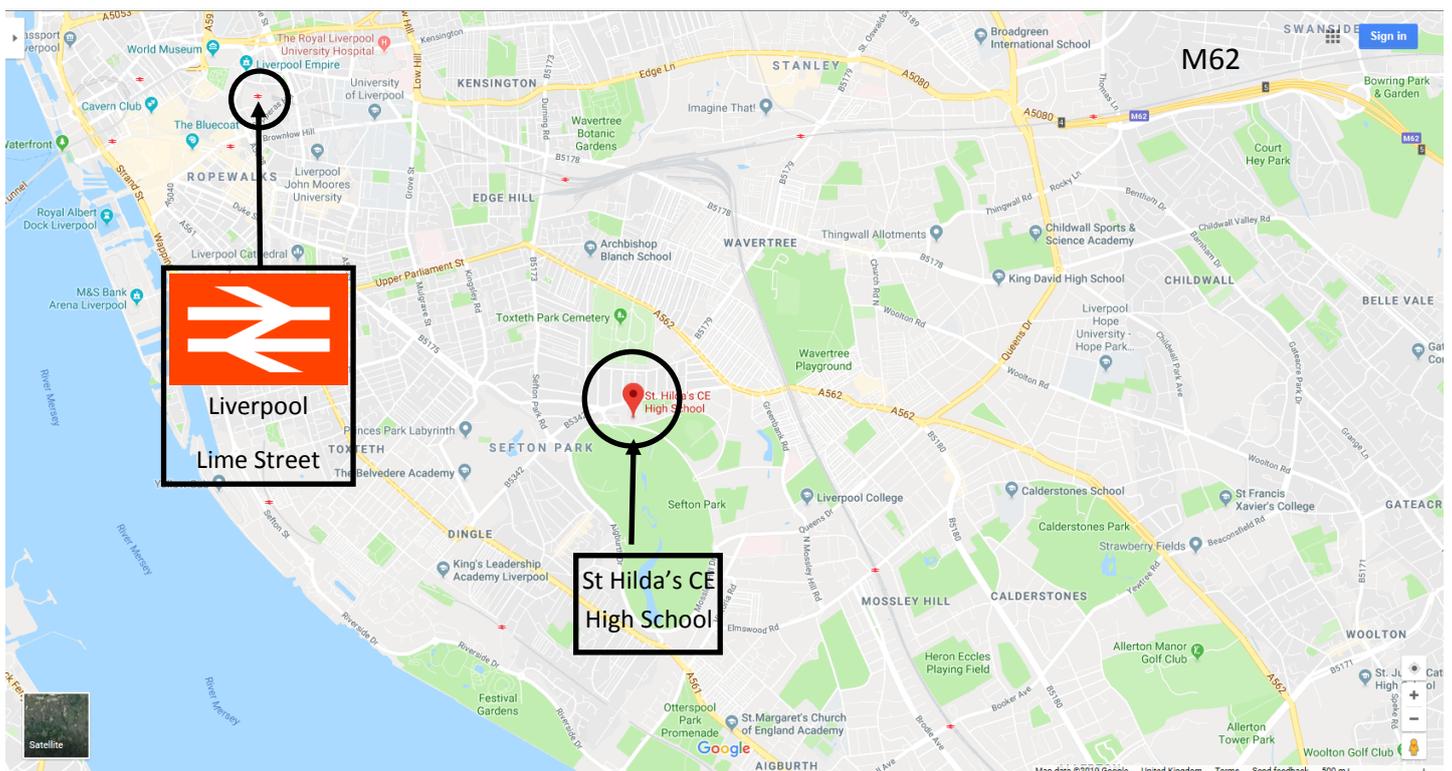
Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



Liverpool enjoys superb communication links. St Hilda's CE school is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street is the main station serving the city of Liverpool. Liverpool John Lennon Airport is less than 30 minutes away.

St Hilda's CE school is close to the three universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafés and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries outside of London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.



Current Senior Leadership Team

Jo Code, Headteacher

Vision and Values, Curriculum, Data, SEP, SIP, admissions, Teaching and Learning, Monitoring and Tracking, QA Systems Policies

Caroline O'Neill , Deputy Headteacher— Pastoral and Safeguarding

DSL, Behaviour for Learning, Attendance, Inclusion, SEND, PSHE, Careers, LAC, Duties and Rotas

Roy Bellmon, Assistant Headteacher

DSL, St Hilda's College, Post-16 Learning and Standards, IT Strategy, HAP Programme, Enrichment, Year 11 Transition

John Martin, Assistant Headteacher

Safeguarding, Behaviour Support, Student Welfare, House System, Rewards and Celebration, Student Council, Student Leadership, Friends of St Hilda's, Parent Engagement

Suzanne Harrison, Assistant Headteacher

Director of STEM (incl. Head of Science), Pupil Premium-Intervention and Data Compliance, Year 8 Options

Liz Cowdell, Assistant Headteacher

Head of mathematics, Teaching and Support Staff Performance Appraisal; Teacher Targets, Mentoring/Support, T & L Innovation and Development, CPD, Development Thursdays

Lynne Noon, School Business Manager

Strategic Finance, Premises, Maintenance, Development and Staffing, Health & Safety, School Calendar, Service Contracts and Performance, Catering, Lettings



Job Description, Person Specification and Selection Criteria

SENIOR ASSISTANT HEADTEACHER Behaviour and Inclusion

Working time:	Full time, permanent
Grade:	L12 – 16 subject to experience
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Headteacher
Working with:	SENCO PP Lead Pastoral team Deputy DSLs Staff Parents External agencies Governors The Local Authority

STRATEGIC PURPOSE OF POST AND LEADERSHIP ROLE

- Leadership and development of our reward and celebration culture
- Leadership of our behaviour and attitudes
- Reactive and proactive behaviour support for staff
- Line management for Pastoral staff
- Development and implementation of Anti-Bullying strategy
- Parent engagement
- Leadership of student attendance and punctuality across school including students in Alternative Provision
- Co-ordination and management of Negotiated Transfers and In Year Transfers
- Leadership of school safeguarding alongside the Deputy Designated Safeguarding Leads
- Leadership of Personal Development
- To act as a role model for the highest possible standards of pastoral and assertive behaviour management practice.
- To share in the leadership of the school, ensuring the highest possible quality of education and experience for all students and supporting the Headteacher and other leaders to maintain the good order and smooth running of the school.
- To work with the Headteacher so that school resources are efficiently managed, staff are rigorously held to account and appropriately supported.
- To develop and maintain positive relationships with outside agencies, the DfE and Ofsted as necessary.
- To carry out such other associated duties as are reasonably assigned by the Headteacher.

MAIN CORE DUTIES

Shaping the future: Strategic direction

1. Ensuring that all areas of their work are well managed and underpinned by strong communication.
2. Leading on allocated areas of the school improvement plan (SIP) and contributing to half termly School Evaluation and SIP updates.
3. Ensuring that record keeping and communications are rigorous, efficient and GDPR compliant eg. s175. Safeguarding Audit
4. Ensuring the school is prepared for Ofsted inspections, reviews and other benchmarking visits.



Job Description, Person Specification and Selection Criteria

5. Helping the headteacher promote the school effectively and organise set marketing pieces (eg: Open Evenings)
6. Ensuring that all statutory policies relating to your areas of responsibility are up to date and on the website.
7. To be accountable for leading and managing change.
8. To be responsible for and regularly update all school policies relating to your role .
9. To demonstrate a commitment to –
10. the collaborative school vision of excellence and equity – high standards / expectations for all
 - i. students.
 - ii. helping to set and achieve challenging and ambitious targets.
 - iii. inclusion.
11. To demonstrate the ability to –
 - a) think strategically.
 - b) inspire, challenge, motivate and empower others.
 - c) model the values and vision of the school and actively promote our Christian ethos



Job Description, Person Specification and Selection Criteria

BEHAVIOUR AND CONDUCT

To lead the learning of both staff and students to ensure the teaching and learning is of the highest quality by:

- Participating in regular reviews of the school's behaviour policy and sharing the impact
- Overseeing and ensuring consistent implementation of the school behaviour policy (including the logging of behaviour)
- Lead in the investigation and processing of more serious behaviour incidents and their outcome
- Monitoring behaviour for learning and conduct incidents and trends, including by group, and working with other leaders, to ensure there are appropriate and effective strategies and responses.
- Working with the CPD lead to ensure that there is an appropriate induction and professional development programme for teaching and support staff linked to positive behaviour management and a celebration culture.
- Ensure the provision of strong reactive support systems to staff in managing behaviour incidents.
- Working with students and parents to secure their engagement with the school but also the highest aspirations of each individual student and their behaviour
- Agreeing appropriate responses and interventions where behaviour issues reach pre-exclusion stage.
- Working with outside agencies in supporting the behavior of students

LINE MANAGEMENT OF PASTORAL STAFF

Under the direction of the Headteacher:

- Providing inspirational leadership and strong support and challenge to the pastoral team ensuring their work adds the highest value possible to the culture of the school and that they feel valued.
- Ensuring that pastoral processes and systems are effective and efficient.
- Ensuring pastoral staff are working to school policies in all aspects of their work (e.g. decision making processes, record keeping) advising and supporting them in this work.
- Supporting pastoral staff with more serious breaches of the behaviour policy and leading on the response to these.
- Meeting to review conduct and behaviour (including attendance and punctuality) and agreeing interventions.
- To line manage the AHT Rewards and Student leadership to ensure that the rewards system is robust and underpins our values

SAFEGUARDING

- Leadership of the Deputy Designated Safeguarding Leads
- Leadership and review of the CPOMs System
- Leadership of highly effective statutory training for all staff and maintain accurate records
- Leadership of Team Around the Child/Team Around the School meetings
- Leadership of the S175 audit
- Leadership of the KCSIE agenda
- Ensuring that the PSHE programme underpins the safeguarding of all staff and students
- Leadership of the Prevent agenda

INCLUSION

- Ensure the smooth transition of students who join outside of main transition periods
- Ensure Personal Support Plans are in place and their success reviewed at the correct time
- Leadership of appropriate alternative education
- Leadership of the NT process in school
- Line management of the SENCO
- Line management of PSHE/Careers lead to ensure the equality of opportunity for all students



Job Description, Person Specification and Selection Criteria

TEACHING

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE, Citizenship and Enterprise according to school policy
- To apply the Behaviour management systems so that effective learning can take place.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

WIDER PROFESSIONAL RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to:

- ✓ support our 5 values of Wisdom, Hope, Community, Dignity and Equality.
- ✓ be sympathetic to the teachings of the Church of England.
- ✓ operate at all times within the stated policies and practices of the school.
- ✓ establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ✓ co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- ✓ contribute to the corporate life of the school through effective participation in meetings.
- ✓ take part in marketing and liaison activities such as parents evenings, review days and other appropriate school events.
- ✓ recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy.
- ✓ promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- ✓ establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified. All staff may be required to undertake other such reasonable duties as may be required in line with the grade of this post.



St Hilda's Church of England School



Job Description, Person Specification and Selection Criteria

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service



In your letter of application, please **demonstrate** how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

[A]

Qualifications and Training	Essential	Desirable	Source
Qualified teacher status	E		A
Recognised honours degree which demonstrates in-depth subject knowledge	E		A
Professional Development relevant to Middle/Senior Leadership	E		A
Further professional development in preparation for deputy headship and/or headship		D	A

[B]

Experience, leadership and management	Essential	Desirable	Source
Teaching experience in more than one secondary school		D	A/I
Substantial teaching experience across key stages 3 & 4	E		A/I/R
Substantial teaching experience across key stage 5		D	A/I/R
Teaching record of delivering consistently outstanding lessons, sharing good practice and developing the practice of others	E		A/I/R
Successful senior leadership experience including evidence of direct impact on others in the team and on student outcomes	E		A/I
Evidence of the ability to manage a team effectively	E		A/I
Clear vision and strong commitment to inclusion and how this can be achieved for all students	E		A/I
Effective collaborations with external agencies	E		A/I/R
Set, maintain and actively promote high standards of student behaviour	E		A/I/R
Evidence of successful management of student progress through the use of tracking and monitoring of student data at whole school, department or year group level	E		A/I/R
Experience of development planning, policy setting and implementing a vision to take an aspect of whole school improvement forward with successful outcomes	E		A/I/R
Excellent behaviour management practice, including knowledge and understanding of managing complex behaviour and social needs experienced by challenging students	E		A/I/R
Experience of leading of CPD, coaching and/or mentoring other staff	E		A/I/R



[C]

Knowledge/Understanding	Essential	Desirable	Source
Outstanding practitioner in own subject area, as evidenced by student progress/outcomes/performance feedback	E		A/I/R
Knowledge of the management and legalities of the inclusion agenda, negotiated transfers and exclusions.	E		A/I
An understanding of the challenges faced by students from disadvantaged backgrounds and importance of inclusions in equality of opportunity	E		A/I
Data-smart with the ability to use data analysis to improve progress and outcomes for students across all 3 key stages	E	D (KS5)	A/I
Recent professional development/INSET relevant to the post	E		A/I
Knowledge of supporting staff and championing their professional development	E		A/I
Knowledge of and commitment to the implementation of the safeguarding agenda	E		A/I/R
Knowledge of SISRA, SIMS and other suitable systems to track, monitor and intervene with students	E		A/I

[D]

Personal Qualities and Skills	Essential	Desirable	Source
Strong commitment to the schools Christian values and vision	E		A/I
Ability to communicate effectively, tactfully and sensitively with students, parents and carers	E		A/I/R
An excellent networker – receptive, flexible and persuasive	E		A/I
Team player – empathetic to the needs of the school, able to challenge, support and inspire	E		A/I
Strategic, able to balance long-term and short-term goals	E		A/I
Demonstrate personal and professional integrity, including modelling vision and values	E		A/I/R
Ability to motivate, inspire, challenge and empower teams and individuals to achieve high goals	E		A/I



Job Description, Person Specification and Selection Criteria

Ability to prioritise, plan and organise yourself and others	E		A/I
Demonstrate resilience and optimism	E		A/I
Demonstrate a capacity for sustained hard work, with energy and drive to succeed	E		A/I

[E]

Pre-Employment Checks	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
Positive reference from your minister or vicar on a letterhead	E		R
Satisfactory health and attendance record	E		R
Enhanced DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

There should be no unexplained gaps in career history.

How to apply and the Selection Process

1st—5th April 2019

Application Window

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged. Various times have been allocated for the visits during w/c 1st April 2019.

Please contact Liz Topping via e-mail at:

ETopping@st-hildas.co.uk

24th April 2019 (9 am)

Deadline for applications

Applications should be sent to:

ETopping@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates. Candidates will also be given a topic to prepare for their lesson observation prior to interview.

25th April 2019

Shortlisting

7th and 8th May 2019

Formal interview days at the school

Candidates will be asked to demonstrate and outline, in a variety of ways, their ability to successfully lead change at St Hilda's CE School. There will be a further shortlisting at the end of day 1.

Details of this will be sent out in advance.

All candidates will be contacted following the interviews.