

ST MARY'S CATHOLIC HIGH SCHOOL, LEYLAND

Post of Deputy Headteacher

Lead for Data, Assessment & Curriculum



WELCOME

Thank you for considering St Mary's Catholic High School, Leyland.

We are a school community that continues to thrive and build on the successes of recent years. At St Mary's, we unashamedly set high standards and expect the very best of our pupils. In so doing, every child is given the opportunity to flourish and fulfil their God-given potential.

Our school has a calm and purposeful working environment, with a rich extra-curricular provision, allowing pupils the opportunity to excel. They are aided wonderfully by a staff body who are hard-working, caring and committed. In short, we are a community where all members are valued and respected.

The inspiration for all we do comes from our Catholic faith and is based on the Gospel values of love, honesty, respect and forgiveness. In so doing, we believe our Mission, which is to 'let your light shine', comes alive, allowing pupils to feel safe and have the confidence to develop their talents.

Our school mission extends, of course, to staff as well, and every opportunity is given to allow for professional development. The successful applicant will be working in a school that is both welcoming and supportive.

This opportunity has arisen due to the planned retirement of the existing postholder. As such, it offers a wonderful opportunity for a colleague who is looking to progress their career, drive further improvement at St Mary's and make a tangible difference to the lives of the pupils we serve.

Applicants considering St Mary's are encouraged to book an appointment and visit as I would be delighted for you to see the school in action.

Phil Thompson

Headteacher



THE SCHOOL

St Mary's was established in 1957 and has remained on its current site ever since. Previously under the stewardship of the Benedictine Order, the school now falls under the auspices of the Roman Catholic Archdiocese of Liverpool.

Half of the school was rebuilt following a catastrophic fire in 2013, and as a result, now boasts a fine array of equipment and facilities. The installation of a FIFA-approved 4G pitch in 2023 is further proof of how St Mary's continues to develop.

Pupil numbers are strong, with the school enjoying support from parents and the local community. The school is in a sound financial position, with scope to use these funds for further development in key areas.

THE SENIOR LEADERSHIP TEAM

The Senior Leadership Team comprises of the Headteacher, Deputy Headteacher, three Assistant Headteachers and the Business Manager.

Each member of SLT has specific whole-school areas of responsibility, whilst in addition to line-managing department areas. Colleagues are expected to keep-up-to-date with all relevant developments in their job role, and report back as required at all relevant SLT and governor meetings. The school operates a 50 period 2-week timetable, with SLT meetings currently held at 2.15pm on alternate Mondays and Tuesdays.

THE POST OF DEPUTY HEADTEACHER

The governors are seeking to appoint an experienced and well-qualified graduate teacher who is ambitious to succeed. Candidates will be expected to demonstrate a sustained track record of achievement in their career to date, and be keen to develop further. The successful candidate will see this move as the next step in their career, and may aspire to Headship in future years. As a Deputy Headteacher, you will be in a unique position to shape the strategic direction of the school.

The successful applicant will be ready for the next step in their career. Whilst any teaching specialism will be considered, candidates must be able to demonstrate impact in their current position. Once appointed, they will oversee all aspects of data, assessment and curriculum within the school. As such, in-depth and up-to-date knowledge of the latest developments within education is crucial, as is the ability to interpret and present data in a way which is accessible for all stakeholders.

As Deputy Headteacher, the post-holder will possess the confidence and ability to lead the school in the Headteacher's absence and as such will be heavily involved in all aspects of school life. This will include overseeing the school's timetable and ensuring the school runs smoothly on a day-to-day level.

Relevant support and development opportunities will be offered to the successful candidate, ensuring that they are given every opportunity to excel in their role.



In your letter of application, please outline your philosophy of education, including details of how you ensure all pupils have the opportunities to realise their full potential.

We are ambitious and the successful candidate must be able to demonstrate a commitment to change as well as the ability to take risks in moving forward. With these points in mind this post represents a huge opportunity to influence the direction of this school in the short and long term.

A sense of vision, enthusiasm and energy will be looked for as well as the abilities needed to contribute to a spirit of teamwork. As a teacher, there must be an enthusiasm for, and commitment to, your specialism. Your teaching load will be determined by the demands of the school. Senior Leaders may also be asked to teach outside of their specialism should the need arise.

All staff are expected to make a positive contribution to the life of the school. There is a wide variety of extra-curricular activities and all staff are encouraged to become involved with this important aspect of school life. Applicants are asked to indicate particular interests and activities.

A programme of professional and pastoral support is given to all new appointments. The appointment will be based on the **Catholic Education Service contract of employment** which will be offered to the successful candidate by the governors.

RELATED MATTERS

We were inspected by the Catholic School Inspectorate in March 2024 and Ofsted in June 2025. Comments from these inspections include:

Catholic School Inspectorate:

- *'Community, inclusivity and belonging are hallmarks of the school, making it a genuine family of faith'*
- *'It is a happy community. Pupils say 'We all feel like a family' and feel valued and respected'*
- *'Staff are impressive role models to the young people in their care, and pastoral care is expert, committed and well organised'*
- *'Parents are central to the school's life and surveys reveal an overwhelmingly positive view from parents of the care and education their children receive'*

Ofsted:

- *'The school is ambitious for its pupils'*
- *'Pupils are proud to be part of this inclusive school'*
- *'Staff foster strong relationships with pupils'*
- *'Pupils feel safe when they are in school'*
- *'The school's curriculum is broad and ambitious'*
- *'Teachers are knowledgeable about their subjects'*
- *'leaders [and] governors have played a significant role in ensuring that the school has sustained its performance since the last inspection'*



THE PLACE

South Ribble is a very pleasant area in which to live and work. The school is situated not far from the centre of Leyland, with easy access to the rail and motorway network as well as the semi-rural and rural areas of southwest and west Lancashire.

THE PROCESS OF APPLICATION AND INTERVIEW

Applicants must complete the CES application form, together with a letter supporting your application. Your application should be addressed to the Chair of Governors, Mrs Donohoe and submitted to head@ismchs.com. The school will acknowledge its receipt. We invite prospective candidates to visit us and experience the school ethos. Please call us if you wish to take advantage of this opportunity. The Head's PA, Mrs Owens will be able to make suitable arrangements. Closing date for applications is 12 noon on Monday 24th November and interviews will take place on Tuesday 2nd and Wednesday 3rd December. Candidates selected for interview will complete a variety of tasks in school on the first day. Shortlisted candidates after this will be invited to panel interviews and full interview on the second day.

AND FINALLY

I hope you will feel encouraged to apply for this post and we look forward to receiving your application. You should attach a covering letter of no more than three A4 sides (min. font size 11) to your application. Our mission is to appoint the best candidate available for the post. Thank you for showing interest in St Mary's and in this post. Good luck!

Phil Thompson

Headteacher



Deputy Headteacher Job Description

JOB DESCRIPTION FOR:	Deputy Headteacher	Name:	
Main responsibilities/Purpose: The Deputy Headteacher must make a positive contribution to the advancement and Christian ethos of the school. Expectations for this role are: I. To maintain the teaching and traditions of the Catholic faith throughout the life of the school so as to promote the personal and spiritual development of pupils and staff II. To support the school's safeguarding procedures to maintain a safe and inclusive environment for all members of the school community III. To assist, promote and develop the ethos of the school liaising closely with the local and wider community and to assist in developing high standards of achievement IV. To work with the Headteacher in the leadership and management of the school so as to promote the effective education for all the children within the framework provided by the policies of the Governing Body and with respect to statutory requirements V. To provide vision and leadership in all areas of responsibility in accordance with the school's Foundation statement VI. To lead the school in all areas of data, assessment and curriculum developments VII. To report regularly to the SLT, Governing Body and external bodies in relation to areas of responsibility. Attend meetings as required VIII. To line manage Curriculum Leaders IX. To show initiative and good example in all matters relating to the work and general conduct of the school X. To have responsibility for updating relevant sections of the school's Improvement Plans and Self Evaluation			
Line Manager: Headteacher			
Line Managing: Curriculum Leaders (Departments in agreement with the Headteacher)			
Target Teaching Load: In line with the needs of the school			
Salary/Grade: Leadership Spine range L19 TO L24			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Relating to the School Mission Statement and the school's distinctive Catholic Ethos: - In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Senior Leaders are expected to set the highest standards in this respect - Actively promote and uphold the Catholic character and mission of the school in accordance with the teachings of the Church and the vision of the Archdiocese of Liverpool - Support the spiritual and moral development of pupils and staff through liturgy, prayer, and pastoral care - Work in partnership with the Headteacher, Chaplain, Diocese, and parish to enrich the Catholic life of the school			
Working alongside & standing in for HT: - To work with the Headteacher and others to create a shared, strategic vision - To deputise for the Headteacher in their absence - To be a member of the Senior Leadership Team - To lead planning which sustains school improvement - To assist the Headteacher in determining the staffing structure of the school - To assist the Headteacher and participate in the key task of selecting and appointing teaching and non-teaching staff, having regard to Archdiocesan and Local Authority guidelines and advice			



Deputy Headteacher Job Description

Leadership:

- Oversee the day-to-day running of the school
- Monitor the school diary, taking decisions relating to staff absence and cover, to ensure smooth day-to-day running of the school
- In conjunction with the Headteacher, lead on staff briefings and staff meetings
- Have management of appropriate budgets, ensuring no over-spend and best value for money

Data and Assessment:

- Lead on whole-school data analysis, including progress, attainment, and performance trends
- Ensure robust systems are in place for tracking, monitoring, and reporting pupil outcomes in both key stages
- Oversee assessment frameworks at Key Stage 3 and 4, ensuring consistency, accuracy, and impact on teaching and learning
- Use data to inform strategic decisions, target interventions, and support school improvement
- Ensure Curriculum Leaders are confident in their use of data to enable them to most effectively lead their department areas
- Ensure that relevant policies are clear, up to date and disseminated effectively
- Contribute to whole school self-evaluation and improvement relating to data analysis and target setting
- Oversee the development of Arbor as a data analysis tool
- To lead on setting and streaming so as to ensure every child is challenged
- Oversight of arrangements for reporting pupil progress to parents/carers
- Lead on the school's examination procedures, ensuring all exams, both internal and external, are run smoothly and in line with all statutory requirements
- Line-manage the Exams Officer and Data & Assessment Officer
- To provide a calendar for the annual cycle of Assessment
- Reporting of school performance to staff and Governors

Curriculum:

- Responsibility for the construction and management of the school timetable, ensuring optimal use of staffing and resources
- Oversight of the planning and delivery of the Options process
- Keep abreast of latest developments and lead Curriculum Leaders in ensuring that the school curriculum is broad, balanced, inclusive, and responsive to pupil needs
- Ensure the teaching resources available to staff are of the highest quality and best value for money, including IT provision

Personal Development:

- To undertake a continued programme of development ensuring the postholder is a credible witness to high quality teaching
- Ensure that relevant professional development opportunities are taken-up
- Contribute to the networks of professional support which exist at Archdiocesan, Local Authority and district levels

Managing the performance of others

- To meet with specified Curriculum Leaders throughout the year so as to evaluate subject progress to targets; to feed back this information to the senior team recommending interventions where appropriate
- Within the process of Performance Management/Appraisal to give detailed summary reports on colleagues for whom there is a responsibility to Line Manage with recommendations for Pay Progression
- Promote a culture of high expectations, collaboration, and continuous professional development

Attendance of Staff

- Monitor the impact of short- & longer-term staff absence on learning for different pupil groups & take decisions relating to cover teaching



Deputy Headteacher Job Description

- To be the first point of contact for staff returning to work; conducting interviews and completing the necessary paperwork, supporting the well-being of staff in the workplace

Extra-Curricular:

- To attend and support school functions

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal regulations.

<http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To meet the Teachers' Standards
- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a qualified teacher
- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department
- To ensure the behaviour management system is implemented in the department so that effective learning can take place
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example
- To support the school in meeting its legal requirements for worship

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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 Catholic Church and the diocesan Trust Deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all aspects.

St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A. Faith Commitment and Values	Essential	Desirable	A = Application I = Interview R = Reference
Practising Catholic with a sound understanding of the distinctive nature of Catholic schools and Catholic education	✓		A I R
Involvement in parish community		✓	A I R
A.2 Able to demonstrate knowledge and understanding of the following in the context of a Catholic School	Essential	Desirable	A = Application I = Interview R = Reference
Leading worship	✓		A I R
Ways of developing religious education and worship	✓		A I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	✓		A I
How relationships should be fostered and developed between the school, parish, its community and the diocese		✓	A I
B. Safeguarding	Essential	Desirable	A = Application I = Interview R = Reference
Shares the school's commitment to the highest safeguarding procedures for the welfare of children and young people	✓		A I R
Has successfully undertaken appropriate Child Protection training for this academic year 2025-26	✓		A I
Is fit to work with children and has not been barred from the teaching profession, or subject to an ongoing investigation by the Teaching Regulation Agency	✓		A I R
Has successfully undertaken approved "Safer Recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post.	✓		A I
C. Qualifications	Essential	Desirable	A = Application I = Interview R = Reference
Qualified Teacher Status	✓		A
Degree or equivalent	✓		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificate (CTC) or has a commitment to do so		✓	A
Has completed the Catholic Leadership Programme (CLP) or has a commitment to do so		✓	A

D. Professional Development	Essential	Desirable	A = Application I = Interview R = Reference
Evidence of appropriate professional development for the role of Deputy Headteacher		✓	A I
Evidence of recent leadership and management professional development	✓		A I
Has experience of working with Arbor Management Information System, or has a commitment to undertake relevant professional development in this area	✓		A I
E. School leadership and management experience	Essential	Desirable	A = Application I = Interview R = Reference
Evidence of substantial, recent and successful leadership experience in an appropriate/relevant setting	✓		A I R
Experience of working in a school in similar circumstances or serving a similar community		✓	A I R
Evidence of an active involvement in school self-evaluation and development planning	✓		A I R
Evidence of an involvement in or understanding of financial management in a school		✓	A I
To have had responsibility for policy development and implementation	✓		A I R
To have had experience of, and ability to contribute to, staff development by, for example, coaching, mentoring, delivery of INSET	✓		A I R
F. Experience and knowledge of teaching	Essential	Desirable	A = Application I = Interview R = Reference
Experience of teaching in more than one secondary school		✓	A
Experience of teaching in a Catholic secondary school		✓	A I R
A knowledge and understanding of all key stages provided in the school	✓		A I R
To be able to use data, assessment and target setting effectively to raise standards/address weaknesses	✓		A I R
Experience of providing professional challenge and support to others through the appraisal process	✓		A I R
Experience of working effectively with a strong governing body		✓	A I
G. Professional Attributes	Essential	Desirable	A = Application I = Interview R = Reference
To be able to demonstrate an understanding of the particular needs of pupils at St Mary's and how these could be met	✓		A I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	✓		A I R
Excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A I R
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	✓		A I R

H. Professional Skills
Applicants must be able to demonstrate that they meet the Teachers' Standards ((England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The Deputy Headteacher must be exemplary and be able to • Set high expectations which inspire, motivate and challenge pupils • Promote good progress and outcomes by pupils • Demonstrate good subject and curriculum knowledge • Plan and teach well-structured lessons • Adapt teaching to respond to the strengths and needs of all pupils • Make accurate and productive use of assessment • Manage behaviour effectively • Fulfill wider professional responsibilities
I. Personal Qualities
All of the following are considered to be essential for the post and will be assessed throughout the process. The Deputy Headteacher will be able to • Continue to promote the school's strong educational philosophy and values • Inspire, challenge, motivate and empower teams and individuals to achieve high goals • Inspire trust in the school community • Communicate clearly and effectively both orally and in writing in English • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people • Build and maintain quality relationships through interpersonal skills and effective communication • Demonstrate personal and professional integrity including modelling values and vision • Manage and resolve conflict • Prioritise, plan and organise self and others • Think analytically and creatively and demonstrate initiative in solving problems • Be aware of their personal strengths and areas for development and listen to and reflect constructively and act upon, as appropriate, feedback from others • Demonstrate a capacity for sustained hard work with energy and vigour
J. Confidential References and Reports:
• Positive and supportive faith reference from a priest where the applicant regularly worships • Positive recommendation from all referees, including current employer • The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate
K. Application Form and Supporting Statement
The CESEW application form must be fully completed and legible. The supporting statement should not exceed 3 sides of A4 in Arial point 11, have 'moderate' margins and should be clear, concise and related to the post and setting applied for, paying particular attention to the specific Job Description.

CONFIDENTIAL



SENIOR LEADERSHIP APPLICATION FORM

*(Before completing this form please read the **Notes to Applicants**)*

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Name of Candidate:

TO BE USED FOR THE FOLLOWING SENIOR LEADERSHIP POSITIONS ONLY:

Headteacher (including Principal or equivalent)

Acting Headteacher

Joint Headteacher

Deputy Headteacher / Vice-Principal

Assistant Headteacher / Associate Principal

Head of School

PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:

www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE
RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION
MAY NOT BE PROCESSED**

DETAILS OF ROLE APPLIED FOR:

Application for the position of:

Full Time ☐ Part Time ☐ Job Share ☐

At: School / Academy

At which the:

Governing Body ☐

Academy Trust Company ☐

Multi-Academy Trust Company ☐

is the employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone ☐ Email ☐

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes ☐ No ☐

QTS Certificate Number: Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

Details of Present Employment:

Are you presently employed: Yes ☐ No ☐

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if different):

Address:

Telephone Number:

Local Authority:

Archdiocese / Diocese:

Permanent ☐ Temporary ☐

Full time ☐ Part time ☐ Job share ☐

Date of appointment:

Notice required:

If notice already given, date

it is due to expire:

Reason for leaving:

Salary scale

(e.g. main / upper / leadership)

Group of school /

Number on role:

Spine Point:

Additional Allowances

(including inner / outer / fringe London):

Gross annual salary:

Employment History:

Please complete in chronological order, starting with the **most recent**:

Full name and address of school / college / academy (state whether nursery / primary / secondary / comprehensive / selective etc.) include details of local authority if relevant	Approx. number on roll	Age range taught & single sex / mixed	Post held and responsibilities including subjects taught and key stages taught	Dates employed month / year (from – to)	Reason for leaving

Other Employment / Work Experience:

Please complete in chronological order, starting with the **most recent**:

Employment / Experience	Employer / Location	Responsibilities	Dates employed month / year (from – to)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community please provide details here:

Post-11 education and training:

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification
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Desirable Qualifications (please note that NPQH is mandatory in Wales) please insert N/A if you do not have the qualifications listed in this section

					NPQH
					Catholic Certificate of Religious Studies (or, if equivalent, please state)

Other Post-Graduate Qualifications

Higher Education Qualifications

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School / College Qualifications

Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Please provide details of your most recent safeguarding training:

Professional Memberships:

Chartered College of Teaching:

Associate ☐ Member (MCCT) ☐ Fellow (FCCT) ☐ Chartered Teacher (CTeach) ☐

Please list any other professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

Supporting Statement:

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

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References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Most Senior Leadership posts require you to be a practising catholic and, therefore, one referee must be your Parish Priest / the Priest of the Parish where you regularly worship. In requesting a Priest's reference it is not our intention to deter applications. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present School / Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name:

Address:

Role:

Telephone:

Email:

Parish Priest / Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☐

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are St Mary’s Catholic High School.
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and Lancashire County Council with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Chloe Woods, DPO and you can contact them with any questions relating to our handling of your data. You can contact them by emailing bursar@ismchs.com
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation....”

7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints policy published on our website www.lsmchs.com. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☐
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐

Right to work in the UK.

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐

Language requirements for public sector workers.

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that

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this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).



MODEL RECRUITMENT MONITORING INFORMATION FORM

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

Post title:	School:
Date of birth:	

1. GENDER

Male ☐
Female ☐

2. COUNTRY OF BIRTH

My country of birth is:

3. ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White	4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
British ☐ English ☐ Scottish ☐ Welsh ☐ Irish ☐ Any other White background (please specify)	Bangladeshi ☐ Indian ☐ Pakistani ☐ Any other Asian background (please specify)
2. Black, Black British, Black English, Black Scottish or Black Welsh	5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh
African ☐ Caribbean ☐ Any other Black background (please specify)	Chinese ☐ Any other Chinese background (please specify)
3. Mixed	6. Other ethnic group
White & Asian ☐ White & Black African ☐ White & Black Caribbean ☐	Other ethnic group (please specify)

Any other Mixed background
(please specify)

4. RELIGION

I would describe my religion as:

- None ☐
- Catholic ☐
- Other Christian ☐
- Buddhist ☐
- Hindu ☐
- Jewish ☐
- Muslim ☐
- Sikh ☐
- Any other ☐

5. DISABILITY

The legal definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?

Yes: ☐

No: ☐

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

Date:



MODEL REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES model Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No: ☐

Yes: ☐

If you have answered yes to the question above, please set out the details below:-

Date of Conviction/pending Hearing/Caution/Reprimand/Warning	Offence	Sentence	Details of Police/Court involved

Declaration: I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

Data Protection Act

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

SIGNATURE :

DATE :