

ST RICHARD'S CATHOLIC COLLEGE

Assistant Principal Information for Applicants





Science

St. Richard's Catholic College

A National Teaching School, a National Support School and a High Performing Specialist Science College



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Principal: D. Cronin, N.P.Q.H., M.A., B.Ed.

Dear Applicant

We are delighted that you have expressed an interest in the post of Assistant Principal/Subject Leader of Maths at St Richard's Catholic College.

The post has arisen due to the appointment of a team member to Deputy Headship at another school. The current team has a Principal, Vice-Principal and three Assistant Principals. We are now looking to expand the team with one or two appointments.

Such a structure will hopefully provide each team member with an opportunity to prepare effectively for the next stage of their career development. Members of the LMT are expected to be highly visible and approachable. They visit lessons every day and are involved in all school initiatives in a hands-on way. All members of the team are loyal, dedicated and hard-working. All share the vision of 'excellence for all' so that all in the community achieve their God-given potential.

St Richard's is a really special place to work being described by many as a family school with positive, respectful and committed pupils. Staff and pupils enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We have an extensive extra-curricular programme for pupils and there are countless CPD opportunities for staff at all levels. All in the community are expected to be ambitious for themselves and others.

St Richard's is a 11-16 Catholic school with 1004 pupils. All year groups are over-subscribed and the percentage of Catholics is 82%. Our GCSE results for 5 or more including English and Maths at 4-9 (A*-C) in the past three years have been: 2016-17 - 83%, 2015-16 - 81%, 2014-15 - 74%. Our aspiration is to achieve 90% 4 and above and 70% 5 and above in English and Maths in 2017-18.

Our faith is central to all we do and therefore the ethos is very much centred on Gospel values. All in our community are expected to reach out and support the vulnerable. Service is key. The Diocesan Inspection (November 2013) graded the school outstanding in every aspect.

Our school is outstanding, not only in terms of academic success but also in terms of its extended provision to all and our desire to ensure outstanding teaching and learning for every child. High expectations underpin all we do. Teaching School Status (May 2014), Strategic Partner in the Sussex Maths Hub (June 2014) and National Support School (February 2015) indicate that it is an exciting time to be joining the school with greater professional development opportunities for all staff, particularly those involved in outreach work.

We are determined to raise our results; to work at providing a world-class education to all and to strive to become one of the best schools in England. We are hoping that a new Assistant Principal will play a central role in this vision by raising standards even further. He/she will be coming to work in a community open to change. We would hope that you would be a risk-taker who sees change as a positive challenge and will help us improve our already high standards.



Areas we would like to strengthen include teaching and learning outcomes for vulnerable groups including SEN pupils and attainment across the school. We will also require you to lead the maths department, taking a successful department to even greater success.

With some whole-school leadership experience, you will have drive, ambition, tenacity, resilience and good humour. We have a caring, hard-working and ambitious team of staff who really want the best for all the pupils in their care.

If you are an outstanding practitioner and inspirational leader wanting to play a key part in the future success of St Richard's Catholic College by leading, challenging and supporting staff and pupils, then we look forward to receiving your application. You will be joining an experienced team with a great commitment to the school.

Yours sincerely



Miss D Cronin
Principal



Mrs A Horan
Chair of Governors



**APPOINTMENT OF ASSISTANT PRINCIPAL
Job Description**

Job Title	Assistant Principal
The Post	<p>The post has arisen due to the appointment of a team member to Deputy Headship at another school. The current team has a Principal, Vice-Principal and three Assistant Principals. We would like to extend the team by one or two.</p> <p>The Vice-Principal is responsible for Pastoral Care and the day-to-day organisation of the school. Assistant Principals' responsibilities include: pastoral and subject leadership, Pupil Premium champion, attendance, assessment and data tracking.</p> <p>The Governors are seeking to appoint a committed Catholic/Christian who can show by example and from experience that he/she will work with the Principal to articulate and promote the educational vision and values which derive from our Catholic ethos. He/she will also be expected to lead the mathematics department.</p>
Salary	<p>L10-14</p> <p>The Individual Salary Range (ISR) for the post set by the Governors is L10-14 (£49,199 - £54,250) with effect from 1st September 2017.</p>
Applicants	<ul style="list-style-type: none"> • Applicants will be outstanding practitioners. • Applicants will have had five years or more of successful teaching experience, ideally in more than one school. • Applicants will have had at least three years experiences as a Middle Leader at subject or pastoral level. • Applicants must have had responsibility for whole school development which has impacted positively on standards in your current school. • Applicants must also be able to establish excellent relationships with colleagues, pupils and parents and be able to work well with others.
Purpose	<p>To support the Principal and the success of the college by:</p> <ul style="list-style-type: none"> • Contributing to the vision, strategic leadership and direction. • Leading in delegated areas of school improvement. • Promoting excellence, equality and high expectations of all pupils. • Deploying resources to achieve the college aims. • Articulating consistently high expectations of pedagogy and classroom practice to provide challenge and improvement. • To work with and guide staff in the development and implementation of policies which reflect the college's commitment to ensure all pupils make progress. • Leading whole-school initiatives to raise attainment. • Taking a lead in developing forensic quality assurance systems to identify strengths and areas for drive. • Evaluating school performance and identifying priorities for continuous improvement. • Being the operational lead for day-to-day management, organisation and administration. • Securing the commitment of the wider community by acting as the public face.

	<ul style="list-style-type: none"> • Creating a safe, energetic and productive learning environment. • Encouraging pupils to be resilient, articulate, courageous and curious. • Contributing to the safeguarding of pupils and staff.
Personal Qualities and Abilities	<ul style="list-style-type: none"> • An outstanding teacher in the classroom. • An ability to articulate clear values and moral purpose to staff, parents, pupils and Governors • A confident decision maker, knowing when to consult and when to 'get on with it' • Able to think creatively • A strategic thinker with the skills, ability and passion to enable young people to flourish • An ability to analyse data, identify patterns and respond effectively • A motivator who is able to enthuse, challenge and inspire others • An ability to create, promote, instigate and maintain a growth mind-set culture of high standards and achievement within an inclusive ethos. • An ability to communicate compellingly the school's vision and to support the Principal and LMT in driving the strategic leadership empowering all pupils and staff to excel • An ability to delegate • A solution-focused disposition • An excellent communicator • An effective leader aspiring to Deputy Headship
The role of Assistant Principal	<p>You will be expected to:</p> <ul style="list-style-type: none"> • Develop, implement, monitor and maintain policies and practices which reflect the school's drive for high standards. • Work with departments to organise appropriate interventions to address performance. • Strengthen the focus and commitment to outstanding learning, teaching and progress. • Secure outstanding teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice, emerging technologies and curriculum design. • Contribute to providing a safe, calm and well-ordered environment for all pupils and staff. • Lead and support middle leaders in raising attainment and strategic planning. • Act as a Line Manager for designated departments and a year group • Play a major role in formulating and implementing the school self-review cycle and ongoing review of the SEF • Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning and sustained CPD for all staff • Support the Principal in creating an outward-facing school which works with others in a climate of mutual challenge • Be active in supporting the outreach work we do as part of our Teaching School, National Support School, Education Improvement Partnership and the Sussex Maths Hub
Application Process	<p>Please apply using the Catholic Education Service application form for Senior leaders and a letter of a maximum of two pages. In your letter of application please consider the following key areas:</p> <ul style="list-style-type: none"> • Your reasons for applying for the post and a vision of what you will bring to this role • The leadership experiences that you have had that you feel are relevant to the post, particularly leading maths development • An outline of what you feel are the key issues facing schools in the next two to three years

	<ul style="list-style-type: none"> An indication of your strengths, both personally and professionally <p>We warmly invite interested candidates to visit the college. Please contact Mrs Sally Jenkins via email to arrange this visit: mrsjenkinss@strichardscc.com</p>
References	You are asked to give the names of three referees, one of which should be your current Headteacher, another should be a Middle or Senior Leader in your current school.
Dates	<p>Deadline for applicants:</p> <p>Closing date:</p> <p>Interviews: TBC</p> <p>Start date: September 2018</p>
Other Information	<p>On our school website you will find a range of information to give you a flavour of the school notably:</p> <ul style="list-style-type: none"> Annual Report to Governors (2017) School SEF: December 2017 College Improvement Plan priorities: Year 3 School Performance Tables Copies of newsletters (2016-17) Minutes of Parental Focus Groups (2016-17) <p>Candidates who are shortlisted will receive additional information.</p>



Job Title	Assistant Principal
QUALIFICATIONS AND EXPERIENCE	
Qualified teacher status/GTC registered.	
Evidence of relevant professional development.	
Good honours degree.	
Appropriate experience of secondary education .	
Appropriate professional development and updating related to school leadership, curriculum and teaching and learning.	
FAITH COMMITMENT	
An understanding of the leadership role in the spiritual development of pupils and staff.	
An understanding of the school's role in the parish and wider community and contribution to community cohesion.	
Experience in leading assemblies and/ or acts of worship.	
LEADING TEACHING AND LEARNING	
Knowledge of or commitment and ability to:	
Implement strategies for raising achievement and achieving excellence for pupils, staff and self.	
Use assessment strategies to inform the next stages of learning for all abilities.	
Implement strategies for developing effective teachers to ensure the entitlement of all pupils to effective teaching and learning.	
Understand the characteristics of an effective learning environment and the key elements of outstanding behaviour and attendance management.	
Challenge under-performance at all levels, ensuring that appropriate intervention and support result in exceptional outcomes.	
Lead curriculum design and management.	
Promote e-learning .	
Be strategic in ensuring inclusion, diversity and access.	
Understand successful teaching and learning across the Key Stages.	
DEVELOPING SELF AND WORKING WITH OTHERS	
Knowledge of or commitment and ability to:	
Manage change, conflict and empower individuals and teams.	
Have an unrelenting belief that we can all improve, irrespective of age or career stage.	
Collaborate and network with others beyond the school	
Give and receive effective feedback and act to improve personal performance.	
Accept support from others including colleagues, governors, Diocese and LA	
Work with governors to enable them to fulfil whole- school responsibilities.	

MANAGING THE ORGANISATION

Knowledge of or commitment and ability to:

Understand and apply the principles of distributed leadership and accountability.

Apply principles and strategies of school improvement.

Plan and manage projects for implementing change.

Apply good practice in Performance Management/Appraisal.

Use new and emerging technologies to enhance organisational effectiveness.

Manage the school effectively on a day-to-day basis.

SECURING ACCOUNTABILITY

Knowledge of or commitment and ability to:

Use a range of evidence, including performance data and external evaluations to improve school life, including challenging poor performance

Apply principles and practice of quality assurance systems including school review, self-evaluation, performance management and stakeholder and community involvement.

Lead others effectively and efficiently towards the academic, spiritual, moral, social and cultural development of all pupils.

Hold other relevant staff members to account for pupil outcomes.

Evaluate and review the quality and impact of provision for all groups of pupils.

STRENGTHENING COMMUNITY

Knowledge of or commitment and ability to:

Work in partnership with parents, governors and parish and the wider community.

Utilise the wider curriculum beyond schools and the opportunities it provides for pupils and the school community.

SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION

In addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline.