

Mount Carmel

R.C. HIGH SCHOOL

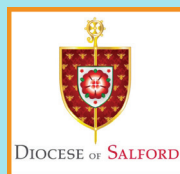


Deputy Headteacher Job Application Pack

www.mountcarmelhigh.co.uk



A Family of Faith & Learning



Mount Carmel

R.C. HIGH SCHOOL

OUR MISSION

FAITH



FAMILY



LEARNING



We are a visible Family of Faith

We are all on a Christ-centred journey, supporting everyone with spirituality, compassion and tolerance.

Faith is embraced, nurtured and grown.

We are ambassadors for Christ, through charity, stewardship and participation.

We are a loving Family

We are a welcoming, inclusive and sharing community where every person is loved and able to flourish.

We exemplify a family of Christ; a family built on unconditional love, forgiveness, tolerance and acceptance.

God's children, your children, our children

We are an ambitious Family of Faith and Learning

Our work extends beyond the classroom; a commitment to curiosity and creativity everywhere.

Every person is encouraged and supported to reach the widest horizons as a unique, courageous and resilient child of God.

A Family of Faith & Learning

Mount Carmel R.C. High School

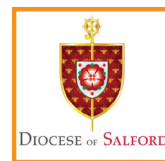
Deputy Headteacher



Required from: 1st September 2026

Salary: L18 - L24 £78,702 - £91,158

Starting point negotiable



The Governing Body at Mount Carmel R.C. High School wish to appoint an outstanding highly motivated individual to the post of Deputy Headteacher to lead on all aspects of the Quality of Education.

The person appointed will need to be committed to delivering the highest quality teaching and learning within a Catholic context.

The successful applicant will work with the Headteacher, fellow Deputy Headteacher, senior leadership team and staff to build on the school's existing successes and take the school to the next level of achievement.

The successful applicant will:

- be a practising Catholic
- have a clear vision for the future development of this Catholic school
- have the personality, drive and ambition to inspire both staff and pupils
- be passionate about ensuring all staff are motivated to work effectively with pupils to achieve their personal best
- be committed to a positive ethos and culture around school that supports the school mission and vision
- know how to effectively engage all parents in their child's education and the school
- have a proven track record of a minimum of 3 years as a senior leader responsible for aspects of the Quality of Education in a secondary school context.
- be able to communicate effectively and engage with the Catholic and wider community
- be well qualified, suitably experienced and skilled to support the Headteacher, fellow Deputy Headteacher and other members of SLT as well as middle leaders
- meet all teaching and leadership standards

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

To arrange a visit to the school, please contact our HR Manager Mrs Helen Ward to arrange a mutually convenient date and time; vacancies@mountcarmelhigh.lancs.sch.uk

Please note: School is closed for half term holidays from the 13th - 20th February 2026.

Closing date:

23rd February 2026 at 9am

We will be shortlisting after the closing date and successful candidates will be informed in due course.

Interviews:

11th March 2026

12th March 2026

Please return completed application forms and supporting documents to:

Mrs Helen Ward, HR Manager
Mount Carmel R.C. High School

email:
vacancies@mountcarmelhigh.lancs.sch.uk



Mount Carmel

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WELCOME LETTER



Thank you for your interest in the position of Deputy Headteacher at Mount Carmel RC High School. We hope that after reading this letter and looking at the information available on our school website and social media accounts, you feel inspired to apply for the post.

You are also very welcome to visit the school, and meet the current headteacher, newly appointed headteacher and other senior leaders, in advance of submitting an application.

This post has arisen due to the retirement of our current Headteacher Xavier Bowers, at the end of the summer term 2026 after 15 years in post, and the appointment of Caroline Farrelly, our Deputy Headteacher, currently responsible for all aspects of Quality of Education, to the post of Headteacher from 1 September 2026.

This is a fantastic opportunity to work with the newly appointed Headteacher and play a key role in ensuring this very successful school continues to go from strength to strength.

Context

Mount Carmel Roman Catholic High School is an 11 to 16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic community in Hyndburn. We are here for baptised Catholics but also all families who share our values and beliefs. Our school admissions policy clearly reflects this vision. We have received a record number of applications (443) for 162 places in year 7 in September 2026. This is the most applications we have ever had.

We see each child as a 'gift' from God, and we value each pupil as a unique individual with their own set of gifts and talents ready to be nurtured and developed. We have developed a supportive culture based on high expectations for all, where everyone associated with the school is warmly welcomed, well cared for and challenged to be the best they can be.

For the right candidate, this is a fantastic opportunity to work in a Catholic secondary school that has a proven track record of year-on-year improvement during the past five years. In fact, in 2023 and 2024 we are proud to be able to say that we are the best secondary school in Hyndburn for pupil progress. As you are aware



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there is no progress measure for schools in 2025, but our overall attainment and average points score are higher than 2024. We have high aspirations and expectations for all our staff and pupils.

We recently volunteered for a full inspection under the new Ofsted framework. As of the date of this vacancy going live, we cannot yet share the inspection report, but we will do so as soon as we are able to. We were also proud to be judged as a good school in all aspects by the Diocese of Salford (March 2020).

On entry, a significant number of pupils have below average prior attainment and many of our pupils live in some of the most deprived wards in the country. Having said this, visitors regularly compliment our pupils on their behaviour, appearance, and the warm welcome they receive from pupils and staff. Mount Carmel is a rewarding place to work, and you really do feel that you are making a significant, positive difference to the lives of young people on a day-to-day basis.

There is a real 'team' and 'family' culture where everybody, regardless of their role and responsibilities, is equally valued. We are self-reflective at all levels and continually celebrate and acknowledge success but also recognise what we can do better. We recognise the challenges as well as the rewards of working in schools and the pressures placed upon staff. Consequently, we take work life balance, health and wellbeing seriously. There is an active staff health and wellbeing working party in place to constantly keep workload and staff health and wellbeing a high priority for all our school systems and processes.

Governors are very much involved in shaping the strategic direction of the school and are equally proud of the improvements that have been made and recognised in both the inspection reports. Governors are well informed and regularly provide a good balance of challenge and support to the Headteacher, senior and middle leaders across the school.

The school buildings are of a high standard, very well maintained and cared for by the school community. Our school budget is superbly managed by our Business Manager, and our HR manager is equally highly skilled and supportive. The school is scheduled to start the process of joining the ROMERO Catholic Academy Trust in the summer of 2027 and complete the process in the summer of 2028.

Senior Leadership Team

The Senior Leadership Team currently consists of; Headteacher, Business Manager, a Deputy Headteacher responsible for all aspects of Quality of Education; a Deputy Headteacher responsible for all aspects of pastoral care (back-up DSL), an Assistant Headteacher responsible for safeguarding (DSL) and personal development; an Assistant Headteacher responsible for assessment, reporting and recording and curriculum; an Assistant Headteacher responsible for all aspects of SEND and back-up DSL; and a Lead Practitioner responsible for ITT and ECTs and the school revision strategy.

They are a hardworking, highly skilled, effective team. They operate as a team and enjoy very positive and transparent relationships. As senior leaders they all understand the importance of being a role model in everything they do. They offer challenge and support each other individually and



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WELCOME LETTER



collectively and hold each other to account in a professional and supportive way.

They understand the importance of collective cabinet responsibility and an open accountability culture. They use WWW, BI and KISS to continually track, monitor and evaluate to ensure maximum impact and best value in all that they do.

The Local Area

The school is situated in Accrington within the District of Hyndburn. Hyndburn is made up principally from the centres of Accrington and Oswaldtwistle with the smaller centres of Church, Clayton-le- Moors, Rishton and Great Harwood.

The M65 motorway means that Accrington has become much more accessible, now being only 20 minutes from Preston / Chorley areas. The M61 and M66 also ensures that Accrington is equally accessible to the Bury, Bolton and Greater Manchester areas. The picturesque countryside of the Ribble Valley and Bowland Fells are on our doorstep with the Lake District and Yorkshire Dales National Parks within an hour away by car. Due to the motorway network, the major cities of Manchester, Preston, and Liverpool are all also easily accessible.

To apply for this post

Please see Candidate Advice and Guidance from the Diocese for further information on the application process

If you believe you can make a positive contribution to the success of our school as a Deputy Head-teacher and have the expertise, experience and skills then we would be keen to receive your application.

Please contact Helen Ward, HR Manager, to make the necessary arrangements if you would like to visit school or have an informal conversation with the Headteacher prior to the formal application process.

If you do apply for the above position and have not heard anything within two weeks of the closing date you can assume that you have not been shortlisted on this occasion. However, I am always willing to give feedback to unsuccessful applicants after the appointment has been made.

Yours sincerely,

Andrew Dabrowski
Chair of Governors



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APPLICATION PROCESS



Candidate Advice and Guidance from the Diocese

Mount Carmel Roman Catholic High School welcomes applications from candidates at all stages of their career journey.

All relevant recruitment documentation can be found on our website.

Please provide a separate, personalised supporting statement, bespoke to Mount Carmel RC High School along with your application form. The structure of the letter should be based on the following key areas:

- Clearly demonstrate that you fully understand the distinctive ethos of a Catholic school and have a clear vision of school improvement.
- As a Deputy Headteacher and a member of the school's Senior Leadership Team how you would demonstrate Catholic Leadership in delivering the mission and vision of the school.
- Demonstrate you are an outstanding classroom practitioner and have an outstanding track record in all aspects of Teaching and Learning.
- Have a commitment to and proven track-record of school improvement in the Quality of Education.
- Have recent and relevant experience of effectively leading and managing teams and implementing change.

- Have a good understanding of how to effectively use ICT to raise standards.
- Understand how best to develop a 'can do' culture across school and at all levels based on appropriate support, self-reflection and accountability rather than criticism and blame.
- Have high expectations in all aspects for yourself, colleagues and pupils and a determination to meet the needs of all.

Please ensure that you provide a separate, personalised supporting letter, bespoke to Mount Carmel R.C. High School to accompany your application form. The letter should be addressed to The Chair of Governors and be a maximum of 1300 words

Please note due to the provision of a separate supporting letter please disregard the supporting statement section of the Catholic Education Services application form (page 11).

Application documents

On application please submit the following documents:

- CESEW Senior Leadership application form
- Separate supporting statement (maximum of 1,300 words)
- Consent to Obtain References form
- Recruitment Monitoring form (optional)

Applicants invited for interview should bring The Rehabilitation of Offenders Act 1974 - Disclosure Form with them to interview in a separate sealed envelope clearly marked "Confidential - Rehabilitation of Offenders Act 1974 - Disclosure Form". Interviewees will be asked to hand the form to the interviewer at the end of the interview.

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R.C. HIGH SCHOOL MEMORANDUM



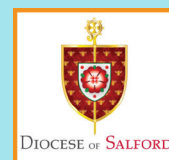
BISHOP'S MEMORANDUM

As a minimum requirement the Bishops expect that the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics.

Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice, often as a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not de-

fined in legislation, include: Executive Headteacher, Associate Headteacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day to day management of the school, and the person who is the second most senior person in the leadership team.

NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT



The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases there will be a requirement that the successful candidate is

a baptised and practicing Catholic. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are genuinely within an individual's control and are incompatible with the precepts of or with the upholding of tenets of the Catholic Church or likely to be prejudicial to the Catholic character of the school. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.



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CANDIDATE GUIDANCE



CANDIDATE ADVICE AND GUIDANCE FROM THE DIOCESE

Dear prospective candidate,

Thank you for your interest in the post of Deputy Head-teacher at Mount Carmel Roman Catholic High School, one of our diocesan schools.

Within this information pack prepared by the school you will have a copy of the Diocesan Equal Opportunities Statement adopted by the school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website at www.catholiceducation.org.uk

The school's governors will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous teaching experience, especially if you are not currently teaching in a Catholic school.

The diocese and the school's governors are fully aware that everyone's experience and circumstances are unique and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact the Diocese prior to making your application or at any time during the appointment process.

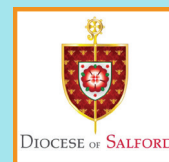
Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments) - your present post - school, areas of responsibility - the post to which you are applying - name of school, post, etc

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.



The definition of a practising Catholic

"Christ at the Centre" is the adopted Salford Diocesan guidance which sets out our understanding of what it means to be a "practising Catholic" in relation to Catholic schools. The document can be accessed at

<https://www.catholiceducation.org.uk/resources/christ-at-the-centre>

At the interview you will be required to: sign a copy of your invitation to interview letter confirming that you have read and understand the content of this document.

DEPUTY HEADTEACHER

Job Description



The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing board of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for deputy Headteacher contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: **Deputy Headteacher**

ACCOUNTABLE TO: **The Headteacher**

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Board shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

DEPUTY HEADTEACHER

Job Description



2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
- Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Curriculum Development

- 3.1 To contribute to:
- The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
 - Ensuring that the Diocesan policy on Religious Education is fulfilled
 - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
 - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
 - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
 - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
 - The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

- 4.1 To contribute to:
- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
 - The effective induction of pupils
 - The determination of appropriate pupil groupings
 - The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good

DEPUTY HEADTEACHER

Job Description



- The development among pupils of self-discipline
- The handling of individual disciplinary cases
- 4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- 4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- 5. The management of staff
- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- 5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

- 7.1 To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.

DEPUTY HEADTEACHER

Job Description



7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

7.7 Create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteacher.

DEPUTY HEADTEACHER

Person Specification



The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Mount Carmel R.C. High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship		D	A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E		A/I

[B] Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	E		A/CC
8.	Degree	E		A/CC

[C] Professional Development

		Essential	Desirable	Source
9.	Evidence of appropriate professional development for the role of Deputy Headteacher	E		A
10.	Evidence of wider leadership and management professional development	E		A
11.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
12.	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC
13.	Has completed a Catholic leadership programme or has a commitment to do so in an appropriate timeframe	E		A/I/CC

DEPUTY HEADTEACHER

Person Specification



[D] School leadership and management experience

		Essential	Desirable	Source
14.	To have substantial and current experience as a leader in an appropriate school phase with a minimum of 3 years experience leading on an aspect of the Quality of Education	E		A/I/R
15.	To have had active and effective leadership of a team / department/ key stage/ curriculum area as a middle leader	E		A/I/R
16.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	E		A/I/R
17.	To have an understanding of financial management in a school and how targeted funding can lead to Improved pupil outcomes	E		A/I/R
18.	To have implemented and developed a whole school initiative	E		A/I/R
19.	To have had responsibility for policy development and implementation	E		A/I/R
20.	To have had experience of and ability to contribute to continuing professional development across the phase. (eg, coaching, mentoring, CPD for staff)	E E		A/I/R A/I/R
21.	Work positively with parents and carers	E		A/I/R
22.	To demonstrate an awareness of current national educational policy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
23.	Experience of teaching in more than one school		D	A/I/R
24.	Experience of teaching in a school in similar circumstances/ serving a similar community		D	A/I
25.	Significant teaching experience and proven excellence in teaching pupils	E		A/I/R
26.	To have a knowledge and understanding of all Key Stages in the phase	E		A/I/R
27.	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E		A/I/R
28.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
29.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
30.	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		I
31.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
32.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
33.	Show a good commitment to sustained attendance at work	E		A/I/R

DEPUTY HEADTEACHER

Person Specification



[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships	E
Positive recommendation from all referees, including current employer	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

[J] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post.

Please note due to the provision of a separate supporting statement please disregard the supporting statement section of the Catholic Education Services application form (page 11).

The CESEW Leadership application form must be fully completed following the guidance in Section G above.	E
The supporting statement should not exceed <u>1,300</u> words in length, be clear, concise and related to the post and setting applied for.	E

Mount Carmel

R.C. HIGH SCHOOL

CHILD PROTECTION



CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

ENHANCED DISCLOSURE

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including

pending convictions, cautions, reprimands and warnings which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Safeguarding and Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information www.mountcarmelhigh.co.uk

Re-employment of Ex-Offenders

Please see the Recruitment Guidance pack on our website for further information www.mountcarmelhigh.co.uk

Mount Carmel

R.C. HIGH SCHOOL



How to find us

Mount Carmel is situated just 5 minutes from the M65 and within easy reach of the main motorway networks.

From Junction 7 of the M65 take the A6185 turning off the roundabout towards Accrington. Continue straight through the first set of traffic lights. Turn right at the third set of traffic lights (at the junction to Asda superstore) onto Oxford Street.

At the traffic lights, turn right onto Blackburn Road/A679 then turn 2nd left at the next set of traffic lights onto Little Street (leading to Willows Lane).

Continue for approximately 1/2 mile along Willows Lane and after the 4th mini-roundabout turn right onto Fern Gore Avenue.

Mount Carmel is situated to the left.

POSTCODE FOR SAT NAVS **BB5 0LU**

Wordsworth Road
Accrington
Lancashire

01254 233458

vacancies@mountcarmelhigh.lancs.sch.uk

www.mountcarmelhigh.co.uk