



# ST. BEDE'S CATHOLIC COLLEGE

Specialist Science and Sports College

## Vice Principal Vacancy



"It has ever been my delight to read, to study and to teach."

St. Bede



## St Bede's Catholic College, Bristol

### Vice Principal September 2021

Governors of St Bede's Catholic College are seeking to appoint an outstanding and inspirational Vice Principal to the leadership team within our College.

St Bede's has a superb reputation locally, within the Diocese and nationally. Our specialist subjects are those of Science and Sports. We are recognised by the Diocese as an Outstanding Catholic school and work closely with SSAT supporting the Leadership Legacy project. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. More recently we have been recognised for 'Leadership through moral purpose', 'engaging with evidence and research' and for our outstanding results by SSAT. The College has also recently been awarded the Leading Parent Partnership award in recognition of our work with parents.

The ideal person for this post will be a practising Catholic and have:

- A track record as an outstanding teacher
- Vision, creativity, energy and ambition
- A deep knowledge about teaching and learning
- A determination to ensure no student is left behind
- A good understanding of data, timetabling and the curriculum
- Experience and success within a leadership team
- An ability to lead in all pastoral care matters
- Excellent leadership, communication and interpersonal skills
- Total commitment to securing high standards from and through others
- The ability to lead and inspire colleagues

If you are an existing member of a successful leadership team, a strategic thinker with the skills, ability and passion to help young people flourish within a great college, we would be delighted to hear from you.

**A relocation package may be available and salary negotiable for an appropriately experienced candidate.**

Closing date is noon on Wednesday 21<sup>st</sup> April 2021

Salary in the region of £67,364 to £83,971 depending on experience, academic qualifications and performance record.

Further information and application details are available from our website: [www.stbedescc.org](http://www.stbedescc.org), by emailing the Principal, Garry Maher, at [g.maher@stbcc.org](mailto:g.maher@stbcc.org) by telephoning the college on 0117 377 2216.

## How to apply for the post of Vice Principal

This vacancy has arisen following the promotion of the current post holder to Principal.

Please read our prospectus, the Ofsted and Diocesan reports, all available on our website.

Then, if you:

- like what you read about St Bede's Catholic College
  - meet the criteria of this exciting leadership position
- and
- wish to be considered to be our **Vice Principal**,

please **complete the application form** and send it to the address below with a **Letter of Application** and one page of A4 outlining your "**Philosophy of Education**" alongside details of the examination performance of the children you have taught for the past two years.

These should be sent for the attention of:

The Clerk to Governors,

St Bede's Catholic College, Long Cross, Bristol, BS11 0SU

Tel: 0117 377 2216

Email: [g.maher@stbcc.org](mailto:g.maher@stbcc.org)

**and received by noon on Wednesday 21<sup>st</sup> April 2021.**

**Visits to the college can be arranged.**

We look forward to hearing from you.

## Job Description

**This College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment**

<b>Post Title</b>	<b>Vice Principal at St Bede's Catholic College, Bristol</b>
<b>Purpose:</b>	<p>To support the Principal and the success of the College by:</p> <ul style="list-style-type: none"> <li>• Providing vision, strategic leadership and direction</li> <li>• Leading in a number of areas which might include: Teaching and Learning, Personnel, Resources, Site and Buildings, Health, Safety and Safeguarding and/or examinations</li> <li>• Promoting excellence, equality and high expectations of all students</li> <li>• Deploying resources to achieve the college aims</li> <li>• Evaluating school performance and identifying priorities for continuous improvement</li> <li>• Designing or co-designing the timetable and the curriculum</li> <li>• Carrying out day-to-day management, organisation and administration</li> <li>• Securing the commitment of the wider community</li> <li>• Creating a safe, energetic and productive learning environment</li> <li>• Undertaking the professional duties of the Principal in his absence, as required</li> <li>• Developing the information management systems</li> </ul>
<b>Reporting to:</b>	<b>Principal</b>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work with the Principal to articulate and promote the educational vision and values which derive from our Catholic character</li> <li>• Shaping the future – work with the Strategic Leadership Team to create a shared vision and strategic plan which inspires and motivates students, staff and other members of the College community</li> <li>• Leading teaching and learning – inspiring and enabling staff so that the quality of teaching and learning ensures the best practice is common practice and leads to excellent outcomes for students</li> <li>• Managing the organisation – promote a leadership and managerial style based upon collegiality that seeks to build trust and a sense of shared vision throughout the College</li> <li>• Managing personnel – ensuring the care and well-being of staff and pupils</li> <li>• Working with others – Build effective relationships both internally and externally to create a positive College culture and reputation for excellence</li> <li>• Promoting ideals – ensure that the objectives and Catholic philosophy of St Bede's Catholic College are promoted to all staff, partner agencies, young people, parents and others</li> <li>• Building commitment – holding people to account so that staff at all levels are equipped to deliver a high quality service</li> <li>• Deputise for the Principal in his absence, ensuring continuity in the expression of our Catholic mission, vision and values</li> </ul>
<b>Liaising with:</b>	Governors, staff, parents, Diocese, local parishes and external agencies.
<b>Working Time:</b>	Full-time
<b>Salary range:</b>	A relocation package may be available for an appropriately experienced candidate
<b>Disclosure level</b>	Enhanced

## Core Duties

Under the overall direction of the Principal to:-

- ensure that the Catholic vision for the College is clearly articulated, shared, understood and effective
- support a consistent and continuous College wide focus on students' achievements, using data and benchmarks to monitor and evaluate progress
- ensure that learning is at the centre of strategic planning and resource management
- enable creative, responsive and effective approaches to learning and teaching
- put in place effective systems for evaluation and delegation
- demonstrate and articulate high expectations
- set and secure ambitious targets for all students
- monitor, evaluate and review classroom practice and promote improvements
- implement strategies that secure high standards of behaviour and attendance
- assist in staff recruitment, training and appraisal
- ensure policies and practices reflect our context and the national agenda
- lead in developing the annual self-evaluation and the college development and improvement plan
- build a culture which takes account of the richness and diversity of our community
- motivate and work with others to sustain and develop a shared culture and positive environment
- acknowledge the responsibilities and celebrate the achievements of individuals and teams
- develop and maintain a culture of high expectations for self and others
- hold people to account in an effective manner
- work with the governing body so that members understand information and can challenge effectively
- collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils
- create and maintain an effective partnership with parents
- work with relevant agencies to safeguard and promote the welfare of children and young people
- ensure access for students to leading universities
- play a leading role in developing the annual timetable
- ensure the College works in a healthy and safe manner and is risk aware rather than risk adverse

### Other Specific Duties:

- Continue to develop professionally
- Engage actively in the performance review process of others
- Comply with the College's Health and Safety policy
- Undertake any other duty commensurate with this role
- Carry out additional responsibilities as required, depending on the needs of the curriculum, the College and your particular strengths

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needed to make a complete success of this role is not identified. The responsibilities of all leaders change in order to grow individuals and respond to the needs of a developing community. Some of the above duties will be shared with the other Vice Principal post holder.

It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Colleges should "have regard to the Roman Catholic character of the College and not do anything in any way detrimental or prejudicial to the interests of the same."

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Although this role currently expects the appointed person to work exclusively on the St Bede's site; this could change in time as the college develops.

Employees are expected to be courteous to colleagues and provide a welcoming environment.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

	Essential	Desirable
<b>Qualifications and professional development</b>		
Graduate, qualified teacher status	X	
Good honours degree	X	
Other relevant professional qualification e.g. education management		X
<b>Catholicity</b>		
Catholic	X	
Demonstrable commitment to Catholic teaching	X	
<b>Teaching and Experience</b>		
A track record as an outstanding teacher	X	
A clear understanding of teaching, learning and the curriculum	X	
Experience in teaching 11-18 pupils	X	
Ability to motivate and challenge pupils to achieve high standards	X	
Experience of senior management in a secondary school	X	
Relevant experience in more than one school		X
Evidence of effective strategies to ensure no student is left behind	X	
Experience of developing and motivating staff	X	
Proven record of raising pupil achievement across a department/school	X	
Experience of dealing with outside agencies	X	
<b>Knowledge, Skills and abilities</b>		
Broad and relevant professional development	X	
Ability to think strategically	X	
Ability to communicate a coherent distinctive vision	X	
Ability to inspire, challenge and motivate others to attain high goals	X	
Knowledge and experience of a range of successful teaching and learning strategies	X	
Secure understanding of assessment strategies and the use of assessment to inform learning	X	
Understanding of the characteristics of an effective learning environment	X	
Outstanding communication and interpersonal skills	X	
Good understanding of the legislation governing academies		X
Up to date knowledge of developments in education and their impact on students	X	
An ability to analyse data, identify patterns and respond effectively	X	
An ability to tackle difficult personnel issues in a proactive and positive way	X	
Excellent organisational and delegation skills	X	
An ability to foster an open, fair and equitable culture	X	
An ability to think creatively	X	
Solution focussed disposition	X	
Emotionally intelligent	X	
An understanding of timetabling and the ability to design an effective timetable		X
Ability to work effectively with external agencies	X	

<b>Personal Outlook</b>		
Willingness to explore and embrace new ideas	X	
A desire to share good professional practice and encourage high quality teamwork	X	
Capacity to work in stressful, time limited situations with flexibility and good humour	X	
A commitment to leading a successful team	X	
A strong and lively personality	X	
Willingness to listen to, reflect and act on feedback	X	
Flexibility and responsiveness to demands	X	
A desire to achieve and be successful	X	
<b>Health</b>		
Good health	X	
Good Attendance record	X	
Stamina	X	
<b>Application</b>		
A letter addressing succinctly the essential characteristics of this post	X	
Completed application form	X	
A4 page on 'Your Philosophy of Education'	X	
Details of the examination performance for the last two years of your pupils at A level and GCSE with comparative school data	X	
<b>References</b>		
Two good professional references	X	
Reference from a priest	X	
<b>Safeguarding Children</b>		
Ability to form and maintain appropriate relationships with young people	X	
An understanding of child protection issues	X	
Good attitudes to the use of authority and maintaining discipline	X	

## **Additional Information to Candidates regarding references**

- References will not be accepted from your relatives or friends who are writing solely in the capacity of friends.
- One referee **must** be from a Catholic priest who knows you.
- One referee must be your current or most recent employer.
- If your current or most recent employment has not involved you working with children, but you have done so in the past, please identify that particular employer as a referee.
- You should be aware that where you have worked with children, on either a paid or voluntary basis, your employer will be asked for details about any:
  - Positive endorsements of your interaction with children
  - Disciplinary procedures relating to the safety and welfare of children/young people, or behaviour towards such, in which the disciplinary sanction is current
- References will be obtained directly from the referee. It is neither necessary nor desirable that you submit either open references or testimonials i.e. 'To whom it may concern'.
- The referee for any internal candidate will be the Principal alongside that of the parish priest.

G Maher  
Principal  
March 2021