



HOLY CROSS

Multi-Academy Company

ASSISTANT HEADTEACHER
CURRICULUM, ATTENDANCE & DATA
APPLICATION PACK

Our Motto, Mission and Aims

Our Schools

Coventry



Achieving together in faith



Holy Cross Catholic Multi-Academy Company

November 2021

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of Assistant Headteacher at Cardinal Newman Catholic Secondary Academy within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact the school.

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.



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The 'Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

The closing date for receipt of applications is via email to suzanne.harris@cncs.school by 9.00am on Tuesday 7 December 2021.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.



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WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

Ms E O'Connor
Headteacher
Cardinal Newman Catholic School



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Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

High aspirations for all

Outstanding education - To create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance

Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do

Young people – who are resilient and make a positive contribution to their diverse and changing communities

Community - strengthening and nurturing the Catholic life of our schools

Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community

Optimising our resources to realise best-value by sharing assets and using economies of scale

Standards - To maintain the highest quality of Catholic education by ensuring accountability at all levels

Service to God by serving others in our school and local communities and national and international communities in need.



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JOB DESCRIPTION

ASSISTANT HEADTEACHER – CURRICULUM, ATTENDANCE & DATA

EFFECTIVE FROM	:	April 2022
RESPONSIBLE TO	:	The Deputy Headteacher or Senior Assistant Headteacher
SALARY	:	L12-L16

As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. This appointment is made with the Governors under the terms of the CES Contract signed with the Governors as employers. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

The post will require you to work in partnership with the Headteacher, Deputy Headteachers, Governors and staff to ensure the continuous improvement of the school.

KEY RESPONSIBILITIES

- In consultation with the Headteacher, lead and implement the curriculum vision for the school.
- Lead and implement the school's options processes throughout the year.
- Monitor, refine and implement a curriculum that maximises outcomes for all students and which provides them with a holistic experience that prepares them for their next stage.
- Lead and line manage a range of specific areas of school life that add value to the curriculum and school ethos.
- Support the Leadership Team in delivering all aspects of the school improvement plan.
- BTEC quality nominee.
- Lead, manage, review and quality assure the whole school tracking system, ensuring the ongoing training of staff to support student progress.
- Effectively report progress data to students, parents and governors including interim reports and parents' evenings.
- Working with middle leaders to monitor, review and plan the most effective provision to support pupil progress in light of progress data.
- Work with senior leaders to ensure data is readily available to support relevant intervention to address gaps in student achievement.
- Leadership of external exams and all aspects of data and assessment.
- Managing the Data and Exams Officer to ensure internal and external examinations run smoothly





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and efficiently

- Assessment, reporting and recording including liaison with parents, governors, middle leaders and staff.
- To lead on attendance (KPI) and punctuality so that standards and provision fall within the outstanding judgement criteria.
- To take responsibility and report to the Deputy Headteacher for enhancing the formal curriculum with extra curricular opportunities for students to extend their knowledge and understanding and to improve their range of artistic, creatives and sporting activities and track the impact on student groups.

The following duties are neither exclusive nor exhausted and the post holder may be requested to carry out other appropriate duties required by the Headteacher or Governors.

The main expectations of the role are as follows:

SHAPING THE FUTURE

- Support the Headteacher, Deputy Headteacher and Governors in establishing a vision for the future development of the school.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school.
- Contribute to the identification of key areas of strength and weakness in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues.
- Promote a culture of teamwork in which the views of all members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.
- Share responsibility for ensuring that the principles of `Every Child Matters` are firmly embedded in the school's philosophy.
- Actively promote the Catholic ethos of the school.

LEADING LEARNING AND TEACHING

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Provide training for staff on effective teaching and learning.
- Promote the active involvement of pupils in their own learning.
- Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school.



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- Support strategies to promote high standards of behaviour.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Support the development of an effective assessment framework.
- Promote the use of ICT to enhance and extend pupils' learning.
- Monitor and evaluate classroom practice.
- Provide support for colleagues in improving their classroom practice.
- Help ensure quality provision for pupils' religious, spiritual, moral, social and cultural education in line with the distinctive Catholic nature of the school.

DEVELOPING SELF AND WORKING WITH OTHERS

- Promote and safeguard the safety and welfare of children and young people.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

MANAGING THE ORGANISATION

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- Develop action plans in specified areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources to ensure they meet the school's identified priorities.
- Take responsibility for the Performance Management of identified staff.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

SECURING ACCOUNTABILITY

- Support the Governing Body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in meeting its responsibility to account for the performance of the school.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.



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- Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary.

STRENGTHENING COMMUNITY

- Support the Headteacher in building a school culture based on Gospel values and which takes account of the richness and diversity of the school's communities.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents which are based on partnerships to support and improve pupils' achievement.
- Support the development of relationships with local church and parish communities and with the family of Catholic schools.



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Person Specification

ASSISTANT HEADTEACHER – CURRICULUM, ATTENDANCE & DATA

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Good honours degree • Teaching qualification 	<ul style="list-style-type: none"> • Higher qualification in education and/or management • Evidence of further professional study 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	<ul style="list-style-type: none"> • Significant management experience in a secondary school • Member of a Middle Leadership Team (Head of Department or Head of Year etc) • Proven track record of raising educational standards 	<ul style="list-style-type: none"> • Experience of leading on a whole school initiative. 	<ul style="list-style-type: none"> • Application form • Letter of application • Selection process • References
Shaping the future	<ul style="list-style-type: none"> • Clear vision and ability to deliver a strategy • Commitment to the development of an inclusive school ethos and standards of behaviour • Ability to further develop the Catholic ethos of the school 	<ul style="list-style-type: none"> • High profile in school and the wider community • Proven track record of change management 	<ul style="list-style-type: none"> • Letter of application • Selection process • References
Leading learning and teaching	<ul style="list-style-type: none"> • Placement of learning at the centre of strategic planning and resource management • Commitment to school-wide focus on pupil attainment and achievement and on high quality teaching. • Demonstration of high expectations • Ability to use a wide variety of appropriate data to inform teaching and learning 	<ul style="list-style-type: none"> • Experience of implementing strategies that improve other teachers’ teaching and target-setting. 	<ul style="list-style-type: none"> • Letter of application • Selection process • References



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Developing self and working with others	<ul style="list-style-type: none"> • Commitment to continuing professional development • Effective communicator • Ability to promote positive relationships • Ability to set clear and challenging targets 	<ul style="list-style-type: none"> • Experience of effective performance management of others. 	<ul style="list-style-type: none"> • Letter of application • Selection process • References
Managing the organisation	<ul style="list-style-type: none"> • Commitment to manage and develop high performance teams • Commitment to fostering a partnership between Governors, staff, parents and pupils • Implementation of appropriate improvement plans and policies • Ability to make and take decisions 	<ul style="list-style-type: none"> • Exploring and securing additional sources of funding. 	<ul style="list-style-type: none"> • Letter of application • Selection process • References
Securing accountability	<ul style="list-style-type: none"> • Ability to delegate responsibility with accountability • Ability to lead and promote self-evaluation processes 		<ul style="list-style-type: none"> • Letter of application • Selection process • References
Strengthening communities	<ul style="list-style-type: none"> • Commitment to develop community links for mutual benefit • Collaboration with other agencies and providers 		<ul style="list-style-type: none"> • Letter of application • Selection process • References
Personal qualities and attributes	<ul style="list-style-type: none"> • People-centred • Enthusiastic • Decisive • Empathetic • Sense of humour • Authoritative • Dynamic/inspirational • Integrity - honesty, professionalism • Lead from the front 		<ul style="list-style-type: none"> • Letter of application • Selection process • References



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Our Schools



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Cardinal Newman Catholic Secondary Academy



Our school is named after one of England's foremost Catholics, the Blessed John Henry Newman and we are very proud to be associated with his love of learning and his strong commitment to providing the best pastoral support for those in his care.

Our mission statement "Knowledge through the light of faith" is at the heart of all we do and we endeavour to make known to every student that they are made for greatness because they are a child of God and are uniquely created and loved by God.



Every student is called to live out the gospel values by loving God, others and themselves and by being prepared to always do their best and be the best person they can be.



We insist on the highest standards of behaviour, uniform, attitude to learning and respect for one another and the environment. By providing a traditional, yet broad and balanced curriculum for all our students regardless of ability and background, we are able to recognise and develop individual talents and interests including academic, creative and sporting provision that is appropriate for every child from our special needs students to our Oxbridge

applicants. We also have a varied extra-curricular activities programme that includes a wide variety of clubs as well as day and residential visits to enhance each student's learning experience.

We are blessed to have an amazing staff who work tirelessly for our students so that they are given every opportunity to fulfil their true potential and we pride ourselves on excellent relationships, where we work together to form a happy, loving and caring community, based on clear boundaries, accepted values and high expectations.

We are very proud of our successes and our GCSE results in 2018 placed us as one of the highest performing secondary schools in both the Diocese and Coventry Local Authority. We are determined to continue to improve to meet the needs of our students in an ever-changing world and we are confident that we will achieve our vision, which is simple: to become an outstanding catholic school in all we do.

At Cardinal Newman we want for your child exactly what you want as parents – the best and nothing but the best.



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Bishop Ullathorne Catholic Secondary Academy



At Bishop Ullathorne Catholic Secondary Academy, we recognise the uniqueness of each child and the need to build upon the firm family Catholic values established in the home and in our partner primary schools. Our mission as a Catholic school is to be an active Christian community of love and service where all feel they belong and are valued. We believe strongly that each child has a right to excellence and to be actively encouraged to be the person God wants them to be.

Working together, we enable our students to recognise and to have confidence in their own abilities. It is important to us to raise the aspirations of each of our students and provide them with the love and support to grow as the very special person that they are. We focus on rounded development: spiritually, morally, socially, physically and academically. Every member of our school community is valued and their sense of belonging is paramount. Whilst great emphasis is placed on each student's academic achievement, we also foster traditional values. Your child's sense of belonging at school contributes to our sense of community in a happy supportive atmosphere. Hard working, caring and sympathetic staff work in partnership with parents to ensure that your child's secondary school career is enjoyable and successful.

Our outstanding Catholic school has a long standing record of high quality education and academic excellence. Student achievement is a continued strength at both key stage 4 and key stage 5. All progress and attainment measures significantly exceed the national averages. Each member of our school community is highly valued.

We are guided daily through our own expectations, known as the Ullathorne Way. This calls us to be:

- Compassionate
- Faith filled and Prophetic
- Attentive
- Eloquent
- Curious and Wise
- Grateful



Only by extolling these virtues can we show the love of Christ in our daily actions and grow to be our true self.



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Christ the King Catholic Primary Academy



Christ the King Catholic Primary Academy provides an excellent, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence. Our school offers all-through primary education for 420 pupils, complemented by 52 nursery places.



Our teaching philosophy is centred on an environment of mutual respect where the staff, the pupils and the whole community work together for the common aim of educating to achieve the highest standards of competence and ability and to be responsible and worthy citizens of the world.

The diverse backgrounds represented by our pupils and staff contribute to a rich learning environment where the communication of knowledge is informed by professional expertise and personal experience. A differentiated teaching programme delivers the curriculum at the rate appropriate to the individual child.

We aim to develop and extend every pupil to enable them to achieve their full potential, irrespective of academic ability or social background. Our curriculum encompasses the widest range of concepts, attitudes, skills, responsibilities and cross-curricular issues relevant to a pupil's life in its widest perspective.



The school offers a wide range of sporting and artistic activities to complement the core academic expectations of the National Curriculum.

Our pupils make excellent academic progress, and impressive results are achieved on the sports field and in the arts arena.



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St Augustine's Catholic Primary Academy



St Augustine's Catholic Primary Academy is located in the heart of Radford in Coventry. We are a happy and vibrant two form of entry school with a Nursery. As a school we aim to work in partnership with parents, guardians, the parish and the Academy family of schools to support our children and families on their journey of Faith. As part of the family of God we work hand in hand.

'To listen to God's call, to learn from God's word and to share God's love through service.'



Our extensive grounds include a Forest School site which is used to develop a range of skills with pupils, a Thrive nurture room, a sports Muga and counselling facilities.

Our staff here are committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced curriculum that will both engage and educate our pupils shaping them into caring future disciples and knowledgeable, responsible citizens.



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St Elizabeth's Catholic Primary Academy



St Elizabeth's is truly a special place, a happy place where staff, parents, governors and children work in harmony together. The school has developed an individual identity since its creation over 100 years ago which combines the best of traditional educational values with a modern vibrant vision.

At St Elizabeth's we pride ourselves on celebrating the cultural diversity of our locality. We are a school community in which all children are welcomed and valued as unique members of God's family, a family of different faiths and backgrounds living, loving and learning together joyfully following in the footsteps of Jesus Christ.



Central to our philosophy are the values and virtues Christ taught us through the Gospels, these values run through every aspect of school life like a golden thread, intertwined and bound throughout all of our relationships and the experiences we provide for our children. Our reliance on these values ensures the spiritual formation of every member of our school family.

We aim to provide a rich and diverse curriculum that develops our children morally and socially as well as academically. Children leave St Elizabeth's as faithful, aspirational, responsible and resilient young people ready to make positive contributions to the wider communities in which they live.

At St Elizabeth's we take enormous pride in knowing all of our children and families very well. We are fully committed to ensuring that each child is offered the finest start to their education in a stimulating, caring and loving environment, an environment which influences a lifelong love of learning and one in which our children thrive and live life to the full.



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St John Vianney Catholic Primary Academy



Welcome to St John Vianney where Christ is at the centre of everything we do. We have one school rule which is:

Love one another as I have loved you

We strive to promote the values of our Christian faith throughout our daily life. We provide a religious syllabus, which develops our children's knowledge and understanding of our faith. However, more important to this school are those values, which we try to relate to all the aspects of our life within the faith community of St John Vianney Parish.



St John Vianney is a happy and caring school where every child is known and loved. We seek to challenge and support all our children and make them excellent citizens of the future, knowing how important it is to do their best and care for those around them.

We are conscious of the necessity to provide our pupils with a broad and balanced curriculum and constantly review and evaluate the achievements of the school. Our curriculum is exciting and engaging aiming to bring the humanities alive through first-hand experience wherever possible. We aim to provide both high academic and non-academic standards, a good faith basis and involvement in the wider community. Moreover, developing the whole child by enabling them to acquire knowledge, appreciate their creative abilities and master the challenges of physical education and sport.



St John Vianney Catholic Primary Academy strives to achieve its aims through a strong partnership between governors, staff, children, parents and Parish. Most of our governors are parents or past parents and members of our Church community. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility. We believe that we can only achieve the best for your child by close co-operation between home and school. Without the involvement of parents, our task is that much more difficult and less enjoyable. We hope that parents will take a

close interest in what their children are doing in school and will encourage learning and its importance in later life.

It is our view that Primary School years lay the foundations for a lifetime of learning and work hard to cultivate the fundamental partnership between Home and School by welcoming parents to become involved in their child's education.



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St Thomas More Catholic Primary Academy



St Thomas More's motto is "Learn and Grow as God's Holy People" and this underpins everything we do at the school. We believe that every child should be pushed and supported to achieve their God-given potential and that it is our responsibility to get the best out of all of our students – academically, socially and spiritually. We are a very diverse, multi-ethnic community with a highly inclusive ethos.

Children are happy to come to school here and they thrive on the nurture and support offered. We are situated in a suburban residential area of south Coventry, a 30 minute walk from the city centre, but we draw our children from a much wider catchment area. The school is housed in a modern building which opened in September 2014 and we have very generous grounds which include a large field, allotment, forest school, a pond and a chicken pen.

We are committed to academic excellence and are always keen to innovate, using research-based methods to develop and improve our practices further. We keep our curriculum under constant review so that it is appealing and relevant to our current situation and we place great emphasis on the importance of a consistent approach from Nursery to Year six. Our children's learning experience is very hands-on: an example of this is our maths mastery programme which focuses on underlying mathematical concepts and number sense through the use of manipulatives all the way from Reception to Year 6. We see it as our duty to produce well-mannered, respectful and motivated young people and our behaviour and discipline policies are reflective of this. Children leave St Thomas More with all the qualities they need to make a positive contribution to society. We have excellent relationships with



our local parish and the children make good use of the church. Our vocation to Catholic life is evident across the curriculum and throughout the school. Our families are very supportive of our ethos and work well with school leaders to ensure positive outcomes for all. Many parents comment that St Thomas More is like an extension of the family.



The school received a highly positive Ofsted inspection in January 2018 and we aim to build on this as we continue to improve and push ourselves to be the best we can possibly be.



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Holy Cross MAC Schools



Why work in Coventry?



Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has recently been awarded the City of Culture for 2021. You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey.

The Ricoh Arena hosts both football and rugby, along with music concerts. Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times. The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which was awarded 'University of the Year for *Student Experience*' by The Times in 2014 and the University of Warwick, which is in the top 10 on the league tables. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.





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