

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Deputy Head Teacher

SALARY RANGE: LEADERSHIP

CHRIST JESUS AS OUR
CORNERSTONE

THE ST HILDA'S FAMILY

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Dear Candidate

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

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 2023 SIAMS Keeping On Track report highlighted 'The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' 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 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. **The governors and I have not specified a particular area of leadership for the applicants. We want to read what you think you can bring to St Hilda's and how you will bring about positive change, building on the foundations we have.**

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



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** whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads 'Jo Code'. The signature is written in a cursive, flowing style.

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 1065 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 NQTs 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.



Senior 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.



Liverpool

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



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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.

St Hilda's CE High School

Croxtheth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: 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.

Job Vacancy

Deputy Head Teacher

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 pupils.

As Deputy Headteacher at the school, you 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 providing professional operational leadership and day to day management for the school in partnership with the Headteacher and Senior 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 raising educational standards. You will be able to inspire, demonstrate and support the highest ambitions for all pupils, 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.

We expect you to support and promote our Christian Distinctiveness. 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: Monday 13th January 2025, 9.00am

Interview date: Monday 20th and Tuesday 21st January 2025

Potential applicants are encouraged to visit the school prior to application. For a visit, please contact the HR at recruitment@st-hildas.co.uk

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.

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 & Governor's |
| 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.

STRATEGIC PURPOSE OF POST AND LEADERSHIP ROLE

1. Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
2. Oversee the strategic leadership of the school.
3. Lead, implement and deliver an appropriately broad, balanced, relevant curriculum for all students in accordance with the school's aims and curricular policies.
4. Lead CPD in the school, ensuring the needs of all staff are met.
5. Provide professional guidance and mentoring in Teaching and Learning.
6. Monitor and support the overall progress and development of all students, irrespective of starting points.
7. To lead the development of middle leaders in the school.

RESPONSIBILITIES

1. The safeguarding and wellbeing of school students.
2. Whole school behaviour systems and processes.
3. The quality of Teaching, Learning and Assessment.
4. Taking a lead role in creating positive relationships across the school.

5. Performance management of a team of staff.
6. Managing incidents and conflict resolution.
7. Responding effectively and efficiently to staff, students and parental concerns.
8. Leadership representation at evening events and external meetings.
9. On call / break duty / gate duty / lunch duties / detention duties.
10. Attendance at Strategic and Senior Leadership Team meetings throughout the year.
11. Supporting Governor activities.
12. Providing the Headteacher with self- evaluation evidence, judgements and plans for improvement.

KEY RESPONSIBILITIES

Shaping the future: Strategic direction

1. To ensure outstanding provision.
2. To keep abreast of local, national and global developments in pedagogy.
3. To contribute actively to building, communicating and implementing a shared vision of the school's future.
4. To contribute actively to the strategic planning process.
5. To work with new technologies and help develop their use to promote teaching, learning, the experience of students and the effectiveness of the school.
6. To be accountable for leading and managing change.
7. To demonstrate a commitment to –
 - a) the collaborative school vision of excellence and equity – high standards / expectations for all students.
 - b) helping to set and achieve challenging and ambitious targets.
 - c) inclusion.
9. To demonstrate the ability to –
 - a) think strategically.
 - b) inspire, challenge, motivate and empower others.
 - c) model the values and vision of the school and actively promote our Christian ethos.
10. To promote a culture where students are confident, self-assured learners with excellent attitudes to learning which has a strong and positive impact on their progress and where they are proud of their achievements.
11. To promote high levels of student engagement so that students are well prepared for the next stage in their education, training or employment.
12. To promote positive strategies for challenging prejudice and to prevent bullying, use of derogatory language or aggressive language.

STRATEGIC AND OPERATIONAL PLANNING


In conjunction with the Headteacher, the Deputy Headteacher will:

1. Promote the school as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England to education.
2. Support the Headteacher to lead and manage the creation and implementation of the School Improvement Plan.
3. Meet strategic targets for the school set by the Governing Body.
4. Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
5. Ensure opportunities to promote students' spiritual, moral, social and cultural development.
6. Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, and good behaviour and enable teachers and other staff to meet standards.
7. Ensuring that the school develops as an inclusive educational community and that students are given the opportunity to participate in the decision-making processes.
8. Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards.

QUALITY ASSURANCE

1. Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets in practice, and take action as necessary.
2. Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
3. Support the school's Performance Management protocols in order to make a positive impact upon the school.
4. Obtain the views of pupils / students, with student voice consultation, about their learning experiences.
5. Ensure that the quality procedures in areas of responsibility meet the requirements of Self Evaluation and the school Development Plan.
6. Seek / implement modification and improvement where required.

STAFF DEVELOPMENT

1. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
 2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
 3. To engage actively in the appraisal process, both as appraiser and appraisee.
 4. Promote teamwork, motivating staff to carry out their roles to the highest standard.
 5. To ensure the effective/efficient deployment of classroom support.
 6. To work as a member of a Leadership team and to contribute positively to effective working relations within the school.
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STAFFING

1. Assist the Headteacher to recruit staff of the highest quality.
2. Lead, support and coordinate the provision of high-quality professional development, drawing on other sources of expertise as appropriate.
3. In conjunction with the Headteacher, take the lead on the organisation of activities / processes that encourage team development (including adults and partner organisation).
4. To develop good management practise by ensuring positive staff relationships, participation, effective communication and procedures across the school.

Management information

1. Analyse and evaluate performance data provided.
2. Identify and take appropriate action on issues arising from data; setting deadlines where necessary and reviewing progress on the action taken.
3. Produce reports in accordance with the quality assurance cycle.
4. Report to the Local Council and Governor's in relation to progress within areas of responsibility.

Communication and liaison

1. Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement. Ensure that parents and students are well informed about progress.
2. Develop and maintain effective relationships with the community, including business and industry.
3. Liaise with partner schools, further education and external agencies related to student welfare and achievement.
4. Chair reviews, case conferences and meetings, as delegated.
5. Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Local Council.
6. Ensure that our offer contributes to student development and provides appropriate preparation for adult life.
7. Lead by example, provide vision and purpose in support of the aims of the school.
8. Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
9. Developing and maintaining strong community links.

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 through relevant policies and procedures;
- ✓ establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.

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

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.



Person specification

[A] Qualification requirements

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

[B] Experience

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| At least 2 years of successful senior leadership experience which has included: | | | |
| Teaching experience in more than one secondary school | E | | A/I |
| Successful leadership at Assistant Headteacher/Deputy Headteacher level or above | E | | A/I/R |
| Helping to shape and implement the teaching and learning vision of a school | E | | A/I |
| Line management of staff | E | | A/I |
| Track record of successful team leadership which has improved outcomes for students | E | | A/I/R |
| Whole-school development responsibility | E | | A/I/R |
| Evidence of successful student achievement | E | | A/I/R |

[C] Quality of Education

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Ability to lead by example and inspire high quality teaching and learning | E | | A/I |
| Student-centred educational philosophy | E | | A/I/R |
| Knowledgeable about best practice in developing the curriculum pedagogy, and developing staff | E | | A/I |
| Ability to inspire, demonstrate and support the highest expectations for all students | E | | A/I/R |
| Ability to recognise outstanding classroom practice | E | | A/I |
| Ability to model and demonstrate outstanding classroom practice | E | | A/I |
| Confident and proficient use of performance data to raise standards for pupils | E | | A/I |
| Experience of raising standards for pupils eligible for Pupil Premium and/or with low levels of literacy including EAL | E | | A/I |

[D] Leadership and Management

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Ability to use strong and effective management systems underpinned by clear communication | E | | A/I/R |
| The ability to access, analyse and interpret a range of data | E | | A/I |
| Commitment to developing strong links and partnerships with trustees, staff, parents, students, the wider community and other Academies / schools | E | | A/I/R |
| Capacity to build and manage high performance teams | E | | A/I |
| Is able to lead strategically to inform school evaluation and improvement | E | | A/I |
| The ability to consider staff workload and well being | E | | A/I |

[E] Behaviour and attitudes

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

[F] Personal Qualities and Skills

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

[G] Pre-Employment Checks

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Positive recommendation from all referees, including current employer | E | | R |
| Enhanced DBS Clearance post appointment | E | | N/A |

(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.

How to apply and the Selection Process

**Wednesday 18th December 2024 –
Monday 13th January 2025**

Application Window

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged. Various times have been allocated for the visits between 1pm – 2.30pm, on Wednesday 8th January 2025.

Monday 13th January 2025 at 9am

Deadline for applications

Applications should be sent to: 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.

Wednesday 15th January 2025

Shortlisting

**Monday 20th & Tuesday 21st
January 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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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