



Application Pack

DEPUTY HEADTEACHER





Contents

Page number	Title
3	Welcome – Richard Charnock, Headteacher Designate
5 – 7	School Information for Candidates
8 - 12	Job Description
13 - 15	Person Specification
16	How to apply
17-18	Faith References
19	Summary



Headteacher Designate – Richard Charnock

In September 2022 I shall have the privilege and honour of beginning as Headteacher of Our Lady's Catholic High School following the retirement of our present Headteacher, Nigel Ranson. I have served as Deputy Headteacher of the school since 2013 and I am looking forward to leading our school on the next step of its journey. Governors are now seeking to appoint a committed and practising Catholic who is an enthusiastic, highly motivated and experienced leader with a proven track record of outstanding practice to the post of Deputy Headteacher.

The successful candidate will be a key driver in ensuring that the provision for all our pupils, as we emerge from the pandemic, is innovative and challenging, providing them with opportunities for growth and leadership as they prepare for a fast-changing world in the 21st Century. Other key responsibilities will be determined according to the appointed candidate's strengths and interests.

To join the leadership team of our successful school, you will:

- Have a strong personal faith which will nurture and promote the school's distinctive Catholic ethos;
- Ensure that all children are valued as individuals
- Promote the highest standards of behaviour, teaching and learning
- Demonstrate a deep understanding of the curriculum
- Demonstrate experience of developing and leading whole school initiatives
- Commit to maintaining and further developing partnerships between the school, our parents, the parishes and the wider community
- Have excellent interpersonal leadership skills

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are outstanding as recognised by Ofsted in December 2012 when we were rated as Outstanding in all four areas of assessment. In 2018 our Section 48 Denominational Inspection recognised our school as "An Outstanding Catholic School" in all areas. All of teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Specific roles and responsibilities will be discussed once the appointment has been made and skills assessed to complement our existing SLT. For now, we are looking for the right person with the right skills, values and principles to join our outstanding school. Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Stott using the details on the final page.

We look forward to receiving your application.



School information for candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

“In all my years of school Masses, I have never experienced such a wonderful, prayerful celebration of Mass”

**MICHAEL CAMPBELL OSA,
BISHOP OF LANCASTER**

Our Pupils

Our catchment has remained very stable for many, many years. There are insufficient Catholic pupils in our family of Catholic primary schools to fill our 180 places. Hence, we offer about 40 places to pupils of other faiths. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 75%. None of our families ask for their children to opt out of any of our collective worship programme as they are all ‘One of ours’. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

“Students are focused, mature, confident... friendly and happy”

LANCASHIRE SCHOOL ADVISER

An Outstanding School

In 2004 we were designated a high performing Mathematics and Computing Specialist School and this remained until the government abandoned the specialist school concept in 2011. In 2012, Ofsted assessed our school as outstanding in every category, as did the Diocese of Lancaster in their Section 48 Inspection the following year. This was confirmed by the Diocese in 2018 when they inspected us again. Ofsted have not visited since and we expect to be inspected at any point.

“This is an outstanding Catholic school that provides an education which enables students to flourish”

SECTION 48 INSPECTION

“Exciting and well structured Teaching enables students to make outstanding progress. Lessons are purposeful, highly relevant and stimulating. As a result, students are motivated to learn, as one told an inspector, ‘I enjoy school because lessons are interesting”

OFSTED

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to ‘Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital technology to aid learning.’ It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady’s in the Training Centre,

a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of this September, but the work of the CTA continues with strength.

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman College and so was created the Maths Hub, Abacus North West which serves over 600 schools. Cardinal Newman College is the outstanding Catholic VI Form college in Preston and the significant majority of our pupils progress there.

Inspection Data Summary Report

2019 subject data in our Inspection Data Summary Report typically puts us in the highest 20% of schools nationally for a high number of the attainment and progress indicators, whilst absence and persistent absence are typically in the lowest 20% of schools nationally.

Our examination results for 2020 and 2021 have been pinned to those of 2019. This feels fair as the cohorts are very similar.

“One of the top 10% of non-selective schools in England and one of the best schools in the country for securing superb GCSE outcomes, addition value to their students’ achievements and outperforming expectations for their pupils”

CHIEF EXECUTIVE SSAT

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our PSHE programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, ‘Behaviour 4 Learning’. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

“Behaviour is consistently outstanding”
LANCASHIRE SCHOOL ADVISOR

Job Description

Deputy Headteacher

L21 – 26

Required from September 2022

1. Introduction

1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.

1.2 The appointment is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.

1.3 This job description may be amended at any time, following consultation between the Headteacher and the Deputy Headteacher and will be reviewed annually.

2. The Core Purpose of the Deputy Headteacher

2.1 To set the context, the core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

2.2 The core purpose of the Deputy Headteacher is to support the Headteacher in ensuring that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic wellbeing; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities

To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Key Areas of Responsibility

1. Shaping the future

1.1 The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

Actions

The Deputy Headteacher supports the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God
- Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

2. Leading Teaching and Learning

2.1 In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Actions

The Deputy Headteacher supports the Headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management
- Securing high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
- Ensuring high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establishing creative, responsive and effective approaches to learning and teaching. Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the school Developing effective links

with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.

- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance. Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

3. Developing Self and Working with Others

3.1 In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Actions

The Deputy Headteacher supports the Headteacher in:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation

4.1 In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.

4.2 The Deputy Headteacher helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self- evaluation. The Deputy Headteacher also helps deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

Actions

The Deputy Headteacher supports the Headteacher in:

- Creating an organisational structure which reflects the school's values, and enabling the management systems, structures and processes to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.

- Ensuring that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school, implementing successful performance management processes with all staff.
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Using and integrating a range of technologies effectively and efficiently to manage the school.

5. Securing accountability

5.1 In a Catholic school the Headteacher fulfils his/her responsibilities in accordance with the mission of the school. The Headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

Actions

The Deputy Headteacher supports the Headteacher in:

- Fulfilling commitments arising from contractual accountability to the governing body. Developing the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Working with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflecting on personal contribution to school achievements and taking account of feedback from others.

6. Strengthening Community

6.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

Actions

The Deputy Headteacher supports the Headteacher in:

- Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promoting commitment to serving the common good and communion with the wider-world.
- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.

- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

7. Safeguarding Children and Safer Recruitment

7.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The Deputy Headteacher should support the Headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter- agency meetings, and contributing in the assessment of children.
- and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers

Person Specification

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

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

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau or has been disqualified from working with children as part of a sentence.

[A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A R
Involvement in parish community		D	A I R

[A.2] Able to demonstrate knowledge and understanding of the following in the context of a Catholic school

	Essential	Desirable	Source
Leading school worship	E		A I
Ways of developing religious education and worship	E		A I
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	E		A I
How relationships should be fostered and developed between the school, parish and its community and the Diocese of Lancaster	E		A I
Has completed the Catholic Leadership Programme or equivalent or has a commitment to do so		D	A I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment to obtaining the certificate		D	A I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher (in a Catholic school)		D	A I R
Evidence of appropriate leadership and management professional development	E		A I R
Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A I
Has successfully undertaken Designated Safeguarding Lead training		D	A I

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful leadership as a Deputy Headteacher or Assistant Headteacher or a leadership role in another organisation	E		AIR
Evidence of successfully leading school improvement	E		AIR
Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching		D	AIR
Experience of working constructively with parents	E		AIR
Experience of monitoring staff performance	E		AIR
Experience of providing advice and support to the Governing Board to enable it to meet its responsibilities		D	AIR
To have experience of and ability to contribute to staff development across the secondary range	E		AIR
Ability to demonstrate a good awareness of current national education policy and strategy	E		AIR

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of pupils in the secondary phase	E		AIR
Significant teaching experience within the secondary phase	E		AIR
To have a working and current knowledge and understanding of the Key Stage 3 and Key Stage 4 curriculum	E		AIR
Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		AIR
Experience of providing professional challenge and support to others through the appraisal process		D	AIR
To be able to effectively use data and assessment to raise standards/address weaknesses	E		AIR
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		AIR

[F] Professional Attributes

	Essential	Desirable	Source
Be able to demonstrate a deep understanding of the needs of pupils and how these will be met	E		AIR
Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		AIR
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		AI
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		AIR
Show a good commitment to sustained attendance at work	E		AIR

[G] Professional Skills

The Deputy Headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Deputy Headteacher will be expected to work with the Headteacher to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including accountability

Candidates supporting statements should detail current knowledge and experience of the domains listed above.

[H] Personal qualities. All of the following are considered to be essential for the post and will be assessed throughout the process

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life

[I] Confidential references and reports

	Essential
A positive and supportive faith reference from a priest where the applicant regularly worships	E
Positive recommendation from all referees, including current employer	E

[J] Application Form and Supporting Statement

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise, and related to the post, paying particular attention to Section G above.

How to apply

The process

Application

If you wish to apply, please email your completed application form and practising Catholic form to Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive, Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

School visit

Prospective candidates are welcome to visit the school on either **Monday, 14 March** or **Wednesday, 16 March 2022** to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk

Closing date

Please ensure that your completed application form arrives by **Monday, 21 March 2022 (12 noon)**.

Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after the appointment has been made.

Selection process & Interview dates

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. The dates for interview are **Thursday, 31 March** and **Friday, 1 April 2022**.

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people and we expect all staff and volunteers to share this commitment



Faith Reference

Important advice regarding faith references.

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas and dealing with National lockdowns due to the pandemic it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including his as a referee.
2. Provide him with an outline of:
 - Your involvement in parish life e.g., Eucharistic minister, reader, etc. (it may be that currently you are not heavily involved in parish life due to other commitments)
 - Your present post – school, areas of responsibility
 - The post to which you are applying – name of school, post, etc.

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

North West Diocesan Statement on Equal Opportunities in Employment

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The Governing Body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases there will be a requirement that the successful candidate is a baptised and practicing Catholic. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the Governing Body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are genuinely within an individual's control and are incompatible with the precepts of or with the upholding of tenets of the Catholic Church or likely to be prejudicial to the Catholic character of the school. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation

Summary

Type of School	Secondary Voluntary Aided
Denomination	Catholic
Age Range	11 – 16
Number of Pupils	903
Number of Teaching Staff	53 FTE
Number of Support Staff	51.5 FTE
School Group	6
Start Date	September 2022
Salary Range	L21 – L26
Visits to school	Monday, 14 and Wednesday, 16 March – email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	Monday 21 March 2022 (12 noon)
Interview Dates	Thursday, 31 March and Friday, 1 April 2022