

Love God
Work Hard
Be Kind



Holy Cross
CATHOLIC HIGH SCHOOL

Assistant Headteacher
Data, Whole School Tracking, Intervention and Reports

We are seeking to recruit an exceptional candidate as Assistant Headteacher to strategically lead on all areas of data, whole school monitoring and tracking, intervention and written reports. As the Assistant Headteacher you will be committed to increasing academic standards through modern and innovative teaching, developing positive working relationships and involving yourself in whole school activities.

Holy Cross is a Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post-sixteen establishments, or in the world of employment and training.

Our teachers are supported to uphold the very highest standards of behaviour through centralised systems, and to teach exceptional lessons through shared planning.

The role:

The Assistant Headteacher will strategically lead all areas of data, whole school monitoring and tracking, intervention and written reports. The Assistant Headteacher will work closely with the Headteacher and SLT to ensure that there is effective strategic and operational leadership throughout the school. They will be expected to demonstrate the impact their leadership has on the school, pupils and staff.

As a school, we offer:

- A supportive leadership structure
- A warm community in which your career will flourish
- A robust effective behaviour system with a clear and consistent policy
- A thorough and supportive induction process
- Bespoke CPD with individual membership to the National College
- Protected PPA
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese of 36 Catholic secondary schools and sixth form colleges and the local authority
- Continual review of working practices and staff workload
- Lancashire reward scheme including staff discount scheme in partnership with Vivup, financial benefits and Employee Assistance Programme

Contract: Full-time hours, permanent contract

Start date: September 2026

Salary: Leadership Spine 9 – 14
£63,070 - £71,330

Closing date: 12 noon, Friday 5 December 2025

Interview: TBC

You will:

- Have an unwavering determination to deliver excellence for pupils from all starting points
- Share and demonstrate our school's ethos
- Be committed to our ethos of high expectations for every pupil in both academic achievement and personal development
- Be committed to continually improving classroom practice and raising attainment
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning
- Have the drive, skills and resilient character required to help develop our school
- Combine subject matter expertise with a passion for teaching your subject
- Be reflective about the school and committed to securing its continued development
- Have an excellent attendance and punctuality record



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.

Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on short-listed candidates.

Working at Holy Cross

At Holy Cross, we are a supportive community where relationships matter. We look after our staff with protected PPA, tea and toast at break times, termly staff activities and wellbeing afternoons. There is a book club you can join, staff social events and a weekly prayer group "Thank God it's Friday".

We pride ourselves on offering a harmonious and supportive environment for all staff through our Mission Statement "To have life and have it to the full" John 10:10. Our staff are valued and supported through bespoke CPD and development opportunities.

Facilities

Located off Myles Standish Way in Chorley, the grounds overlook the hills of Rivington. We are easily accessible via the M6, M61, A49 and A6. Where possible, teachers have their own classroom that they can take ownership of. We have a large multi purpose sports pitch, a separate Maths block with a drama suite and newly refurbished classrooms.

The facilities offered at Holy Cross are exceptional with many more exciting developments underway. Recent developments include:

- A new music room
- A new computer suite with 32 computers
- Two refurbished science classrooms - providing first-class science teaching facilities, as well as modern preparation rooms
- An additional Maths classroom
- Two additional English classrooms

More developments are planned for 2026/2027.



Working at Holy Cross



What do staff say about being a part of the Holy Cross community:

Mr Holliday, teacher of Geography "We have excellent pupils who want to learn. As staff, we are supported and given opportunities for development".

Mrs Coyle, Head of Maths "Working at Holy Cross offers the opportunity to be part of a vibrant, faith-driven community rooted in a strong Catholic ethos. Staff and pupils thrive in a supportive environment where wellbeing is prioritised and mutual respect is central to daily school life. Clear policies and routines ensure consistency, allowing teachers to focus on teaching and pupils to focus on learning. With the best interests of pupils always at heart, Holy Cross fosters a culture of care, collaboration, and excellence".

Mrs Milligan, Head of Geography "At Holy Cross you are able to focus on the fundamental reason you joined the profession - to teach and inspire a love of learning for your subject! There are clear behaviour systems in place to ensure that learning is the priority. Over the last seven years, I have also been heavily supported by the Senior Leadership Team in pursuing my ambitions and developing my career, something I am very grateful for."

Mrs Moss, PE Co-ordinator "Holy Cross has a supportive environment. There is a collaborative and caring atmosphere amongst staff and pupils".

Mrs Ogden, Teaching Assistant "Holy Cross is a place where staff and pupils are cared for, they respect and look after each other".

Miss Wane, Teacher of Maths and former pupil "I love working at Holy Cross. My favourite thing is how kind and respectful the pupils are, after finishing most lessons pupils leave the room saying, 'Thanks Miss'. It is a small gesture but really shows how much our pupils value the lessons we teach at Holy Cross".

Mrs Fletcher, Second in English "There is such a welcoming atmosphere from staff on reception and around school and everyone is willing to help each other out; there is a real sense of community that is like no other school I've ever worked in (and I've taught in three). The pupils are polite, friendly and genuinely enjoy coming to school, which makes the job worthwhile. It feels like they really care about our school".

Mr Simpson, Teacher of Science and parent "I work at Holy Cross because it's a school where you can actually focus on inspiring and teaching pupils rather than behaviour. I recommend the school to everyone I speak to because it's where I sent my children and where I will stay for the remainder of my career. The expectations of staff are high, but the reward is great in the pupils and lessons you are able to teach".

Miss Wallace, Assistant Headteacher "I choose to work at Holy Cross because it is a school where the Catholic community truly matters. From the day I started, I felt welcomed and supported by colleagues who genuinely care about one another and the pupils they serve. The pupils at Holy Cross are respectful, kind, and committed to their learning and this makes it a rewarding environment to work within. What also makes Holy Cross special is its strong Catholic ethos, which fosters a sense of purpose, respect, and compassion throughout the school community. Holy Cross is a place that makes you feel valued, where faith and learning go hand in hand, and where the atmosphere is one of care, aspiration, and shared values".

Welcome Letter

Assistant Headteacher

November 2025



Dear Applicant

Assistant Headteacher - Data, Whole School Tracking, Intervention and Reports

Thank you for your interest in applying for the post of Assistant Headteacher.

Holy Cross Catholic High School continues to provide an outstanding Catholic Education for the children of Chorley and the surrounding area. It is a vibrant and welcoming school dedicated to the formation of successful and rounded young people. Our ethos is founded on Gospel Values and the teachings of Christ which are realised through our daily actions. Our mission statement *I have come that they may have life and have it to the full* (John 10:10) clearly sets out our aspirations for excellence in all that we do.

Within our school community there is a strong spirit of cooperation, kindness and love where people are valued and respected. Together we strive to produce young people with ideas and ambition, who have a clear vision of what they want to achieve in life. Our pupils have a strong sense of service and compassion for those in need and who have, above all, a love and zest for life.

As Headteacher of Holy Cross, I feel incredibly proud and privileged to lead this wonderful school. Our school is a fantastic place to work and we are seeking a strong, inspirational leader to join our senior leadership team. The Job Description and Person Specification within this application pack outlines the professional skills and characteristics of the person we are seeking to employ as well as the specific roles and responsibilities the successful candidate will take on.

I hope that you will give careful consideration to applying for the role of Assistant Headteacher at Holy Cross Catholic High School. If you would like to visit our school, please contact the Headteacher's PA, Mrs Beth Palmer (b.palmer@holycross.lancs.sch.uk) or telephone 01257 262093. I would be delighted to make time during your visit to meet with you and discuss the position further.

Yours sincerely

Mr G Lindley
Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance. This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually. 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.

Job Description

Assistant Headteacher

Responsible to:
Headteacher

Key Responsibilities

Job Purpose:

The Assistant Headteacher will strategically lead all areas of data, whole school monitoring and tracking, intervention and written reports. The Assistant Headteacher will work closely with the Headteacher and Senior Leadership Team to ensure that there is effective strategic and operational leadership throughout the school. They will be expected to demonstrate the impact their leadership has on the school, pupils and staff.

Data Leadership:

- Oversee the collection, analysis, and interpretation of academic data
- Ensure data systems are accurate, efficient, and support whole-school improvement
- Analyse national data in comparison to school performance data to identify trends and areas for development
- Communicate any national changes to data analysis to all stakeholders
- Analyse, interpret and respond strategically to the school's IDSR (Inspection Data Summary Report)
- Lead the use and development of data analysis software including SISRA and FFT, ensuring effective use for school performance analysis and reporting
- Ensure correct setting of pupils to support accurate tracking and intervention

Tracking of Pupil Outcomes:

- Develop and maintain robust tracking systems for pupil attainment and progress
- Monitor performance trends and identify underachievement across key cohorts
- Track progress of pupils receiving intervention
- Track pupil engagement across whole school initiatives (Leadership Academy, Educational visits and trips, rewards, extracurricular clubs)

Intervention Coordination:

- Lead on the design and implementation of intervention strategies
- Work with curriculum leaders and pastoral teams to ensure timely and effective support for pupils
- Review and modify, where appropriate, our Pupil Premium Strategy

Pupil Reports:

- Manage the reporting cycle, ensuring accurate, high-quality, informative pupil reports are produced
- Support staff in using data to inform report writing and parent communications

Leadership and Collaboration:

- Contribute to the strategic leadership of the school as part of the Leadership Team
- Provide training and support to staff on data use and intervention planning
- Work closely with the Assistant Headteacher responsible for Teaching and Learning to ensure that data is used effectively to inform and improve standards and the quality of teaching across the school
- Review our department tracking systems, identifying outstanding practice and implement a whole school consistent approach
- Lead on target setting and work alongside the Data Manager to ensure that data is effectively managed and kept accurate
- Present a coherent and accurate account of performance to a range of stakeholders
- Lead staff on target setting to ensure clear, achievable goals align with school priorities

Person Specification

Assistant Headteacher

Analytical Thinking: Demonstrates a methodical and structured approach to problem-solving. Able to dissect complex issues and identify root causes with precision.

Attention to Detail: Maintains high levels of accuracy in all aspects of work. Routinely checks outputs for errors and inconsistencies, ensuring quality and reliability.

Robust Work Ethic: Approaches tasks with diligence and persistence. Takes ownership of responsibilities and follows through to completion, even under pressure.

Process-Oriented Mindset: Comfortable working within established frameworks and procedures. Proactively seeks to improve systems for greater efficiency and consistency.

Organisational Skills: Manages time and resources effectively. Prioritises tasks logically and maintains clear documentation and records.

Communication Skills: Communicates clearly and concisely, both in writing and verbally. Able to convey complex information in an accessible manner.

Commitment to Continuous Improvement: Reflects on performance and actively seeks feedback. Demonstrates a growth mindset and a desire to refine and enhance their approach.

Additional Duties: The Assistant Headteacher will also be expected to fulfil the responsibilities of a teacher, with timetable commitment, agreed on appointment and reviewed annually.

Senior Leadership Team: The School Senior Leadership Team (SLT) is the key leadership group within the school, as well as having a major role to play in its daily operation. All members of the SLT have particular responsibility for the development, delivery, monitoring and evaluation of whole school systems and practices, the support and supervision of middle leaders and ensuring good discipline. They play a crucial role, through systems of line management, in ensuring that the School Improvement Plan continuously drives the school forward. This ensures that the ethos of the school remains a permanent focus. It is the responsibility of the SLT to ensure that the vision for the school is delivered by working effectively with all staff.

SLT members are expected to attend whole school functions, to represent the public face of the school and to organise programmes for inspectors and other visitors. This is vital for the school to maintain a good public profile and for positive relations within both the local and wider community.

Each member of the School Leadership Team is expected to take assemblies, chair meetings and establish SLT presence around the school. Line management is shared amongst the team.

Precise responsibilities within the School Leadership Team are determined based on the experience and skills of the team members. At regular intervals colleagues exchange some responsibilities for purposes of professional development. It would be useful for candidates to identify areas of expertise or interest in leadership and management in their application.

Professional Requirements:

- All teachers are reminded of the school's Mission Statement
- All teachers are employed by the Governing Body and must have due regard to the Catholic character of the school
- Must not do anything that will be a detriment to the interests of the school as outlined in the contract of employment

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

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

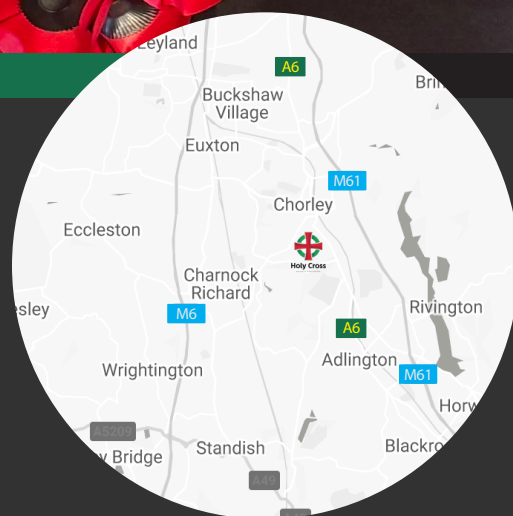
Mrs B Palmer, PA to Headteacher, email: b.palmer@holycross.lancs.sch.uk or Tel: 01257 262093

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



Holy Cross

CATHOLIC HIGH SCHOOL



TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

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

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

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.