Information pack for candidates

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY DIVERSITY





Welcome

**Deputy Head Teacher (Pastoral)**

SALARY RANGE: LEADERSHIP

CHRIST JES**US AS** OUR  
CORNERST**ONE** THE ST HILDA’S FAMILY

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Strengths from SIAMS Report (2025)

* St Hilda’s family is deeply devoted to its vision. It is underpinned by a carefully crafted set of Christian values. These are the cornerstone of every aspect of this inclusive school community and enable students and adults to thrive together.
* Highly positive and productive relationships throughout the school nourish and affirm individuals enabling them to be the best that they can be. This is pivotal in transforming lives and encouraging an atmosphere of aspiration, hope and dignity.
* Religious education (RE) has a high status and is a significant strength of St Hilda’s. Known throughout the school as ‘the core of the core’, it has a strong and challenging curriculum. Students flourish in the subject and make strong progress in their studies at all levels.
* Visionary leadership of collective worship inspires the school community and provides a key focus for its daily life. These times of gathering bring opportunities for reflection. They promote spiritual flourishing and strongly support the development of an understanding about how to live well.
* The vision passionately drives a culture that includes and nurtures every individual. Therefore, leaders ensure that provision for students, including those with special educational needs and disabilities (SEND), is of the highest quality.

Dear Candidate

Many thanks for your interest in St Hilda's and the post of Deputy Head Teacher (Pastoral).

St Hilda's is unique. St Hilda’s is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

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 live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda’s family.

We chose our 6 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker,   
Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2025, Our SIAMS inspection found that St Hilda’s Church of England High School is living up to its foundation as a Church school and is enabling students and adults to flourish. The report highlighted "St Hilda’s biblically rooted Christian vision is the cornerstone and lifeblood of this school family. It is strongly proclaimed and confidently embraced, sustaining and nourishing the school’s work and mission. Along with its compelling Christian values, the vision drives this exceptional school. Diversity and difference are embraced, giving dignity and allowing this community to live well together. Students are highly respectful and supportive, enabling them to appreciate and support one another to be who they are." We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Deputy Head Teacher (Pastoral) who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. **Is this you?**

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Michelle Phillips/Jacqueline Draper by email should you wish to arrange a visit [recruitment@st-hildas.co.uk](mailto:recruitment@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 **Deputy Head Teacher (Pastoral)** whose vision can take the department to the next level.

Thank you for your time,

**Mrs Jo Code**, Head Teacher

St Hilda’s CE High School

St Hilda’s CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1132 students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. 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**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity 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 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 have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda’s staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our ECTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

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Leadership Team

**Jo Code,** Headteacher.

**Karen Kearns,** School Business Manager.

**Roy Bellmon,** Deputy Headteacher, Behaviour, Attitudes and Christian Distinctiveness.

**Suzanne Harrison,** Deputy Headteacher, Quality of Education.

**Carina Bird,** Assistant Headteacher, Quality of Education, CPD.

**Liz Cowdell,** Assistant Headteacher, Quality of Education, Data & Assessments.

**Andrea Howard,** Assistant Headteacher, Head of St Hilda’s College.

**Lisa Franks,** Executive SENDCo.

**John Martin,** Assistant Headteacher, Behaviour and Attitudes.

**Nancy Martin -** Associate Assistant Headteacher, Head of Christian Distinctiveness & RE.

**Conor Merrick,** Associate Assistant Headteacher, Head of English, Literacy and Reading Intervention.

**Ben Norton**,Associate Assistant Headteacher,Early Careers and Appraisals.

**Anthony Washington,** Senior Head of House, Behaviour and Attitudes.

**Karen Steele,** Non-teaching DSL**.**

**Kate Hester,** SENDCo.

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Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!  
  
 **Location and Transport Links**  
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 train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

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St Hilda’s CE High SchoolCroxteth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709  
E: [info@st-hildas.co.uk](mailto:info@st-hildas.co.uk)  
I: www.st-hildas.co.uk

**Facilities and Amenities**St Hilda’s CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One;   
a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside 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.

**Housing and Accommodation**  
A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.  
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Job Vacancy

Deputy Head Teacher (Pastoral)

The Governors of St Hilda’s C of E High School are looking to appoint a Deputy Headteacher to drive improvement and ensure outstanding outcomes for all students.

As Deputy Headteacher at the school, you will play a key role in in ensuring that the school’s Christian ethos is successfully promoted and adhered to throughout every aspect of the school. This will   
involve providing professional operational leadership and day to day management for the school in partnership with the Headteacher and Leadership Team to ensure that the vision, values and strategic leadership are strong.

Our ideal candidate will have significant experience at a senior level, and a proven track record of educational standards. You will be able to inspire, demonstrate and support the highest ambitions for all students, and model outstanding classroom practice. Self-motivated, with high expectations for yourself and those around you, you will have the ability to promote and develop excellent stakeholder relationships and use your high professional standards to lead by example. You will have a wide range of pastoral skills and qualities.

We expect you to support and promote our Christian Distinctiveness, preferably as a practicing Christian. You will champion inclusivity and equality, be able to motivate others with your exceptional interpersonal skills to enable them to contribute to the school’s vision and achieve their full potential.

**Closing date for applications: Friday 25th April 2025, 9.00am**

**Interview date: Wednesday 30th April & Thursday 1st May 2025**

**Potential applicants are encouraged to visit the school prior to application. Visits will be held on Wednesday 23rd April and Thursday 24th April, 2-4pm, please contact HR at** [**recruitment@st-hildas.co.uk**](mailto:recruitment@st-hildas.co.uk) **for more information regarding allocated time slots.**

Completed application forms should be forwarded to **recruitment@st-hildas.co.uk**

*Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).   
The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with.*

The school is an equal opportunities employer.

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Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.

|  |  |
| --- | --- |
| Working time: | Full time |
| Grade: | Leadership Scale 18-22 |
| Disclosure level: | Post is subject to a current enhanced disclosure |
| Reporting to: | Headteacher & Governors |
| Working with: | All staff |

REPORTING TO

Headteacher and school Governors.

PURPOSE OF POST

As a member of the school’s Senior Leadership Team, the Deputy Headteacher will play a key role in ensuring that the school’s Christian ethos is successfully promoted and adhered to throughout every aspect of the school. This will involve engaging in the monitoring and evaluation systems established to ensure the school fulfils its vision and mission objectives. You will lead the provision of pastoral care throughout the school, ensuring the emotional, physical and intellectual wellbeing of the whole pupil body. The Deputy Head (Pastoral) will be required to inspire confidence amongst students, parents and the pastoral team. A strategic thinker, this role will shape and develop a coherent and innovative whole-school pastoral curriculum. The Deputy Head (Pastoral) is a key member of the Senior Leadership Team and must be committed to the school’s ethos, aims and strategic direction.

STRATEGIC PURPOSE OF POST AND LEADERSHIP ROLE under the direction of the Headteacher

1. To carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
2. To actively support and promote the Christian values and ethos of this Church of England school.
3. To assist the Headteacher in leading and managing the school.
4. To contribute to, and actively support and promote, decisions made by the Leadership Team.
5. To take a lead in all aspects of the school’s life e.g. worship, assemblies, whole-school events. Be highly visible and high profile around school during the day and be part of SLT duty rotas.
6. To take a lead role in ensuring impeccable pupil behaviour and disruption-free teaching. To encourage and support staff. To challenge poor conduct and underperformance.
7. To be proactive and creative in anticipating and solving problems.
8. To be an effective communicator verbally and in writing. Play a major role, under the overall direction of the Headteacher and in collaboration with other members of SLT, in formulating and reviewing the School Improvement Plan.
9. To assist in the recruitment and selection of teaching and associate staff.
10. To demonstrate, and consistently articulate, high expectations of teaching and behaviour.
11. To prioritise own health and the wellbeing of staff. Be diligent in attending to own professional development and the nurture of personal spiritual life.
12. To create sound strategies rooted in research and evidence.
13. To secure healthy accountability using intelligent processes, including reporting to Governors.
14. Oversee the strategic leadership of the school alongside the Headteacher.
15. Lead, implement and deliver outstanding pastoral care for students across the school.
16. Lead Pastoral CPD in the school, ensuring the needs of all staff are met.
17. Provide professional guidance and mentoring in Pastoral.
18. Monitor and support the overall progress and development of all students, irrespective of   
    starting points.
19. To lead the development of middle leaders in the school.

KEY RESPONSIBILITIES

*Values, behaviours and attitudes*

1. Putting students first and being positive about young people.
2. Having a commitment to excellence and high standards.
3. Having the highest expectations of young people academically and personally.
4. Demonstrating ethical leadership:
   * Service: following the example of Christ in being servant leaders
   * Wisdom: serving our school with moderation, calmness, propriety and good sense
   * Hope: because through our work we are changing our world for the better
   * Integrity: building trust by acting in accordance with principles and values
   * Justice: being fair and working for the good of children from all backgrounds
   * Courage: conviction and determination to do the right thing for students and school
   * Honesty: truthfulness, transparency and openness
   * Resilience: keeping going and remaining positive through challenges
   * Kindness: care, respect, generosity of spirit, understanding and patience

Individual roles and responsibilities are assigned below; however, the school exists as an entity and to ensure effectiveness all areas of work and responsibility are interrelated and interdependent. Members of SLT have an overarching duty to work closely with colleagues on SLT and not be independent of them. Depending on the needs of the school, specific roles may be altered from time to time in consultation with the Headteacher. Job descriptions will be reviewed annually. All leaders are expected to align and develop school systems to minimise unnecessary workload and bureaucracy, and to lead the school’s work on promoting the highest levels of staff and pupil wellbeing.

LEADERSHIP & MANAGEMENT OF THE PASTORAL SYSTEM under the direction of the Headteacher

*IMPECCABLE BEHAVIOUR*

1. Implementing and developing the Behaviour and Rewards Policy, Chance to Change and associated systems and policies.
2. Be a highly visible presence, supporting students and colleagues and leading by example.
3. Support Curriculum Leaders and Senior Progress Leaders in managing and improving behaviour.
4. Lead on standards of uniform and presentation.
5. Lead strategic House reviews with each year group termly.
6. Analyse and respond to behaviour data and produce regular reports via management of Synergy.
7. Lead on internal exclusion, fixed-term and permanent exclusion processes.
8. Create and supervise daily school operations to support good behaviour management at all times.
9. Provide staff with behaviour CPD, reminders and guidance regularly.
10. Deal positively and proactively with parents to address any concerns or complaints effectively.
11. Responsible for the pastoral and behaviour section of the School Improvement Plan.
12. Lead on the Behaviour and Attitudes area of the Ofsted framework.
13. Work with DHT (Q of E) on the management and design of the school calendar.
14. Attend the Pastoral and Diocesan Worship Committee and other Governors’ meetings as required.
15. Represent school at LA Pastoral meetings.

*ATTENDANCE*

1. Ensure highest levels of student attendance via strategic planning to reduce absence, persistent and severe absence, and lateness.
2. Ensure highest levels of punctuality to lessons, leading strategic interventions as necessary.

*SAFEGUARDING*

1. Working with the DSL to ensure a strong culture of safeguarding across all aspects of school.
2. Be a DSL.

*PERSONAL DEVELOPMENT/WELLBEING*

1. Liaise with, and oversight of Personal Development to ensure behaviour and attendance strategy contribute to an ongoing rewards process.
2. Develop the role of the School Council.
3. Lead on parental engagement – work to overcome barriers and evaluate parent views.
4. Lead on student wellbeing, utilising resources efficiently to ensure interventions for children in need.

*ADMISSIONS AND APPEALS*

1. Oversee admissions including respites, off-site directions, mid-year and full intake admissions.
2. Represent the school at Appeals Panels.

*INCLUSION*

1. Strategic oversight of all whole school withdrawal and/ or intervention work.
2. Strategic oversight of the deployment of resources and staffing to ensure whole school high quality provision.
3. Strategic oversight of the LA and wider agencies to ensure the best provision for all of our students.
4. Lead the Assistant Headteachers (SENDCO) so that all lessons and interventions are high quality, quality assured and use effective data to show progress and impact.

*LINE MANAGEMENT OF OTHERS*

* Assistant Headteachers and DSL
* School Counsellor
* Attendance Officer
* Designated Teacher for Looked After Children
* Heads of House

WIDER PROFESSIONAL RESPONSIBILITIES

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

* support our 6 values of Wisdom, Hope, Community, Dignity and Equality & Diversity;
* 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 though 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.

**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.**

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Person specification

**[A] Qualification requirements**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualified teacher status | **E** |  |
| Recognised honours degree | **E** |  |
| Professional Development relevant to Leadership | **E** |  |
| Teaching experience in more than one school with a strong track record of success in behaviour and attitudes | **E** |  |
| Further professional development: post-entry qualification |  | **D** |

1. **Experience**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Teaching experience in more than one secondary school |  | **D** |
| Successful leadership at Assistant Headteacher/Deputy Headteacher level or above | **E** |  |
| Helping to shape and implement the vision of a school | **E** |  |
| Line management of staff | **E** |  |
| Track record of successful team leadership which has improved outcomes for students | **E** |  |
| Whole-school development responsibility | **E** |  |
| Evidence of successful student achievement | **E** |  |

1. **Quality of Education**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Ability to lead by example and inspire high quality teaching and learning | **E** |  |
| Student-centred educational philosophy | **E** |  |
| Ability to inspire, demonstrate and support the highest expectations for all students | **E** |  |
| Ability to model and demonstrate outstanding classroom practice | **E** |  |
| Confident and proficient use of performance data to raise standards for students | **E** |  |
| Experience of raising standards for students eligible for Pupil Premium and/or with low levels of literacy including EAL | **E** |  |

1. **Leadership and Management**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Ability to use strong and effective management systems underpinned by clear communication | **E** |  |
| Experience in the leadership and management of improving pupil outcomes | **E** |  |
| Possess the gravitas and eloquence to present convincingly to groups of parents, students, colleagues and other audiences | **E** |  |
| Experience of whole school monitoring and the development of action plans to address issues | **E** |  |
| Experience of leading change at a whole school level | **E** |  |
| Ensuring the highest standards of safeguarding are implemented | **E** |  |
| Understanding of current educational issues | **E** |  |
| Knowledge of Ofsted and SIAMS frameworks | **E** |  |
| Experience of school self-review, improvement planning and evaluation | **E** |  |
| Evidence of actively involving staff, parents, governors and community in the life of the school | **E** |  |
| Experience of performance management of teaching and support staff, including ability to deal effectively with under performance | **E** |  |
| Proven ability to analyse data, evaluate performance and plan for improvement | **E** |  |
| The ability to access, analyse and interpret a range of data | **E** |  |
| Commitment to developing strong links and partnerships with trustees, staff, parents, students, the wider community and other Academies / schools | **E** |  |
| Capacity to build and manage high performance teams | **E** |  |
| Is able to lead strategically to inform school evaluation and improvement | **E** |  |
| The ability to consider staff workload and well being | **E** |  |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Clear commitment and effective practice related to safeguarding | **E** |  |
| A commitment to ensuring high standards of behaviour for learning, building an outstanding culture | **E** |  |
| A commitment to supporting the most vulnerable students and maximising their educational success | **E** |  |
| Leadership of safeguarding |  | **D** |

**[E] Behaviour and attitudes**

**[F] Personal Qualities and Skills**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Outstanding communicator | **E** |  |
| A commitment to care, inclusion, equality and diversity | **E** |  |
| An excellent networker – receptive, flexible and persuasive | **E** |  |
| Team player – empathetic to the needs of the department, able to challenge and support | **E** |  |
| Strategic, able to balance long-term and short-term goals | **E** |  |
| Professional | **E** |  |
| Ability to motivate | **E** |  |
| Ability to meet deadlines/manage time | **E** |  |
| Resilient | **E** |  |
| ICT literate | **E** |  |
| Commitment to the school Christian values and vision | **E** |  |

**[G] Pre-Employment Checks**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Positive recommendation from all referees, including current employer | **E** |  |
| Enhanced DBS Clearance post appointment | **E** |  |

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

**[H] Application Form and Supporting Statement**

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

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.

**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.**

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How to apply and the Selection Process

**Friday 4th April 2025 –**

**Friday 25th April 2025 Application Window**

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged.

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**Friday 25th April 2025 at 9am Deadline for applications**

Applications should be sent to: [recruitment@st-hildas.co.uk](mailto:recruitment@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.

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**Friday 25th April 2025 Shortlisting**

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**Wednesday 30th April & Thursday**

**1st May 2025 Formal interview 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

Details of this will be sent out in advance.   
All candidates successful on day one will be invited to day two of interviews.

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CHRIST JES**US AS** OUR  
CORNERST**ONE** THE ST HILDA’S FAMILY

**St Hilda’s CE High School**

Croxteth Drive, Sefton Park, Liverpool L17 3AL T: 0151 733 2709 E: info@st-hildas.co.uk I: www.st-hildas.co.uk

**St Hilda’s CE High School**

Croxteth Drive, Sefton Park, Liverpool L17 3AL

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

**Mrs J Code**  
BA (Hons), NPQH, FCCT

Headteacher

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY

