



# St Bernadette Catholic Secondary School Bristol

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## Headteacher application pack



*Growing & Learning in Faith*

# St Bernadette Catholic Secondary School



## Mission Statement

**Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.**

At St Bernadette Catholic Secondary School we aim for our young people to be:

- strong and committed in the faith of Christ
- confident of their personal worth
- active in response to Christ's call to care for others
- responsible members of society

Hence we strive to:

- achieve excellence in all aspects of our life and work
- foster the spiritual growth of each member of our community
- create a happy and successful learning environment
- develop the full potential of each individual
- prepare pupils for the opportunities, responsibilities and experiences of adult life

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*Growing & Learning in Faith*



# Letter from Chair of Governing Body

Dear Applicant,

Thank you for your interest in becoming the next Headteacher of St. Bernadette School. The vacancy arises from the retirement in August of the current Headteacher, Mrs. McLaughlin, who has served as Head since 2004.

St. Bernadette's is a Voluntary Aided Catholic Comprehensive Secondary School in south Bristol currently with 746 pupils on roll (PAN 750). The school was founded in 1958 and in its designated area serves 12 of the parishes in the Diocese of Clifton.

The school's catchment is a large urban area including some of the most socially deprived wards in Bristol. The proportion of pupils from ethnic groups is above the national average and the proportion of pupils supported by Pupil Premium is in line with national averages and above national average for those who have an Education Health and Care Plan.

Pupils feel they belong and are part of a community and are respectful to each other and their teachers and keen to learn. The school uses an 'Excellence Wheel' with the child at the centre, to support the values of high achievement, excellent behaviour and high standards. The school enjoys enormous support from parents and working with them, the school insists on high standards and has high expectations of the pupils. Parents, pupils and staff respect and accept the standards expected of them. The school is welcoming, calm and orderly; pupils are courteous and polite and a harmonious atmosphere pervades the school.

The school leaders have high expectations of the staff at all levels and have a realistic understanding of the strengths and weaknesses of the school. Sharp evaluation leads to incisive actions that improve the school continuously. The quality of teaching in the school is very good to outstanding; our teachers are an effective team and collaborate superbly. They are professional, friendly, fully committed and determined to provide children with every opportunity to enjoy each day and achieve their potential. The staff benefit from professional development programmes that are ambitious and well developed. The school building is bright well-resourced and provides a very good working environment for pupils and staff.

The school works in partnership with other schools and the Diocese of Clifton to strengthen and promote the quality of provision within its designated area. The School is part of the Aquinas Group, a Catholic partnership of local schools who work together to promote Catholic education. The group are also exploring the formation of a Catholic MAT, in line with the diocesan strategy.

Governors are excited about the opportunity to appoint a new Headteacher and will work in close partnership with them to develop and continue the school's journey of improvement. We will be concerned for their wellbeing, work-life balance, and professional development.

The information enclosed with this letter will support you in understanding the context of our school and its priorities. We hope you share our enthusiasm for St Bernadette's and are inspired to apply for this post. We look forward to receiving your application.

Yours sincerely,

Patrick McDermott—Chair of Governors

Joanne Mullins—Vice Chair



## St Bernadette Catholic Secondary School Headteacher

Required:	<b>1st September 2021</b>
Salary:	<b>L25-31 (currently £76,141—£88,187)</b>
Location:	<b>Whitchurch, Bristol</b>
Contract Type:	<b>Full Time</b>
Contract Term:	<b>Permanent</b>

**The Governing Body of this successful 11-16 school is seeking to appoint a highly motivated leader with vision and ambition to take the school forward into the next stage of its journey of excellence.**

We are looking for someone who:

- is a practising and committed Catholic with a clear vision for Catholic Education.
- will put young people at the heart of the learning process
- is committed to growing excellence at St Bernadette's
- will build on the School's progress and achievements
- will lead and inspire the school and wider community
- will continue to strengthen partnership working

We offer:

- happy, friendly and talented pupils
- enthusiastic, committed and supportive staff
- a vibrant community of faith
- an ambitious community of learning
- welcoming, and well maintained buildings and resources

Contact us:

To discuss the post, applying or to arrange a school visit, please contact Nicky Fear, Business Manager  
School address - St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol BS14 9LS

Phone – 0117 377 2050

Email – [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Website – [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

Application forms are available on the school [website](#) and the CES [website](#)

- Closing date— Midday Wednesday 3rd March 2021
- Shortlisting—Friday 5th March 2021
- Interviews—Wednesday 17th and Thursday 18th March 2021

Applications St Bernadette's is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. St Bernadette's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to Disclosure and Barring Service disclosure.



# About our school

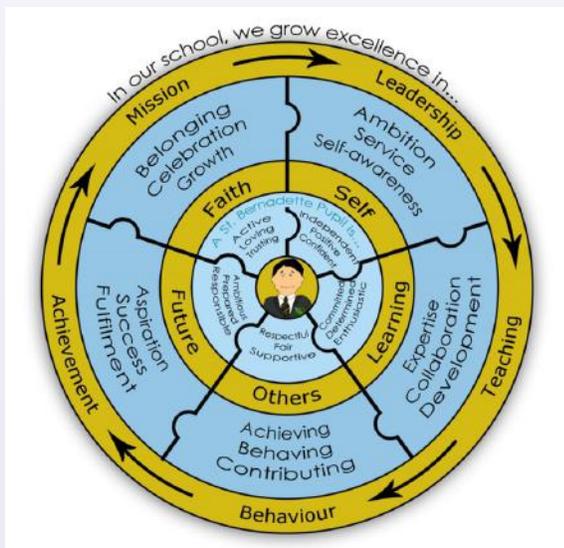
St Bernadette's is a vibrant, successful and ambitious secondary school located in Whitchurch, South Bristol. The school prides itself on being a community of faith and of learning, where everyone is valued and has a part to play.

As a Catholic school it is our mission to work together to serve the needs of the pupils in our care. The work entrusted to us is to help each pupil to recognise their dignity as a child of God and to help each one to fulfil the potential that God has given them. We do this by providing an education grounded in the gospel values of faith, hope and love; in which pupils can grow in faith; are stretched academically and are given a moral and social awareness that will help them to contribute fully to our school community and to play an active part in society both now and in the future. In this way we work for the common good and to build up God's kingdom.



## Excellence at St Bernadette's

A commitment to excellence from all and for all is a key feature of our school. Our fundamental belief is that children will succeed when learning in a happy, challenging and safe environment where there is mutual respect for all in the community. Our St Bernadette's Excellence Wheel has been the vehicle to move our Excellence agenda forward.



At St Bernadette's we are committed to providing an education which enables every young person to have a positive relationship with:

- **Themselves** - A St Bernadette pupil is confident, independent and positive.
- **Others** - A St Bernadette pupil is respectful, supportive and fair.
- **Faith** - A St Bernadette pupil is active, loving and trusting.
- **Learning** - A St Bernadette pupil is committed, determined and enthusiastic.
- **Their future** - A St Bernadette pupil is ambitious, prepared and responsible.



# St Bernadette's is a community of faith



Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

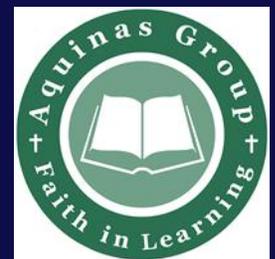


Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.



Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





# St Bernadette's is a community of learning

St Bernadette's is an ambitious learning community. We want our pupils to make the most of every learning opportunity, have fun in their learning and be scholars. We work hard to provide the best we can for all pupils and we expect them to give of their best, work hard, behave well and take responsibility for their learning. Our pupils achieve well in examinations and make strong progress.

Our curriculum is broad and is designed to ensure that all pupils have the opportunity to achieve their maximum potential. We promote and value traditional subjects while also embracing new technologies.

Pupil groupings vary across subjects and year groups, giving maximum flexibility to accommodate each individual's needs. All pupils are set challenging targets and their progress towards them is closely monitored.

One of our key priorities is to develop pupils' learning through the promotion of scholarship. By promoting 12 aspects of scholarship through our lessons, the reward system and across school life in general, we are seeking to help pupils to become 'St Bernadette Scholars' who are increasingly successful at learning.

We are strongly committed to the growth and development of our staff. A well-established staff development programme is in place, focused on developing individual and collective excellence through expertise, collaboration and action research.



 **A St Bernadette scholar is** \_\_\_\_\_

QUALITIES	SKILLS	APTITUDES
AMBITIOUS 	PRESENTATION 	PERSONAL RESPONSIBILITY 
COMMITTED 	COMMUNICATION 	PROBLEM SOLVING 
DETERMINED 	REVISION 	ENQUIRING 
ENTHUSIASTIC 	ACADEMIC 	INDEPENDENT LEARNER 

\_\_\_\_\_ **successful at learning** 



# School Improvement Priorities



The School Improvement Plan is the vehicle which outlines and drives forward our ambitions and plans for excellence in all that we do. It covers five key areas:

## **Mission**

We work to build an active and vibrant Catholic faith community in which all belong, grow and celebrate our individual and collective identities.

## **Leadership**

We nurture ambition and excellence thus providing a quality service based on secure self-awareness and robust plans.

## **Teaching**

We work to improve the quality of teaching, learning and assessment by building expertise, collaboration and the development of individuals.

## **Behaviour , Attendance & Pupil Welfare**

We raise the level of aspiration, achievement, engagement and contribution of all pupils to improve personal development, behaviour and welfare.

## **Achievement**

We raise aspiration and improve standards of achievement and outcomes so that all can experience success and fulfilment.

Each key area has a Priority Improvement Plan (PIP) which identifies our longer term objectives and priorities, as well as being specific about our priorities for the coming academic year. The number of key priority areas is kept to a minimum to ensure clarity of focus while maintaining the progress made in previous years. Core leaders within the school maintain Team Improvement Plans (TIP) which reflect the priorities and progress of individual teams.

Strong school systems and rigorous self-evaluation support the developmental work of the school. Leaders at all levels own and drive school improvement priorities.





# What do others say about St Bernadette's?

"A wonderfully stimulating Catholic environment"

Section 48



Listen to Desmond, Year 7

<https://youtu.be/T6CUSpE8QZc>

"A harmonious

atmosphere pervades the school"

Ofsted

"Relationships between teachers and pupils are very positive"

Ofsted

"All pupils benefit enormously from the vibrant Catholic life of the school"

Section 48

"St. Bernadette's remains an outstanding Catholic school and as indicated .... continues to grow, develop and flourish"

S48 monitoring

"I value the school's ability to meet the needs of children my children who as individuals possess different skills, attribute and ability, as well as interests. All were motivated to succeed and give their talent"

Parent

"There is a sustained culture of excellence"



Listen to Lily, Year 11

<https://youtu.be/hEDeO4CafxY>



Listen to Ellie, Year 7

<https://youtu.be/gBL7m564JGo>

"Pupils are confident and comfortable in their lessons." They "respond well to instructions and are very obedient."

Ofsted

"School leaders work together enthusiastically to ensure that pupils thrive and develop as confident and responsible future citizens."

Ofsted



# School information

<b>Type of School</b>	Comprehensive Voluntary Aided
<b>Denomination</b>	Catholic
<b>Diocese</b>	Clifton
<b>Local Education Authority</b>	Bristol
<b>Location</b>	Whitchurch, Bristol
<b>Age Range</b>	11-16
<b>Number of Pupils</b>	746
<b>Number of Teaching Staff</b>	52
<b>Number of non-Teaching staff</b>	53
<b>Inspection judgements</b>	<u>Ofsted</u> 'Good' - November 2018 <u>S48 Inspection</u> 'Outstanding' - May 2016
<b>Pupil Premium</b>	28%
<b>Free School Meals</b>	22.1%
<b>Percentage of pupils with EAL</b>	14.4%
<b>Sixth Form provider</b>	St Brendan's Catholic Sixth Form College
<b>Strategic Leadership Team</b>	Headteacher Deputy Head– Teaching and Learning Deputy Head - Achievement Assistant Head—Pupil welfare & Attendance Assistant Head—Behaviour and Rewards School Business Manager SENDCO
<b>Partnerships</b>	Aquinas—South Bristol Catholic Schools Clifton Diocese Catholic Secondary Schools Bristol Secondary Schools PiXL





# Job description

**As the lead professional in St. Bernadette's, the headteacher will be the key role model in this Catholic school community and within the wider communities served by the school. The headteacher will be responsible for providing vision, leadership and direction. Their values, ambitions and skills will determine the achievement of the school and should have a decisive impact on the quality of pupils' experiences.**

## **Purpose**

- Promote and develop St Bernadette's distinctive Catholic identity through the pursuit of excellence in all areas of the School's work.
- Set and implement the strategic direction of St. Bernadette's.
- Drive achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.
- Provide professional leadership and management.

## **Strategic direction and shaping the future**

- Work with the Governing Body to ensure the School's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the School's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the School's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

## **Strengthening community**

- Build a school culture and curriculum, which take into account the richness and diversity of the school's communities.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, parishes, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.



# Job description

## Leading learning and teaching

- Maintain a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Create a culture and ethos of challenge and support where all pupils can achieve success and be engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

## Developing self and working with others

- Regularly review own practice, set personal targets, and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture.
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure distributed leadership model already in School continues.



# Job description

## Leading and managing the organisation

- Create an organisational structure that reflects the School's values and enables management processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that (within an autonomous culture) policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the School's financial resources effectively and efficiently to achieve the School's educational goals and priorities ensuring best value services have been secured.
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the School's vision and goals.
- Implement successful Appraisal processes with all staff.
- Manage the School environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed.
- to improve the quality of education for pupils and provide value for money.

## Securing accountability

- Fulfil commitments of contractual accountability to the Governing Body.
- Work with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities.
- Maintain and enhance a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review.
- Develop and present a coherent and accurate account of the School's performance to a range of audiences, including Governors, parents and carers.
- Ensure active involvement in the leadership and management of staff.

## Other duties

Undertake such other duties as may reasonably be expected by the Governing Body.

This appointment is with the St. Bernadette Board of Governors under the terms of the Catholic Education Service contract with the Governing Body as employer. It is subject to the current conditions of service for Headteacher Teachers contained in the School Teachers' Pay and Conditions Document and other referenced to the National Standards of Excellence for Head teachers (2020), the Teachers' Standards (2011) and the Personal and Professional Code of Conduct, which applies to all school staff.



# Person specification

<b>A Faith Commitment</b>		
	<b>Essential</b>	<b>Desirable</b>
Practising Catholic	E	
A secure understanding of the distinctive nature of the Catholic School	E	
Understanding of the Head Teacher's role as Pastoral Lead	E	
Ability to demonstrate care, compassion and reconciliation	E	
Ability to lead acts of worship in the Catholic School	E	
Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the School's role within the community.	E	
<b>B Qualifications</b>		
	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	E	
Degree	E	
Masters level study		D
NPQH		D
Willingness to undertake CCRS within 2 years of appointment	E	
<b>C Professional Development</b>		
	<b>Essential</b>	<b>Desirable</b>
Understanding the expectations in the Ofsted Framework about what makes an effective school	E	
Understanding of the expectations of the S.48 inspection		D
Evidence of appropriate professional development for the role of Head Teacher	E	
Evidence of relevant and recent leadership and management professional development	E	
Has successfully undertaken appropriate Child Protection training/Safer Recruitment training	E	
Working knowledge of School planning, evaluation, assessment and accountability	E	
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	E	
Thorough knowledge and understanding of current educational issues	E	
Ability to develop policies and procedures that demonstrate the Catholic identity of the school	E	



### D School Leadership and Management Experience

	Essential	Desirable
Successful leadership as a Head Teacher or Deputy Head Teacher in a Secondary School	E	
Active involvement in leading/managing staff	E	
Active and effective leadership in at least two schools		D
Active involvement in school self-evaluation and development planning	E	
Development and implementation of whole school initiatives	E	
Have led the strategic financial management of a school		D
Responsibility for policy development and implementation	E	
Experience of leading and contributing to staff development (eg coaching, mentoring INSET for staff).	E	

### E Experience and knowledge of teaching

	Essential	Desirable
Significant and successful teaching experience within the secondary phase	E	
Knowledge and understanding of Key Stages 3 and 4 in the secondary phase	E	
Use of assessment and target setting data effectively, to raise standards/address weaknesses	E	
Experience of exemplifying how the needs of all groups of pupils have been met through high quality teaching.	E	

### F Professional Attributes

	Essential	Desirable
Demonstrates a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E	
Excellent written and oral communication skills (which will be assessed at all stages of the process).	E	
A leader of learning; demonstrating, promoting and encouraging outstanding classroom practice.	E	
Committed to sustained attendance at work.	E	
Evidence of working effectively with staff, Governors and parents/carers	E	
Ability to produce clear reports, information and advice to staff and Governors and to provide clear information to the Diocese and CES when required.	E	



### G Personal Qualities

	Essential	Desirable
Experience of promoting and developing strong educational philosophy and values.	E	
Inspires, challenges, motivates and empowers teams and individuals to achieve high goals.	E	
A positive role model at all times, highly effective and respected representative of St Bernadette Catholic Secondary School.	E	
Demonstrates personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	E	
Builds and maintains quality relationships through interpersonal skills and effective communication.	E	
Demonstrates personal and professional integrity, including modelling values and vision.	E	
Manages and resolves conflict.	E	
Prioritises, plans and organises themselves and others.	E	
Thinks analytically and creatively and demonstrates initiative in solving problems.	E	
Aware of their own strengths and areas for development and listens to, and reflects constructively and acts upon, as appropriate, feedback from others.	E	
Demonstrates a capacity for sustained hard work with energy and vigour.	E	
Sustains and develops positive governance of the School	E	
Commitment to own work/life balance as well as that of others	E	

### H Promoting the welfare of children

	Essential	Desirable
A good understanding of up-to-date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pu-	E	

### J 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



## How to apply

If, having read about our school, you would like to apply to be headteacher of St Bernadette's, please complete the application form and the recruitment monitoring and Rehabilitation of Offenders Act 1974 Disclosure Form.

Application forms can be downloaded from:

- the school [website](#)
- the CES [website](#)

Closing date— Midday Wednesday 3rd March 2021

Shortlisting—Friday 5th March 2021

Interviews—Wednesday 17th and Thursday 18th March 2021

Completed application forms can be emailed to:

[recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

or posted to:

Mr Patrick McDermott

Chair of Governors

St Bernadette Catholic Secondary School

Fossedale Avenue,

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