



# **ELLESMERE PORT**

## **Catholic High School**

**“I have come so that they may have life and have it to the full”**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher

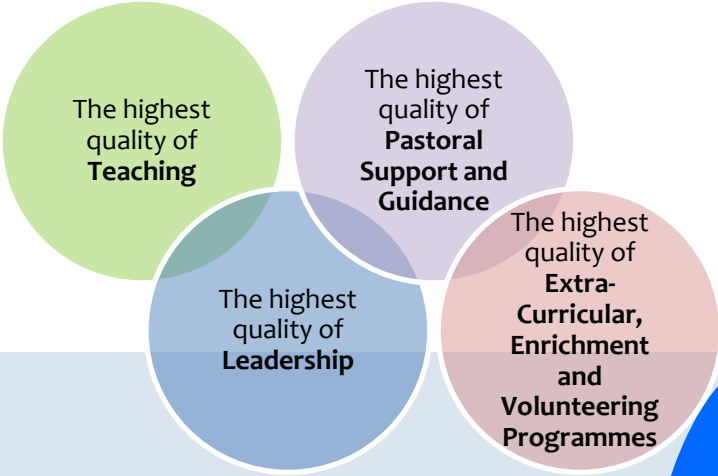


**Ellesmere Port Catholic High School** is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



With 938 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10:10

March 2023

Dear Colleague,

I am delighted that you are interested in this post of Senior Assistant Headteacher. This post is of immense importance to us as a team and as a school as it will offer the successful candidate the opportunity to contribute to our already highly ambitious school.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a significant whole-school impact and gain excellent professional development.

In appointing to this position, we are looking for a colleague who has:

- A dynamic, innovative and creative approach with excellent interpersonal skills.
- The learner at the centre of their vision.
- Excellent classroom practice.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

If you are interested in applying for this key post, please write a letter of no more than two sides of A4, detailing the following:

- How your experience so far has prepared you for this post.
- Your vision for this leading this area across KS3 and KS4

The closing date for the receipt of applications is **9.00am on Friday 28<sup>th</sup> April 2023**. Completed letters and application forms should be marked for the attention of the Headteacher and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

Visits to the school are welcome prior to application, please phone the school on 0151 355 2373 or email [admin@epchs.co.uk](mailto:admin@epchs.co.uk)

Interviews are scheduled to take place Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> May.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile  
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons



In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools  
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port



## ELLESMERE PORT CATHOLIC HIGH SCHOOL

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire CH65 7AQ  
[www.epchs.co.uk](http://www.epchs.co.uk)



TEL: 0151 355 2373

Email: [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

### **Senior Assistant Headteacher** **Leadership Pay Scale L14-16** **Required for September 2023**

In addition to the above, we offer an **Employee Assistance Programme** to you and your immediate family, **continued Professional Development** and an **excellent Staff Wellbeing Programme**.

The Governors are looking to appoint an innovative and well-qualified leader to strengthen the leadership team in the area of **Achievement**.

The person appointed will be an excellent leader and teacher.

If you are an Excellent leader and teacher with the skills and motivation to be part of a successful and forward-thinking leadership team, we encourage you to apply.

Further information and application packs can be obtained from the school website [www.epchs.co.uk](http://www.epchs.co.uk) or by contacting the school on 0151 355 2373.

Visits to the school prior to application are welcome; please contact the school to arrange.

Closing date: **9.00am: Friday 28<sup>th</sup> April 2023**

Interviews: **Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> May 2023**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check.

The Diocese of Shrewsbury in partnership with Cheshire West and Chester LA



## Job Description

# Senior Assistant Headteacher

### Achievement at KS3 & KS4

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Check from the Criminal Records Bureau (DBS) and obtain any other statutorily required clearance.**

### **School Mission Statement**

*"I have come they may have life and have it to the full".  
John 10:10,*

Please note: this job description must be read in conjunction with the current School Teachers' Pay and Conditions Document, particularly Part XII – 'Conditions of Employment of Teachers other than Head Teachers', which itemises the general conditions of employment governing this post.

<b>Role</b>	<b>Senior Assistant Headteacher</b>
<b>Job Purpose</b>	<p><b>To be responsible for...</b></p> <ul style="list-style-type: none"> <li>• <b>The strategic direction of the school in workings with the Headteacher and Senior Leadership Team</b></li> <li>• <b>The provision, development, and evaluation of the school's strategic plan for student impact.</b></li> <li>• <b>The effective management of staff and resources</b></li> <li>• <b>Other areas of responsibility defined as a result of the interview process.</b></li> <li>• <b>Any additional duties that the Headteacher might reasonably request for the effective leadership and management of the school.</b></li> </ul>
<b>Reporting To</b>	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>
<b>Responsible For</b>	<ul style="list-style-type: none"> <li>• Link Curriculum Areas as designated by the Headteacher.</li> <li>• Relevant components of School Self Evaluation Reports &amp; Improvement Plans</li> </ul>
<b>Salary/Grade</b>	<ul style="list-style-type: none"> <li>• Leadership ISR 14-16</li> </ul>
<b>Disclosure</b>	<ul style="list-style-type: none"> <li>• Enhanced</li> </ul>
<b>MAIN DUTIES &amp; ACCOUNTABILITIES</b>	
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>• To actively support the Catholic Christian Ethos of our school</li> <li>• To be a witness to the vision of secondary education within the context of the mission of Ellesmere Port Catholic High School and the Diocese of Shrewsbury as a Catholic School</li> <li>• To support role of the school in the parish and wider community</li> <li>• To contribute fully to the School Self Evaluation under the Shrewsbury Diocese Section 48 Framework</li> </ul>
<b>Strategic Planning/Operational</b>	<ul style="list-style-type: none"> <li>• To evaluate and strengthen the achievement of students across the school years 7-11</li> <li>• To Lead and develop assessment, recording and reporting</li> <li>• To lead on setting, monitoring and academic targets at Key Stages 3, 4 &amp; 5</li> <li>• Contribute, with the Headteacher, to school-wide policy development.</li> <li>• Support the development and implementation of the schools' quality assurance framework.</li> </ul>
<b>Learning &amp; Teaching</b>	<ul style="list-style-type: none"> <li>• Contribute to the whole school self-evaluation process and report to the Headteacher and governors of standards across the school.</li> <li>• To produce reports for the Headteacher, Governors, Diocese, LA or OfSTED as required.</li> <li>• To develop experiences that would enhance the Spiritual, moral, social, and cultural development of students.</li> </ul>



<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• Manage, oversee, and coordinate as appropriate, impact of the curriculum intent and implementation in years 7-11 - Achievement.</li> <li>• To produce reports for the Headteacher and governors as appropriate</li> <li>• Lead on project 70 with SLT</li> <li>• Lead on the Options process in year 9 alongside the Curriculum Support Manager</li> </ul>
<b>Performance &amp; Standards</b>	<ul style="list-style-type: none"> <li>• Analyse and interpret relevant national local and school data to ensure that student achievement is maximised</li> </ul>
<b>Co-Opted to</b>	<ul style="list-style-type: none"> <li>• Governors' committees as requested by the Headteacher</li> </ul>
<b>General Duties</b>	<p>As a member of the leadership team to have a shared responsibility for:</p> <ul style="list-style-type: none"> <li>• Promoting, upholding, and embedding the Catholic ethos of the school</li> <li>• Promotion, upholding and embedding a positive school ethos and a culture of all can achieve.</li> <li>• Contribute to the smooth day to day running of the school.</li> <li>• Supporting staff regarding issues of pupil discipline</li> <li>• Participating in and supporting staff in duties</li> <li>• Taking assemblies</li> <li>• Participating in performance management reviews</li> <li>• Leading and managing whole school self-evaluation</li> <li>• To represent the school and actively make links with external agencies.</li> <li>• To attend, contribute to and when required lead meetings at all levels including departmental, whole school and governor.</li> <li>• Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community.</li> <li>• Promote and support extra-curriculum provision and the broader life of the school and the community.</li> <li>• Assist with and when appropriate lead the organisation and administration of the day to day, termly and annual routines of the school and special occasions.</li> <li>• To contribute to the review and writing of school policies</li> <li>• To undertake the normal responsibilities of a class teacher</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>March 2023</p>	



## Ellesmere Port Catholic High School

### PERSON SPECIFICATION: Assistant Headteacher - Achievement



	Essential	Desirable
<b>Relevant Experience</b>		
Post with management responsibility within existing or previous school	x	
Involvement in the professional development of staff	x	
An outstanding classroom practitioner	x	
Experience of producing examination results to a high standard	x	
<b>Education/training</b>		
Degree or equivalent qualification and a teaching qualification	x	
Up-to-date in-service training in subject and whole school issues	x	
Additional qualifications relevant to the post		x
<b>Specialist Knowledge and Skills</b>		
Strong working knowledge of the National Curriculum, issues and developments	x	
Highly effective interpersonal, communication and presentation skills; the ability to lead and enthuse others; the ability to co-operate and co-ordinate with other departments	x	
Excellent administration, organisation and management skills	x	
Excellent information and communication technology skills	x	
Knowledge of equal opportunity issues for students and staff	x	
A flexible and open-minded approach to learning and teaching with an understanding and proven practice of differentiation	x	
<b>Additional Factors</b>		
A commitment to raising achievement across years 7-11 whole ability range	x	
Ability to multi task and deal with numerous challenges simultaneously	x	
Energy, commitment, innovation; a person of "vision" with a total commitment to World Class standards	x	
Willingness to be involved in extra-curricular activities and intervention strategies for all year groups	x	
Ability to motivate and coach staff to perform to the best of their ability	x	
Commitment to developing links with parents and the wider community	x	

# Meet our team

## Head of 6<sup>th</sup> Form / Staff CPD & Support



**Mrs L Henderson**  
Director of Learning & Support

## Curriculum & Data



**Mr T Laing**  
Senior Assistant Headteacher

## Pupil Premium



**Mr C Jones**  
Assistant Headteacher

## Quality Assurance / Curriculum Intent / Performance Management



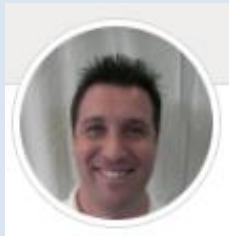
**Ms L Oakley**  
Assistant Headteacher

## Inclusion & Diversity



**Mrs V Marsland**  
Assistant Headteacher

## Implementation



**Mr M Cavanagh**  
Assistant Headteacher

## Personal Development

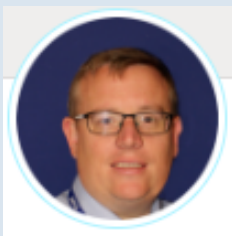


**Mr M Hughes**  
Assistant Headteacher

## Higher Ability Students



**Mrs P Barker**  
Associate Assistant Headteacher



**Mr C Jones**  
Strategic Business & HR Manager

# Guidance for Applicants

## **How to apply**

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## **Shortlisting**

The shortlist process will consist of an interview panel who will be objective, and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## **The Interview**

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## **Safeguarding statement**

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form, this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



# Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

PSALM 21:  
He asked for life and you gave it to him



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**Catholic High School**

**Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

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