



# ST. BEDE'S CATHOLIC COLLEGE

Specialist Science and Sports College

## Assistant Principal Vacancy



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

St. Bede



## St Bede's Catholic College, Bristol

### Assistant Principal September 2021

Governors of St Bede's Catholic College are seeking to appoint an outstanding and inspirational Assistant 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 in sympathy with our Catholic character and have:

- A track record as an outstanding teacher
- Vision, creativity, energy and ambition
- A clear understanding of teaching and learning
- A determination to ensure no student is left behind
- A good understanding of data and the curriculum 11-19
- Experience and success at faculty leadership
- 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 ready to take the next step into whole school strategic leadership and play significant role in ensuring St Bede's flourishes as a great place of learning, we would be delighted to hear from you.

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

Salary in the region of £55,338 to £64,143 depending on experience, academic qualifications and performance record.

Further information and application details are available from our website: [www.stbedesc.org](http://www.stbedesc.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 Assistant Principal

The vacancy has arisen following the retirement of the current post holder.

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 **Assistant 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 "**Leading and implementing a whole school initiative**" alongside details of the examination performance of the children you have taught for the past two years.

Women are under represented on the current strategic leadership team; applications from excellent female leaders would be welcomed. **Governors will however appoint the best candidate.**

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>Assistant Principal at St Bede's Catholic College, Bristol</b>  Detail of major leadership responsibilities will be decided following appointment.
<b>Purpose:</b>	To support the Principal and the continued success of the College by: <ul style="list-style-type: none"> <li>• Providing vision, leadership and direction for students and staff</li> <li>• Promoting excellence, equality and high expectations for all students across the college</li> <li>• Deploying resources to achieve the college aims</li> <li>• Evaluating performance of staff and students, identifying priorities for continuous improvement</li> <li>• Playing a key role in whole college leadership</li> <li>• Creating a safe and productive learning environment that is engaging and fulfilling for all students.</li> </ul>
<b>Reporting to: Line Managed by:</b>	Principal Vice Principal
<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 ethos.</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>• Learning and teaching – lead and inspire staff to secure excellent teaching and learning and ensure the best possible outcome 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>• Working with others – Build effective relationships both internally and externally to maintain 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, their parents and other stakeholders.</li> <li>• Personnel – ensure effective personnel leadership, management and appraisal systems are in place to enhance the learning environment.</li> </ul>
<b>Liaising with:</b>	Governors, staff, parents, Diocese, local parishes and external agencies.
<b>Working Time:</b>	Full-time - Leadership
<b>Salary:</b>	Leadership range £55,338 - £64,143
<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 acted upon effectively
- support a consistent and continuous college wide focus on students' achievements, using data and benchmarks to monitor progress
- ensure that teaching and learning are at the centre of strategic planning and resource management
- ensure personnel matters are lead in an effective manner
- lead creative, responsive and effective approaches to learning and teaching
- ensure the use of effective systems for evaluation and delegation
- demonstrate and articulate high expectations and set ambitious targets for all students
- monitor, evaluate and review classroom practice and promote improvement strategies
- implement strategies that secure high standards of behaviour and attendance
- assist in staff training and appraisal
- ensure policies and practices reflect our local contexts and the national agenda
- participate in developing the annual 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 a positive environment that upholds British values
- 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 trustees understand information and can challenge effectively
- collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- work with relevant agencies to safeguard and promote the welfare of young people
- ensure parents are listened to and respond appropriately so that we maintain effective partnerships

## Other Specific Duties

- Continue to develop professionally
- Engage actively in the performance review process for teachers and other staff
- 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 will change in order to grow individuals and respond to the changing needs of a developing community.

Other aspects of this leadership role will be decided following appointment.

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 that, and preserve and develop the Catholic character of the college".

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. St Bede's has been recognised by the Government as an Academy sponsor. Initially, the workplace will be St Bede's Catholic College; this could vary in time if trustees enter into a Multi Academy Trust arrangement.

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 to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

<b>Assistant Principal Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and professional development</b>		
Graduate, qualified teacher status	✓	
Good honours degree	✓	
Other relevant professional qualification e.g. education management		✓
<b>Catholicity</b>		
Catholic		✓
Demonstrable commitment of support for the Catholic character of the College	✓	
<b>Teaching and Experience</b>		
A track record as an outstanding teacher	✓	
A clear understanding of teaching, learning and the curriculum	✓	
Experience in teaching 11-18 pupils	✓	
Ability to motivate and challenge pupils to achieve high standards	✓	
Experience of middle management in a secondary school	✓	
Relevant experience in more than one school		✓
Evidence of effective strategies to ensure no student is left behind	✓	
Experience of developing and motivating staff	✓	
Proven record of raising pupil achievement across a department/school	✓	
<b>Knowledge, Skills and abilities</b>		
Broad and relevant professional development	✓	
Ability to think strategically	✓	
Ability to communicate a coherent distinctive vision	✓	
Ability to inspire, challenge and motivate others to attain high goals	✓	
Knowledge and experience of a range of successful teaching and learning strategies	✓	
Understanding of the characteristics of an effective learning environment	✓	
Outstanding communication and interpersonal skills	✓	
Ability to lead in the formation of great teachers	✓	
An understanding of the legislation governing academies		✓
Up to date knowledge of educational thinking	✓	
Well-developed personnel management capability	✓	
Ability to tackle difficult personnel issues in a proactive and positive way	✓	
Excellent organisational and delegation skills	✓	
Ability to work effectively with external agencies		✓
Ability to foster an open, fair and equitable culture	✓	
Ability to think creatively	✓	
Solution focused disposition	✓	
Emotionally intelligent	✓	

<b>Personal Outlook</b>		
Willingness to explore and embrace new thinking	✓	
A desire to share good professional practice and encourage high quality teamwork	✓	
Capacity to work in stressful, time limited situations with flexibility and good humour	✓	
A commitment to leading teams to bring about improvement through others	✓	
A strong and lively personality	✓	
Willingness to listen to, reflect and act on feedback	✓	
Flexibility and responsiveness to demands	✓	
A demonstrable desire to achieve and be successful	✓	
<b>Health</b>		
Good health	✓	
Good Attendance record	✓	
Stamina	✓	
<b>Application</b>		
A letter addressing succinctly the essential characteristics of this post	✓	
Completed application form	✓	
A4 page on 'Leading and implementing a whole school initiative'	✓	
<b>References</b>		
Two good professional references	✓	
Reference from a priest		✓
<b>Safeguarding Children</b>		
Ability to form and maintain appropriate relationships with young people	✓	
An understanding of child protection issues	✓	
Positive attitude to the use of authority and maintaining discipline	✓	

## Additional Information to Candidates regarding references

You may find the following information on references helpful

- References will not be accepted from your relatives or friends who are writing solely in the capacity of friends.
- One referee should be your current or most recent employer.
- If your current or most recent employment has not involved 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'.

G Maher  
Principal  
March 2021