

# Mount Carmel

R.C. HIGH SCHOOL



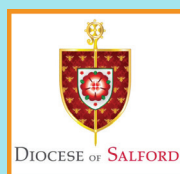
## Headteacher Job Application Pack



[www.mountcarmelhigh.co.uk](http://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

# Headteacher



**Required from: 1st September 2026**

**Salary: L28 - L35 £100,540 - £118,169**

**The Governing Body at Mount Carmel R.C. High School wish to appoint a dynamic and inspirational leader to the post of Headteacher.**

## **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 sustained school improvement over time
- have a proven track record of successful leadership and management at a senior level
- be able to communicate effectively and engage with the Catholic and wider community
- be well qualified, suitably experienced and skilled to support and challenge school leaders and governors
- 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](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)

## **Closing date:**

26th November 2025 at 9am

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

## **Interviews:**

16th & 17th December 2025

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](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)



# Mount Carmel

R.C. HIGH SCHOOL

## WELCOME LETTER



**Thank you for your interest in the position of 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 and other senior leaders, in advance of submitting an application.**

This post has arisen due to our current headteacher, Mr Xavier Bowers, informing governors of his intention to retire, at the end of the summer term, after 15 years as headteacher at Mount Carmel RC High School. He would like to share this message with prospective candidates.

*'I am extremely proud of the improvements we have made across all areas of school. In fact the school has never been as good as it is now and, under the right leadership, will continue to go from strength to strength.'*

*I have thoroughly enjoyed working with highly skilled and motivated colleagues who have high expectations for all pupils. Governors are equally ambitious for the school and add significant capacity to the school's leadership. I have always felt well supported by governors and school advisors from Lancashire LA and the Diocese of Salford.*

*We have worked extremely hard as a 'team' to transform the school very much for the better in all aspects, but we are as ambitious now as we have ever been and see continuous school improvement as the forefront of our business.*

*After much thought and consideration, I feel now is the right time for me to embark on other adventures both personally and professionally.'*

### **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 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



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R.C. HIGH SCHOOL

## WELCOME LETTER



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 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 and are very proud to have been judged as a good school in all aspects by Ofsted (September 2021) and the Diocese of Salford (March 2020). We are expecting our next Ofsted inspection to be completed this academic year.

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



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## WELCOME LETTER



model in everything they do. They offer challenge and support each other individually and 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 Headteacher 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.

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 – both from experienced leaders and from those who are looking for progression to headship.

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. Your supporting statement should be structured under the headings; Culture and Ethos, Curriculum and Teaching, Organisational effectiveness including Governance and Accountability and 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 for our school.
- As a Headteacher 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 a proven track record of school improvement.
- 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.
- How you will successfully manage the transition from the long standing current Headteacher.

**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 statement 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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## MEMORANDUM



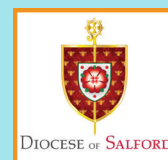
### BISHOP'S MEMORANDUM

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.

# Mount Carmel

R.C. HIGH SCHOOL

## CANDIDATE GUIDANCE



### CANDIDATE ADVICE AND GUIDANCE FROM THE DIOCESE

Dear prospective candidate,

Thank you for your interest in the post of Headteacher 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](http://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.

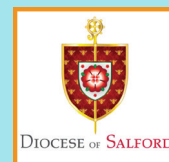
#### Important advice regarding faith references

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.

# 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 body of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The governing body and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The 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.

### A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

# HEADTEACHER Job Description



## B. The Headteacher Standards 2020

### 1. Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all area of this work.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

*The Headteacher will:*

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

### 2. Curriculum and Teaching

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

*In accordance with the school's Catholic ethos, the Headteacher will:*

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.

# HEADTEACHER

## Job Description



2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

### 3. Organisational effectiveness

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

*In accordance with the school's Catholic ethos, the Headteacher will:*

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. 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.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver

# HEADTEACHER

## Job Description



its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.

5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

*Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:*

7. Create an outward-facing school which works 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. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
8. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
9. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
10. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
11. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
12. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

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 Headteacher.

# 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    |
| 7. | Has completed a Catholic leadership programme or has a commitment to do so in an appropriate timeframe                                                           | E         |           | A/I/CC |

## [B] Qualifications

|    |                          | Essential | Desirable | Source |
|----|--------------------------|-----------|-----------|--------|
| 8. | Qualified teacher status | E         |           | A/CC   |
| 9. | Degree                   | E         |           | A/CC   |

## [C] Professional Development

|     |                                                                                                  | Essential | Desirable | Source |
|-----|--------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| 10. | Evidence of appropriate professional development for the role of headteacher                     | E         |           | A      |
| 11. | Evidence of recent leadership and management professional development                            | E         |           | A      |
| 12. | Up to date safeguarding training and knowledge of legislation for the protection of young people | E         |           | A/I/CC |
| 13. | Has successfully undertaken Designated Safeguarding Lead training                                |           | D         | A/I/CC |

# HEADTEACHER

## Person Specification



### [D] School leadership and management experience

|     |                                                                                                                                                   | Essential | Desirable | Source |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| 14. | Recent successful leadership as a headteacher                                                                                                     |           | D         | A/I/R  |
| 15. | Recent successful leadership as a deputy headteacher or assistant headteacher                                                                     | E         |           | A/I/R  |
| 16. | Evidence of successfully leading school improvement                                                                                               | E         |           | A/I/   |
| 17. | Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching                                        | E         |           | A/I/R  |
| 18. | Experience of curriculum leadership and development                                                                                               | E         |           | A/I/R  |
| 19. | Experience of working constructively with parents                                                                                                 | E         |           |        |
| 20. | Experience of monitoring staff performance                                                                                                        | E         |           | A/I/R  |
| 21. | Experience of effective budget management and financial analysis                                                                                  |           | D         | A/I/R  |
| 22. | The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities                                         | E         |           | A/I/R  |
| 23. | An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil outcomes | E         |           | A/I/R  |
| 24. | To have experience of guiding, coaching, mentoring or training individuals or teams                                                               | E         |           | A/I/R  |
| 25. | Is able to demonstrate a good awareness of current national education policy and strategy                                                         | E         |           | A/I/R  |

### [E] Experience and knowledge of teaching

|     |                                                                                                                                                                            | Essential | Desirable | Source |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| 26. | Successful teaching of pupils/students in the primary/secondary phase                                                                                                      | E         |           | A/I/R  |
| 27. | Experience of teaching in more than one school                                                                                                                             |           | D         | A/I/R  |
| 28. | To have a working and current knowledge and understanding of the Key Stages in the primary/secondary phase                                                                 | E         |           | A/I/R  |
| 29. | Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate | E         |           | A/I/R  |
| 30. | Experience of providing professional challenge and support to others through the performance management process                                                            | E         |           | A/I/R  |
| 31. | To be able to effectively use data and assessment to raise standards/address weaknesses                                                                                    | E         |           | A/I/R  |
| 32. | To be able to exemplify how the needs of all pupil groups (eg, PP) have been met through high quality teaching                                                             | E         |           | A/I/R  |

# HEADTEACHER Person Specification



## [F] Professional Attributes

|     |                                                                                                                                                                               | Essential | Desirable | Source |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| 33. | 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         |           | A/I/R  |
| 34. | 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         |           | A/I/R  |
| 35. | To have excellent written and oral communication skills (which will be assessed at all stages of the process)                                                                 | E         |           | A/I    |
| 36. | 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  |

## [G] Professional Skills

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the domains of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

**Candidates are therefore asked to structure their supporting statement under the above headings**

## [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
- 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
- Uphold the 7 Nolan principles of public life

# HEADTEACHER

# Person Specification



## [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 CESEW Leadership application form must be fully completed. Please provide a separate statement which should be clear, concise and related to the specific post **following the guidance in Section G above**.

**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 supporting statement should not exceed 1300 words in length.**

# 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](http://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](http://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](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)  
[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)

We are very proud to be a  
**GOOD** school

Ofsted Inspection  
SEPTEMBER 2021

