

**Love God
Work Hard
Be Kind**



Holy Cross

CATHOLIC HIGH SCHOOL

Headteacher



**Archdiocese of
Liverpool**

Information Pack

Headteacher



December 2023

Dear Applicant

Thank you for your interest shown in the application of Headteacher to lead Holy Cross Catholic High School. The current Headteacher, Mr Ivan Gaughan is to retire on 31 August 2024.

The Governors are seeking to appoint a dynamic and forward-thinking Headteacher to assume this important strategic and operational role in this thriving school, and one who will build on the current good practice and achievements of this school. The successful applicant will be an outstanding leader with a proven record of school improvement at senior leadership level.

Holy Cross Catholic High School has consistently been judged by Ofsted to be a good school in all aspects and we are all striving to progress to becoming an outstanding school. The Archdiocese of Liverpool has consistently designated Holy Cross Catholic High School to be an outstanding Catholic School.

Holy Cross Catholic High School is an oversubscribed 11-16 Catholic comprehensive school. Our success is rooted in our ethos; we provide a high quality, broad and balanced education, which combined with exceptional pastoral support, enables our pupils to flourish. We are very proud of our Catholic ethos and religious education at Holy Cross Catholic High School; this can be shown in our outstanding GCSE results in religious education.

We believe that young people flourish in a safe, caring and happy environment knowing that they are loved by God. Our pupils are supported and challenged to achieve their best in every aspect of their lives. At Holy Cross our mission is based on John (10:10) *I have come that they may have life and have it to the full.* At Holy Cross this means *Love God, Work Hard, Be Kind.*

All the information you require to apply can be found in this information for applicants' pack and on the school website www.holycross.lancs.sch.uk.

I recommend that you arrange to visit this vibrant and popular school, to meet our pupils and to experience the welcoming and happy environment of our school. Please contact Mrs B Palmer, PA to the Headteacher, b.palmer@holycross.lancs.sch.uk to make arrangements to tour our school with Mr Gaughan.

Once again, I thank you for your interest in this exciting opportunity and I look forward to your application.

Yours sincerely

Mr S Sands
Chair of Governors

Contract: Permanent Full Time

Start date: 1 September 2024

**Salary: Group 6 ISR LPR 26 – 33
£87,253 - £103,578**

NOR: 985

**Closing date: 12 noon, Thursday 25
January 2024**

**Interview: Tuesday 20 and Wednesday
21 February 2024**

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 Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. 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.

This appointment is with the Governing Body of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. It is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, when appropriate: the Governors, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the Headteachers' Standards published by the Department for Education (2020).

The Governors and the Diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Governors and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

Child Protection 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 our 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.

The core purpose of the Headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool. **Therefore, the post of Headteacher must be filled by a practising Catholic² who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**



¹
²

The term school refers to both voluntary aided schools and academies
See Diocesan Briefing Note On Practising Catholic

Job Description

Headteacher



Section 1: Ethics and Professional Conduct

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic Headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic Headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic Headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic Headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God⁴ and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁵ and the Church's Social Teaching⁶
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel

As leaders of their Catholic school community and profession, Headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

3 The Gospel of Matthew 5:3-12

4 The Book of Genesis 1:26-27

5 Dialogue and Proclamation, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

6 Compendium of the Social Doctrine of the Church, 2004, Vatican.

Job Description

Headteacher



Section 2: Headteacher's Standards

1. School Culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁷ and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full⁸
- ensure effective use is made of formative assessment

3. Curriculum and Assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviours

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

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Headteacher



5. Additional and Special Educational Needs and Disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching⁹
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional Development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisation Management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous School Improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

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9. Working in Partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and Accountability

Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic Headteacher in upholding the mission of the Church

Person Specification

Headteacher



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 teaching of the Roman Catholic Church and the Trust Deed of the Archdiocese of Liverpool. 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 practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of our Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in the spiritual development of our pupils and staff and the wider school community	A/I/R
	E4	Experience of and appreciation of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of Headteacher	A/I
	E9	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E10	Evidence of recent leadership and management professional development	A
	E11	Evidence of working with other schools/ organisations/ agencies	A/I
	E12	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC

Person Specification

Headteacher



Essential Criteria	Criterion No.	Attribute	Stage Identified
School Leadership and Management Experience	E13	Ability to develop and articulate a shared vision for education within the context and mission of Holy Cross to lead us through our next stage of development	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and governors to meet the highest expectations and achieve the aims of our school	A/I/R
	E15	To have a successful track record as an effective Deputy Headteacher, Assistant Headteacher or Head of School	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the Headteacher and Governors in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of managing and developing staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues affecting secondary schools	A/I/R
	E21	Understanding of budget planning, staff deployment and effective use of resources	A/I/R
Experience and Knowledge of Teaching	E22	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I
	E23	Secure knowledge of statutory requirements relating to the curriculum and assessment	A/I

Person Specification

Headteacher



Essential Criteria	Criterion No.	Attribute	Stage Identified
Professional Attributes	E24	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
	E25	Able to maintain personal integrity	A/I
Application Form and Supporting Statement	E26	The CES application form must be fully completed and legible	A
	E27	The supporting statement should be clear, concise, related to the specific post and no longer than three sides of A4 in length in Arial point 11.	A
	E28	It would greatly assist us if you were able to supply email addresses for all referees on your application form	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in parish community	A/I
Application Form and Supporting Statement	D2	Recent experience in a Catholic school	A/I
	D3	Postgraduate level qualification	A/CC
	D4	National Professional Qualification for Headship (NPQH)	A/CC
	D5	Successful completion of Diocesan leadership programme	A/CC

Key - Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed (these will be asked for on the first day of the interviews). All appropriate safeguarding and attendance at work checks will be requested.

For more information about our school, please visit: www.holycross.lancs.sch.uk

For an informal discussion with Mr Gaughan or to arrange a visit please contact:

Mrs B Palmer, Headteacher's PA, email: b.palmer@holycross.lancs.sch.uk or Tel: 01257 262093

Completed application forms to be returned to vacancies@holycross.lancs.sch.uk

Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on short-listed candidates.

The 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 successful applicant will be subject to an Enhanced DBS disclosure.

www.holycross.lancs.sch.uk

KS3 Pupil Letter

Headteacher



Dear Headteacher Applicant

As a Holy Cross pupil-formed organisation, we decided that it would be helpful to write a letter about the experience and atmosphere of our school, and what you should expect to see here.

Any pupil, visitor or member of staff who comes into our school can expect to be welcomed with 100% positive enthusiasm. Our mission statement is to "Love God, Work Hard and Be Kind", and this is how we treat anyone who walks in the building. The experience of being a pupil here reflects this, as our bullying prevention, behaviour standards and GCSE results are high above the national average. We are proud of the many awards and achievements that our school is given, and so have many celebrations as a whole school that embrace the extraordinary accomplishments that our school has had in its fifty years of operating. We ask that you are enthusiastic about these things too, as you may soon be a part of the Holy Cross community.

There are many opportunities that are available to pupils at Holy Cross. Whilst almost every school has basic extra-curriculars, we have options that make our school unique to others in our area, for instance trips abroad and academic clubs that occur during school hours or after lessons. Each and every class is taught by passionate, well-educated teachers who inspire and persuade pupils to pick their subject's option as a part of the many GCSE courses offered at our school. Every pupil is supported and guided through their five years at Holy Cross and our members of staff make this process much smoother and enjoyable for pupils.

At Holy Cross, we are a predominantly Catholic school. Every religion, race and gender is accepted here, however our RE department mainly educate pupils about what it means to live life as a Catholic, but we also have lessons on other religions and their beliefs. Our Catholic ethos at our school shows people how to treat others, and this is reflected by the overall positive attitude that pupils have and the kind and pleasant atmosphere in our building. We have a school prayer and a chaplain who strives to teach us how to live even if somebody isn't religious; every individual at Holy Cross is told to follow our mission statement how they want, and our Catholic ethos can show us how to do this.

As a potential Headteacher, of course there are very busy aspects to the job, but the rules that everybody follows makes the experience much easier and calmer. Holy Cross has always been one of the best schools in our area, and the Headteacher is at the core of our school's reputation. As an entire school, we ask that you always see the best in decisions you make, guide our school to becoming even better than it already is, and get involved and always support our pupils. Our past Headteachers have always walked in on classes to see how they are going, had good relationships with pupils, and been visible in the school, as the Headteacher is essentially the leader of a school. Our mission statement also applies to every member of staff, so finally, we ask you to "Love God, Work Hard and Be Kind" if you become our future Headteacher.

Yours faithfully

The Holy Cross Leadership Academy

KS4 Pupil Letter

Headteacher



Dear Headteacher Applicant

As a pupil here at Holy Cross Catholic High School in my final year, I feel extremely honored to have been a part of this community and I believe that it has shaped me as a person. Holy Cross is a truly fantastic environment to be a part of, which is built upon the positive relationships between pupils and teachers and the variety of opportunities which are presented to us as pupils. I, like so many others, feel proud to be a pupil here and hope that more generations of pupils will thrive and succeed here.

Throughout school there are so many opportunities for pupils to immerse themselves in. On top of our varied curriculum which caters to all pupils giving them a chance for their talents to shine, there are a vast range of clubs and activities which are available. For example, the PE department has many clubs such as football, netball, dance, badminton and much more. We have clubs like the Bible group and Faith in Action which offer pupils a chance to learn more about their faith, which is extremely important in our Catholic school, and groups like the leadership academy which offers pupils the chance to learn new skills and play an active role within school. In addition to this, for Year 11 pupils, revision classes are held after school which offer focused time and support to give pupils more confidence going into this stressful period. Under new leadership, I feel it is important for all of these clubs, groups and classes to continue as these are part of what makes our school so special.

Another aspect of our school which is especially important to me, is our Catholic ethos. Our school's mission statement is to, "Love God, Work Hard, Be Kind" and these are values which our school stands by. Within school life we honour our Catholic faith, whether this is through our school prayer, during assemblies or in whole school masses. Our school's Faith in Action group allows pupils to demonstrate their faith through charity work and reflection days and our Bible club allows pupils to learn more about their faith and what it means to them. The chapel also holds times for quiet reflection and all form groups are able to hold a prayer service. In everyday school life, following Catholic values is essential to make sure that all pupils feel happy, safe and supported.

I believe it is important for a Headteacher to be involved with school life and listen to the pupils and their needs. For me, a Headteacher should be able to balance their authority with kindness and empathy, helping pupils to feel confident and cared for in school. I hope that the opportunities and values discussed earlier will continue within school, but I also think it is important for a Headteacher to bring new ideas and further enrich the lives of pupils. In my opinion the most essential qualities for a Headteacher are: the ability to demonstrate kindness and care, leadership skills, organisational skills and the desire to play an active role within the school community, taking the time to help both teachers and pupils to live their school lives to the full.

Yours faithfully

The Holy Cross Leadership Academy



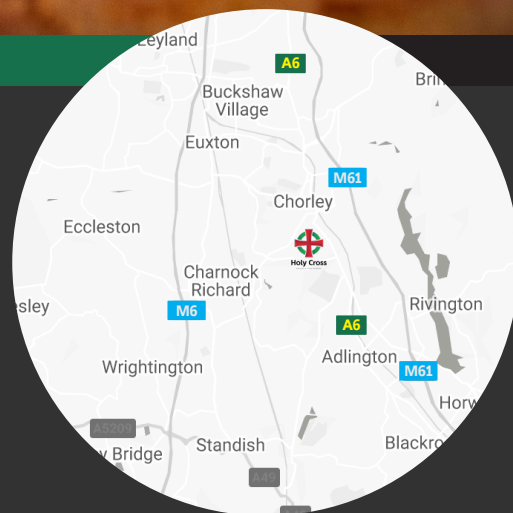
Love God
Work Hard
Be Kind





Holy Cross

CATHOLIC HIGH SCHOOL



How to find us

**Holy Cross Catholic High School,
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.

TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER [@holycrosscholr](https://twitter.com/holycrosscholr)