

Archbishop McGrath Catholic High School

Ysgol Uwchradd Gatholig Archesgob McGrath



Deputy Headteacher Recruitment Pack

Required from January 1st 2025

Leadership Scale L18 – L22

ADVERTISEMENT

DEPUTY HEADTEACHER

Salary: L18 – L22

Start Date: 1st January 2025

NOR: 840

The Governors of this over-subscribed and forward-looking school are seeking to appoint an outstanding practising Catholic school leader to the post of Deputy Headteacher.

The successful applicant will play a key role in ensuring our school continues its drive for the highest standards of wellbeing and academic outcomes.

Further details relating to the specific responsibilities linked to the post can be found in the recruitment pack. Regardless of prior experience, the appointee will be supported by a comprehensive induction programme.

Our Deputy Headteacher will have the support of an established and experienced senior team, an excellent team of staff, an active and engaged Governing Body and our outstanding pupils.

The CES leadership application form and further information can be downloaded from Eteach and should be returned to Mrs. K. Machin, Exams, Staffing and Admissions Manager at recruitment@archbishopmg.co.uk

Applicants are encouraged to make an appointment to visit the school prior to submitting their application.

Closing date: 17th October 2024 at 08.00. Shortlisting will take place on the same day. Interviews will take place on **October 23rd and 24th.**

Archbishop McGrath is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS disclosure.

A commitment to support and make a positive contribution to the life and strong Christian ethos of this thriving 11-18 Catholic school is essential.

A message from our Headteacher and Chair of Governing Body

Thank-you for showing an interest in the Deputy Headteacher post at our school. The vacancy has arisen due to the promotion of the current post-holder to Headship.

For over half a century, Archbishop McGrath has existed as a Catholic High School to serve all parts of the County Borough of Bridgend. As a school with just under 900 learners aged 11-18, we pride ourselves on our ability to get know our pupils and their families. Those who attend our school choose to do so because of our Catholic ethos and our track-record of academic excellence.

In addition to this, and equally as important, positive relationships are at the heart of all that we do. As our mission statement states, 'we aim for all our learners to leave us as Empowered, Virtuous and Employable individuals' – indeed this concept of 'EVE' permeates every aspect of what we do as a school and our excellent team of staff help to ensure the ambition we share for our learners is realised.

Outcomes at GCSE and 'A' level are consistently strong and we are very proud of the fact that over 90% of our sixth form further education applicants are accepted at their first choice of university.

With a school building that is less than fifteen years old, our learners benefit from being taught in excellent facilities - modern classrooms, specialist laboratories and workshops, excellent IT facilities and a wide range of sports facilities. These include a dance studio, sports hall and a floodlit 3G pitch.

Whilst we are a Catholic school, we are a fully inclusive community and accept pupils from all faiths as well as from families who have no preferred faith. We enjoy excellent links with our main partner primary schools - St. Mary's Catholic Primary, Bridgend, St. Robert's Catholic Primary, Aberkenfig, St. Mary's and St. Patrick's Catholic Primary, Maesteg, Archdeacon John Lewis Church in Wales Primary, Brackla and Penyfai Church in Wales VC Primary School. In addition to these schools, we accept pupils from over fifteen other schools from across Bridgend County. A small number of pupils attend our school from outside Bridgend.

For this post, we are looking for an outstanding, proven school leader with the potential to become a Headteacher in the future.

As well as the Headteacher and Deputy Headteacher posts, our Senior Leadership Team comprises of three Assistant Headteachers. Our School Business Manager is also an associate member of our leadership team. Whilst the exact responsibilities of the appointee will depend on experience, as this vacancy starts mid-year, it is likely the new post holder will assume some of the responsibilities of the current post-holder for the remainder of this academic year.

All applicants are encouraged to make an appointment to visit the school prior to the closing date. These will potentially take place on Wednesday October 9th but other dates will be available.

We look forward to hopefully meeting you as part of the appointment process over the coming weeks.



Ashley Howells

Headteacher

Mrs. J. Phillips

Chair of Governing Body

SLT responsibilities 2024-2025

These are reviewed annually and updated as appropriate.

Deputy Headteacher

- To deputise for the Headteacher as required.
- To be the joint Designated Safeguarding Lead in conjunction with the AHT.
- To be the SLT link for Years 12 and 13.
- SLT lead for standards of **teaching and learning** and co-ordination of the lesson observation and learning walk schedule.
- SLT lead for planning and delivering **professional learning opportunities** for staff.
- SLT lead for developing the **curriculum** in line with the expectations of the curriculum for Wales.
- SLT lead for whole-school **pupil leadership** opportunities and to coordinate and arrange meetings of the student council.
- To ensure all departments have high quality schemes of work that focus on the four core purposes and opportunities for skills progression.
- SLT lead for ITT and NQTs.
- SLT link for careers and work-related experiences (**CWRE**)
- To contribute to developing the school safeguarding culture.
- To contribute to the production and review of the SER and SIP.
- To quality assure departmental improvement plans so that they mirror the school improvement plan (SIP).
- To facilitate the sharing of best practice within the school.
- To chair half-termly meetings of Heads of Department and academic TLR holders.
- In conjunction with the Headteacher, to produce the draft school calendar, consult with staff and manage any updates as required.
- To lead and attend assemblies as required
- To conduct re-integration meetings post-exclusion as required.
- To help lead whole school events as required.
- To act as the school complaints officer.
- To teach as per timetable requirements.
- To line and performance manage designated middle leaders: Head of 6th Form, Head of SCC/BS Head of PE, Head of English, Head of Welsh, Head of IL.

Assistant Headteacher

Well-being, care, support and guidance

- To be the joint Designated Safeguarding Lead in conjunction with the DHT.
- To be the SLT link for Years 10 and 11 and have overall responsibility for the progress, wellbeing, attendance and behaviour of KS4 pupils.
- SLT lead for attendance in Years 10 and 11.
- To monitor and act on as needed, the Year 10 and 11 MyConcern system.
- To support the Leaders of Wellbeing (Years 10 and 11) and Wellbeing Support Officers with the resolution of more serious pastoral matters.
- To meet parents as required and to hold re-integration meetings post exclusion.
- To lead assemblies for Years 10 and 11 and any other year groups as required as per the assembly rota.
- To be the SLT link as required for Years 10 and 11 with outside agencies including social services, police, counsellor, key worker and health.
- To hold joint fortnightly update meetings with the LoW for Years 10 and 11.

Whole School Responsibilities

- SLT lead for **standards and data** - in collaboration with the Data Officer and RSLs for KS3 and 4, to coordinate the tracking of individual and sub-groups of pupils in order to monitor pupil progress support school headline performance measures. This is to include progress made by those affected by ALN, poverty (RADY) or other barriers to progress.
- SLT lead for **whole-school attendance**.
- SLT lead, in collaboration with all SLT, for developing the school **safeguarding culture**.
- SLT lead for staff induction.
- SLT link for ensuring pupils **develop their skills** in lessons and over time.
- To contribute to the production and review of the SER and SIP.
- To support the co-ordination and administration of CAT and Welsh Government assessments.
- To co-ordinate the organisation of all internal exams.
- To be the SLT link for the Examinations Officer.
- To support with the de-escalation of and resolution of any pupil, staff and parental issues as required.
- To be responsible for the production and update of any policies as required.
- To help lead whole school events as required.
- To play a full part in all aspects of senior leadership including duties, attending meetings and supporting staff and pupils as needed.
- To teach as per timetable requirements.
- To support the RSLs with the KS3 and 4 options process including overseeing arrangements for options evenings for Years 9 and 11.
- To line and performance manage designated middle leaders: LoW Year 10, LoW Year 11, Head of Maths, ALNCo, RSL KS4/Careers, RSL KS3/skills.

Assistant Headteacher

Well-being, care, support and guidance

- To be the SLT link for Year 7 and have overall responsibility for the progress, wellbeing, attendance and behaviour of these pupils.
- SLT lead for attendance in Year 7.
- To monitor and act on as needed the Year 7 MyConcern system.
- To support the Leader of Wellbeing (Year 7) and Wellbeing Support Officer with the resolution of more serious pastoral matters.
- To meet parents as required and to hold re-integration meetings post exclusion.
- To lead assemblies for Year 7 and any other year groups as required as per the assembly rota.
- To be the SLT link as required for Year 7 with outside agencies including social services, police, counsellor, key worker and health.
- To hold fortnightly update meetings with the LoW for Year 7.
- In collaboration with LoW Year 7, to help arrange and facilitate the primary transition programme and related events such as Open Evenings and taster days.

Whole School Responsibilities

- SLT lead for overseeing **Catholic ethos** and section 50. This includes liaising with the RE department, Chaplaincy team and parishes in order to ensure the school provides masses, assemblies and key school religious events in line with the liturgical calendar.
- SLT lead for **Curriculum design** and structure.
- To construct the school timetable, update as needed and manage its export into SIMS.
- SLT lead for **Seren**/MAT provision.
- SLT lead for delivery of the WG [RSE Code](#)
- SLT lead for delivery of the WG Citizenship curriculum
- To contribute to developing the school safeguarding culture.
- To contribute to the production and review of the SER and SIP.
- In collaboration with the RSL KS3, RSL KS4 and Head of 6th Form, to produce the KS4 and KS5 Option blocks.
- To be the school Educational Visits Co-ordinator.
- To support with the de-escalation of and resolution of any pupil, staff and parental issues as required.
- To be responsible for the production and update of any policies as required.
- To help lead whole school events as required.
- To play a full part in all aspects of senior leadership including duties, attending meetings and supporting staff and pupils as needed.
- To teach as per timetable requirements.
- To line and performance manage designated middle leaders: LoW Year 7, Head of RE, Head of History, Head of Geography, Head of Music, Head of Art.

Assistant Headteacher

Well-being, care, support and guidance

- To be the SLT link for Years 8 and 9 and have overall responsibility for the progress, wellbeing, attendance and behaviour of these pupils.
- SLT lead for attendance in Years 8 and 9.
- To monitor and act on as needed the Year 8 and 9 MyConcern system.
- To support the Leaders of Wellbeing (Years 8 and 9) and Wellbeing Support Officer with the resolution of more serious pastoral matters.
- To meet parents as required and to hold re-integration meetings post exclusion.
- To lead assemblies for Years 8 and 9 and any other year groups as required as per the assembly rota.
- To be the SLT link as required for Years 8 and 9 with outside agencies including social services, police, counsellor, key worker and health.
- To hold joint fortnightly update meetings with the LoW for Years 8 and 9.

Whole School Responsibilities

- SLT lead for **assessment, recording and reporting**.
- To support the Headteacher with the planning and co-ordination of all aspects of whole **school-self-evaluation** activities.
- SLT lead for the **performance of teaching staff**.
- SLT lead for all aspects linked to the School Health Research Network (**SHRN**).
- SLT lead for **GDPR** and to be the school data responsible officer/link with Judicium.
- To manage the register of all school policies and to manage their review by Governors in line with statutory requirements.
- To contribute to developing the school safeguarding culture.
- SLT lead for all aspects of ClassCharts.
- To contribute to the production and review of the SER and SIP.
- To produce and manage all staff duty rotas.
- To co-ordinate and organise all parents' evenings.
- To manage all aspects of the school website and to manage updates as required.
- To support with the de-escalation of and resolution of any pupil, staff and parental issues as required.
- To be responsible for the production and update of any policies as required.
- To help lead whole school events as required.
- To play a full part in all aspects of senior leadership including duties, attending meetings and supporting staff and pupils as needed.
- To teach as per timetable requirements.
- To line and performance manage designated middle leaders: LoW Year 8, LoW Year 9, Head of Science, Head of IT, Head of DT.

Our Key Three

At Archbishop McGrath, we firmly believe that in order to achieve consistent and sustained school improvement that has the biggest impact, we need to be constantly asking ourselves 'Our Key Three' questions. This in turn empowers our staff and maximises the opportunities for our pupils to achieve their full potential.



Our Vision & Mission

"Christ at the Centre"

Our core purpose is to ensure that all pupils reach or exceed their potential by using their God-given talents to develop as healthy, ambitious, capable, life-long learners ready to live as valued members of our local community, Wales and the world.

We aim for all our pupils to leave our school as: Empowered, Virtuous and Employable, individuals.

How to apply:

Please download and complete all sections of the CES Leadership application form.

Supporting Statement – the supporting statement on page 11 of the application form is where you write your letter of application. Please ignore the 1,300-word limit but please do not exceed 2 full A4 pages. Font Calibri, size 11 minimum. In order to maximise the space available, do not include your address at the top of the page or sign the bottom of the statement. Letters should be focused on how you meet the person specification and job description and structured under the headings below:

Your supporting statements must be structured using the three headings below:

1. Why you want to become the next Deputy Headteacher at Archbishop McGrath and the value you place on the importance of Catholic education.
2. Experience and skills that make you a credible candidate. This must refer to the job description and person specification.
3. Any additional relevant information you would like to make the panel aware of linked to your ability to undertake this role.

Finding us.

Our school is located close to the centre of Bridgend and is just 5-10 minutes off either M4 Junction 36 (Sarn) to the west or Junction 37 (Pencoed) to the east.

The town of Bridgend is within easy reach of the Glamorgan Heritage Coast which stretches for 14 miles from Barry to Porthcawl. This area is a must for walkers, cyclists or anyone with a love of the countryside. For those who prefer more urban pursuits, the McArthur Glen Designer Outlet Village is located 10 minutes from the school

Wherever you are in Bridgend, you are always within easy reach of Cardiff and Swansea, thanks to excellent road and rail links

