



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Assistant Headteacher

Achievement, Data and Assessment

Application Pack

March 2025

**MORE THAN
A SCHOOL**





March 2025

Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of **Assistant Headteacher – Achievement, Data and Assessment to commence in September 2025**. The successful candidate will also be expected to teach in their own subject specialism across the age and ability range.

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school**.

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body, I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland
Headteacher

A message from our Student Senior Team



Our names are Olivia and Abbie and we are both extremely honoured to be the Head Students for St. Cuthbert's. On behalf of the rest of the Year 11 Senior Team, our Student Council and all of the students at St. Cuthbert's, thank you for your interest in our school.

Our school is more than just a place to learn; it is a community where students and staff work together to achieve excellence. We are proud to live out our core values of Courage, Commitment, Compassion and Community. This is reflected in everything that we do, from academics to extra-curricular activities.

The staff here play a crucial role in helping us to become well-rounded individuals, as they support us in shaping our experiences and futures. Their dedication and enthusiasm have a huge impact on our lives and we would hope that any new staff would embody this and would bring fresh ideas and perspectives that will continue to inspire us.

Being a Catholic school, we are encouraged to 'live life in all its fulness,' and excel in all aspects of school life. Through Religious studies, Collective Sacred Time and wider opportunities, we learn the value of the Catholic faith as well as a variety of other faiths, cultures and religions. Recently, the school took a large group of students to Rome and the Vatican City. This allowed staff and students to explore their faith and the trip was highly successful. Other opportunities offered to us are trips to Barcelona, Skiing, residential retreats, trips to PGL and Duke of Edinburgh.

We are confident that your skills and experience will help the school to continue to grow and thrive. We look forward to welcoming you to our community and working together to make a lasting impact on our school and its students.

Olivia and Abbie (Head students)

SCHOOL LEADERSHIP TEAM



MR. S. HOLLAND
HEADTEACHER



MISS. J. GRIMES
DEPUTY HEADTEACHER
QUALITY OF EDUCATION



MRS. C. LARKIN
DEPUTY HEADTEACHER
INCLUSION, ETHOS AND EQUALITY
DDSL



MR. M. BOOTH
SCHOOL BUSINESS
MANAGER



MISS. D. ANDERSON
ASSISTANT HEADTEACHER
TEACHING & LEARNING



MRS. C. BARRETT
ASSISTANT HEADTEACHER
SENCO



MR. J. McAULEY
ASSISTANT HEADTEACHER
BEHAVIOUR & ATTITUDES
DSL/DT FOR LAC



MISS. N. WARD
ASSOCIATE ASSISTANT
HEADTEACHER
PERSONAL DEVELOPMENT

PASTORAL TEAM



MRS. L. DAWBER
YEAR 7 PASTORAL TEAM



MR. A. WALKER
YEAR 8 PASTORAL TEAM



MR. L. PLATT
YEAR 9 PASTORAL TEAM



MR. P. ARKELL
YEAR 10 PASTORAL TEAM



MS. K. MOA
YEAR 11 PASTORAL TEAM



MR. D. HEYWOOD
YEAR 7 PASTORAL TEAM



MRS. A. McCORMACK
YEAR 8 PASTORAL TEAM



MRS. S. LEE
YEAR 9 PASTORAL TEAM



MRS. T. HUNTER
YEAR 10 PASTORAL TEAM



MRS. K. CARVILL
YEAR 11 PASTORAL TEAM



St Cuthbert's
Catholic High School
Love We mean as follows



Vacancy

Job Title: Assistant Headteacher – Achievement, Data and Assessment

Dates: Job start September 2025

Salary: L14-18

Contract type: Full Time

Contract term: Permanent

Closing date for applications: Wednesday, 26th March 2025 at 9:00am

Shortlisting: Thursday, 27th March 2025

Interview date: Wednesday 2nd April 2025

Details:

Due to the promotion of the current postholder, the Governors of St Cuthbert's Catholic High School invite applications from outstanding and experienced teachers with some management/leadership experience for the post of Assistant Headteacher – Achievement, Data and Assessment.

The main priorities of all members of the Leadership Team are ensuring effective learning and teaching and providing the best education for all our students and helping them to live life in all its fullness.

We would particularly welcome applications from strong candidates, who, if successful, will initially lead on

- Supporting the Deputy Headteacher (Quality of Education) in our relentless work in raising attainment
- Assessment and reporting
- Data (collection, analysis and measuring of impact)
- Overseeing ECT induction and Trainees
- Researching A.I. and technology within school
- Cover
- Applications welcome from qualified teachers in any subject specialism.

Candidates are encouraged in the first instance to contact the Headteacher's PA Cath Geden on 01744 678123 to arrange an informal telephone conversation with the Headteacher to discuss the school's requirements. We also welcome visits to the school by arrangement.

We require someone who:

- Is a highly motivated and inspirational teacher with a successful track record in working with children with a wide range of educational needs and vulnerable students
- Is a strategic thinker able to lead, inspire and motivate both staff and students
- Can demonstrate excellent interpersonal organisation and communication skills
- Can form high quality relationships for learning with all staff, students and parents
- Will be committed to making a difference to outcomes and achievements of the students of St Cuthbert's Catholic High School.

What we can offer:

- An opportunity to work with a dynamic Senior Leadership Team
- A shared vision and ambition to deliver excellence for our young people
- An opportunity to share in shaping the school's improvement journey
- Happy children who aspire to do their best
- Motivated and dedicated staff
- Commitment to Continued Professional Development
- The opportunity to network and develop practice with schools across our Archdiocese

Our Vision

A vibrant community, uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff, dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For an application form, job description and further details please visit the school website www.stcuthberts.com. Or, alternatively, contact Cath Geden PA to the Headteacher, on 01744 678123 or email recruitment@stcuthberts.com

Application forms to be completed and returned for the attention of Mr S Holland, Headteacher to recruitment@stcuthberts.com

As outlined in the DfE's Keeping children safe in education, once candidates are shortlisted for interview, we wish to inform you that online searches may be carried out as part of due diligence checks.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school**.
"Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work".



Our Motto

*Live life in
all its fullness*

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

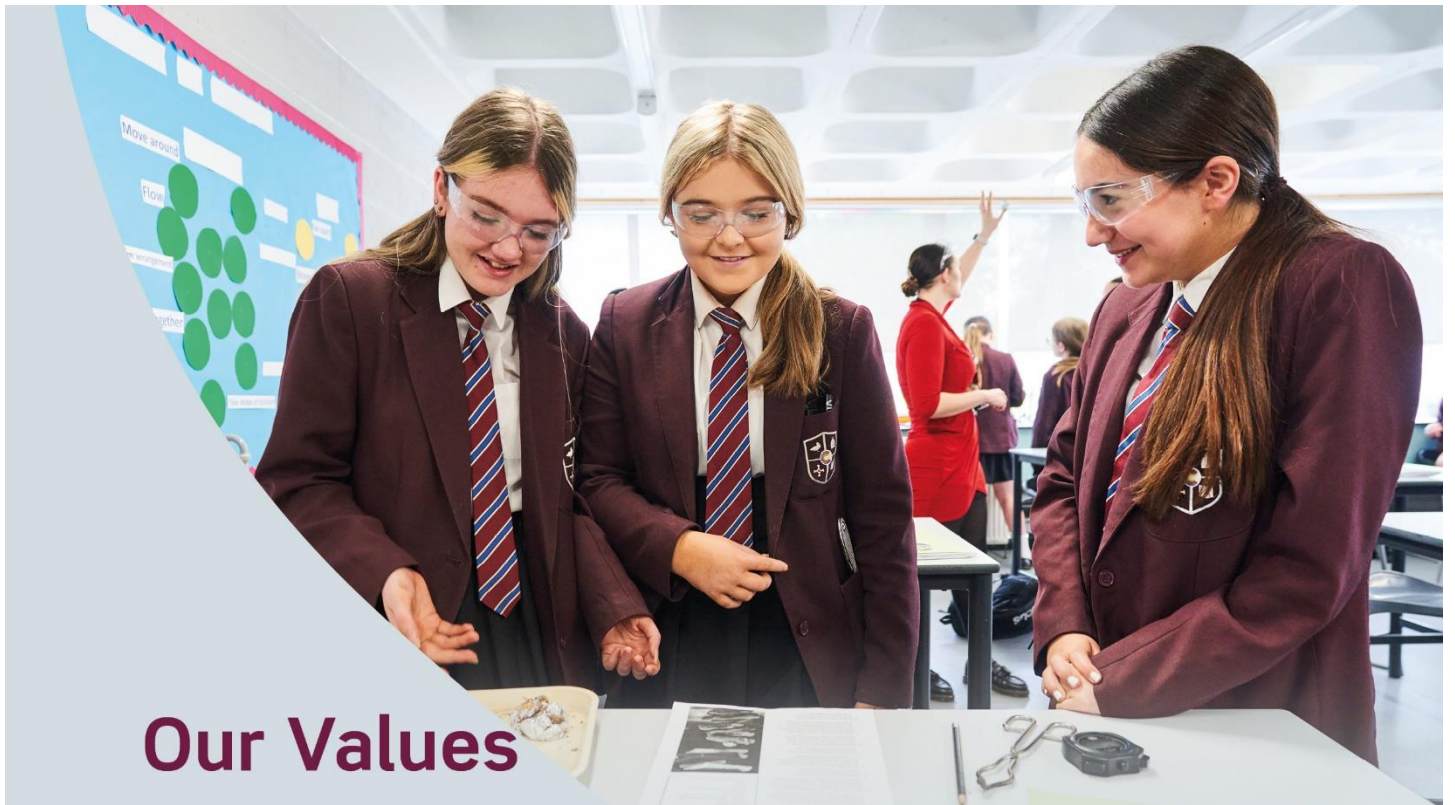
accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



St Cuthbert's
Catholic High School
Live life in all its fullness



Our Values

Courage
Commitment
Compassion
Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



**St Cuthbert's
Catholic High School**
Live life in all its fullness

Job Description

Employment Details

Job title:	Assistant Headteacher – Achievement, Data and Assessment
Department:	Senior Leadership Team
Reports to:	Headteacher
Hours of work:	Full-time
Salary:	L14 - 18
<p>Job purpose: To work with the Headteacher and Senior Leadership Team in all aspects of leadership and management and to take accountability for :</p> <ul style="list-style-type: none"> • Supporting the Deputy Headteacher (Quality of Education) in our relentless work in raising attainment • Assessment and reporting • Data (collection, analysis and measuring of impact) • Overseeing ECT induction and Trainees • Researching A.I. and technology within school • Cover 	

Job Description

Main Duties / Responsibilities	
Specific Leadership Responsibilities	<ul style="list-style-type: none"> • Lead the strategic use of data from Curriculum Leaders and Pastoral Teams to track, monitor and support groups and individual students, in particular under achievement from Y7-Y11 • Carry out regular analysis and quality checks on data held • Produce meaningful and user-friendly reports, which can be used effectively to raise standards of achievement and attainment across all key stages • Analyse attendance and behaviour data and provide an overview of where interventions may have most impact • Work closely with the Deputy Head, Quality of Education to ensure this data is used to inform and improve standards and the quality of teaching across the school • Ensure consistency, transparency and effectiveness in the use of data across the school • Support the Deputy Head, Quality of Education by leading Curriculum Leader meetings and Curriculum Reviews where appropriate • Monitor the effectiveness of interventions, the tracking system and the impact on raising attainment and progress • Lead on the preparation and presentation of academic reports to parents/carers • Carry out appropriate activities to investigate further the issues affecting achievement • Pay particular attention to the effective monitoring of differing groups of pupils such as SEND, Pupil Premium and High Prior Attainers • Analyse national data documents, prepare summary findings and make recommendations to senior leadership accordingly

	<ul style="list-style-type: none"> • Work closely with the SBM and Data Manager to ensure ongoing integration and use of school's MIS, behaviour programme (Class Charts) and constantly research/investigate improvements to packages • Support the planning of logistics of internal examinations in KS3 and KS4; • Support the DHT (Quality of Education) in the whole-school assessment policy, procedures and practices • Oversee the successful induction programme of and be responsible for ECTs • Lead on trainee teacher provision at St. Cuthbert's • With the support of the Cover manager, be responsible for strategically deploying cover supervisors for staff who are absent and to manage all aspects of cover • Research and implement any use of AI/Technology within school that might impact positively on achievement • Contribute to whole school evaluation and improvement process • Support the Headteacher in providing a clear direction for the development of the school. • Contribute to establishing the core values of the Leadership Team and the direction of St Cuthbert's improvement journey • Support the aims and ethos of the school • Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's Improvement Plan.
General Leadership Responsibilities	<ul style="list-style-type: none"> • Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives. • Attend SLT meetings as required, and report back to staff when necessary. • Establish good relationships, encourage good working practices and support and lead teachers. • Plan, organise and chair meetings as appropriate. • Liaise with support staff and outside agencies. • Ensure that mechanisms are in place to promote standards and quality assurance. • Liaise with Governors, when appropriate, to facilitate their overview of school management. • Attend and participate in open/parent evenings and other events. • Uphold the school's behaviour code and uniform regulations. • Participate in staff training. • Participate in Continuing Professional Development. • Attend team and staff meetings. • Develop links with Governors, LA , Archdiocese and the wider community of schools.
Recording and Assessment	<ul style="list-style-type: none"> • Update the Headteacher, other Senior Leaders and Governing Body on the effectiveness of provision for students throughout the school. • Have input into the target setting process for raising achievement for students and feedback to the Headteacher. • Monitor progress and ensure appropriate action plans are in place where issues are identified. • Ensure planning is effectively carried out and ensure individual needs are being met.
People and Relationships	<ul style="list-style-type: none"> • Sustain effective, positive relationships with all staff, students, parents and governors and the local community. • Support Curriculum Leaders within the context of school policies in relation to working practices and relationships to be fostered with students, including those relating to behaviour, discipline and attitude. • Encourage moral and spiritual growth and civic and social responsibility amongst students. • Manage innovation and change.

	<ul style="list-style-type: none"> • Work collaboratively with all colleagues. • Manage and develop effective working relationships with Headteacher and senior leaders in the school.
Training and Development of Self and Others	<ul style="list-style-type: none"> • Contribute to the professional development of all staff through example, coaching peer support and target setting. • Contribute to the audit of staff development and training needs and the provision of effective INSET. • Ensure support and training during the induction of new staff and for trainee teachers. Support the establishment of priorities for expenditure across the whole school and within departments. • Maintain effective and efficient management and organisation of the accommodation and resources of the school. • Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Carry out any other duties deemed appropriate by the Headteacher.

Postholder's Signature:

Date:

/ /

Headteacher's Signature:

Date:

/ /

Person Specification

POSITION: Assistant Headteacher – Achievement, Data and Assessment

PERSONAL ATTRIBUTES				
	Essential Attribute	Identified	Desirable Attribute	Identified
Qualifications and Training	<ul style="list-style-type: none"> Qualified teacher status, degree level qualification, or equivalent* Further relevant professional/academic study and evidence of CPD and knowledge of current issues in education* 	A A		
Experience	<ul style="list-style-type: none"> Some evidence of strong, successful leadership and management experience in a secondary school 	A I R		
Knowledge and Skills	<ul style="list-style-type: none"> Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behavior, and positive relationships and attitudes. Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. Understand how to empower all students and staff to excel. Implement, manage and evaluate change in a collaborative way. Show evidence of raising standards that has impacted positively on student attainment and teaching and learning. Significant experience in evaluating and using data to plan and improve student performance. A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work. A commitment to valuing, supporting and encouraging the professional development of staff members An understanding of how to create or implement accountability systems with the support of the leadership team and combine data from a range of sources in order to maximise the achievement of students. A clear understanding of and commitment to promoting and safeguarding the welfare of students. Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement. A commitment to building and maintaining effective and positive relationships with parents, carers, the wider community and other schools. Inspiring and influencing others, within the school to believe in the fundamental importance and value of education in young people's lives. 	A I R A I R A I R I R A I R A I R A I R A I R A I R A I R A I R A I R A I R		

PERSONAL ATTRIBUTES

	Essential Attribute	Identified	Desirable Attribute	Identified
	<ul style="list-style-type: none"> ▪ Excellent communication skills and proven ability to listen to, understand and work effectively with all students, staff, trustees and parents. ▪ The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level. 	<p>A I R</p> <p>A I R</p>		
Personal Qualities	<ul style="list-style-type: none"> ▪ The ability to form good working relationships with colleagues and students ▪ The ability to prioritise and meet deadlines ▪ Confidence in leadership roles ▪ A commitment to continued professional development ▪ A desire and commitment to contribute to the wider school and its community ▪ A commitment to protecting the welfare of young people ▪ An open mind to change and the unique circumstances found in an expanding school 	<p>A I R</p> <p>I R</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I R</p> <p>A I</p>		
Other circumstances	<ul style="list-style-type: none"> ▪ An ability to fulfil all spoken aspects of the role with confidence through the medium of English ▪ Good attendance/punctuality record ▪ Enhanced DBS certificate and barred list check ▪ Flexibility <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> ▪ Equalities and the Equality Act 2010 ▪ Promoting the school's vision and ethos ▪ High ethical standards ▪ Relating positively to and showing respect for all members of the school and wider community ▪ Ongoing relevant professional self-development ▪ Safeguarding and child protection 	<p>I</p> <p>I R</p> <p>I R</p> <p>A I R</p> <p>A I</p>		

A = Application form I = Interview R = Reference

***Shortlisted candidates should bring with them copies of their qualifications**

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

The closing date for applications is **Wednesday, 26th March 2025 at 9:00am.**

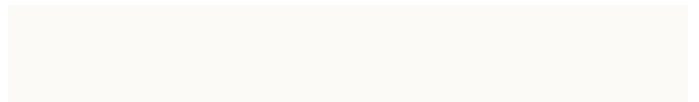
Shortlisting will take place on:
Thursday, 27th March 2025

Interviews will be held on:
Wednesday, 2nd April 2025

Completed application forms should be returned by email to recruitment@stcuthberts.com

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.





St Cuthbert's Catholic High School

Live life in all its fullness

**For more information, please contact
the Headteacher, Mr Stuart Holland
on 01744 678123**

St Cuthbert's Catholic High School
Berry Lane
Sutton
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Merseyside
WA9 3HE

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www.stcuthberts.com



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