



Diocese of Lancaster  
**Education Service**  
Euntes in mundum

# Deputy Headteacher of St Bernard's Catholic Secondary School

January 2025



**St Bernard's**  
CATHOLIC HIGH SCHOOL  
*LABORARE EST ORARE*



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St Bernard's Catholic High School  
Rating Lane,  
Barrow in Furness  
Cumbria  
LA13 9LE

**Chair of Governors:** Matt Cush

**Website:** [www.stbernardsschool.uk](http://www.stbernardsschool.uk)



## Welcome from our Chief Executive, Jacky Kennedy

Dear Candidate,

Thank you for your interest in becoming the next Deputy Headteacher of St Bernard's Catholic High School, one of the 16 schools in the Mater Christi Multi Academy Trust.

This is a role for someone who wants their Catholic Faith to radiate across their school community and for some-one who is ambitious to work with the new Headteacher to support and lead on school developments.

We are looking for a candidate who is compassionate, loving and caring, and at the same time, forward thinking. The new post holder will be supported by the new Headteacher, staff, Governors and a Trust who are focussed and united in their ambition for St Bernard's.

St. Bernard's is situated in the coastal town of Barrow in Furness and has been serving the Furness community, and beyond, for over 70 years. Barrow is very close to the beautiful Lake District National Park.

In September 2021, St Bernard's joined the Mater Christi Trust, a growing Trust of 16 schools across the Diocese. All Catholic Schools in the Lancaster area and Cumbria will be joining the Mater Christi Trust in the next five years. The new Headteacher will join the 15 school leaders in developing our Trust as it grows.

St Bernard's has a rich history of educating generations of local families. There are currently 678 students on roll.

The 127 staff at St Bernard's are high quality, enthusiastic colleagues who are committed to the Vision and to the children.

The Chair of Governors and the Headteacher is available to meet candidates to tour the school and I am available to speak to candidates who wish to discuss the post.

This is an exciting opportunity for the right candidate to work with the Local Governing Body and the Trust to move the school to the next level and we look forward to hearing from you.

Yours faithfully,

**Jacky Kennedy**  
**Chief Executive Officer**  
**Mater Christi Trust**  
**[www.mater-christi.com](http://www.mater-christi.com)**



## The current Trust Schools are:

- Dean Gibson R.C Primary School, Kendal
- Our Lady and St Patrick's Catholic Primary School, Maryport
- Our Lady of Lourdes Catholic Primary School, Carnforth
- Our Lady of the Rosary Catholic Primary School, Dalton
- Sacred Heart Catholic Primary School, Barrow-in-Furness
- St Bernard's Catholic High School, Barrow-in-Furness
- St Catherine's Catholic Primary School, Penrith
- St Cuthbert's Catholic Primary School, Carlisle
- St Cuthbert's Catholic Primary School, Wigton
- St Cuthbert's Catholic Primary School, Windermere
- St Gregory's Catholic Primary School, Workington
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Mary's Catholic Primary School, Ulverston
- St Margaret Mary Catholic Primary School, Carlisle
- St Pius X Catholic Primary School, Barrow

## Our Trust Values



**LOVING  
TOGETHER**



**LEARNING  
TOGETHER**



**EXCELLENCE  
TOGETHER**



## Introduction from Daniel Vince, Headteacher, St Bernard's

Thank you for your interest in this role at our wonderful school.

This is an extremely key appointment as the successful candidate will help shape the mission, ethos and vision of this school, as we embark on a journey towards creating an outstanding Catholic School.

I was appointed to the post of Headteacher in September 2024 and I am determined to build a school founded on the fundamental belief that all are known and loved as children of God, created for greatness and our aim is to be one of the best schools in the country! A bold aim but one we can achieve together.

The school has a rich and proud history with a current solid foundation of talented staff and wonderful students. We are looking for a highly motivated and faith-filled leader to be part of this exciting journey, supporting me to lead this school.

If you are an experienced Senior Leader and want to make a real difference to the lives of young people, we want you to be part of our team. I would highly recommend a visit to the school so you can see first-hand what a wonderful opportunity this is.

Please do not hesitate to get in touch with any questions or to arrange a visit and I look forward to meeting any interested candidates over the next few weeks.

May God guide a wonderful school with this important appointment.

God Bless,

Dan Vince  
Headteacher



## St Bernard's Mission Statement

St Bernard's Catholic High School is a Catholic community based on the gospel values of love and respect.

We aim to provide the children of the Furness area with a supportive and caring community in which all can grow in confidence, spiritually and academically, to fulfil their true potential, strong in their belief in Christ, fully prepared for the opportunities, responsibilities and experiences that await them.

### *Why do we exist?*

Our Mission Statement.

St Bernard's Catholic High School is an inclusive and caring place of "learning, love, and compassion", with Christ at the centre of all that we do.

### *What do we make?*

Our Core Purpose

Committed Learners. Exceptional People

### What Language do we use?

Our Virtues

Kindness  
Hard work  
Resilience



'To work is  
to pray'



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 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 he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the trust board and local governing body of the school under the terms of the Catholic Education Service contract signed with the trust as employers. It is subject to the conditions of service for deputy Headteacher contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Trust and Local Governing Body is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.



## Job Description

<b>Job Title</b>	Deputy Headteacher
<b>Contract</b>	Permanent
<b>Salary Range</b>	L17-L21
<b>Reporting to</b>	Headteacher

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher.
- Be a member of the senior management team.
- Assist the Headteacher in managing and leading the school.
- Support and represent the Headteacher at meetings as and when required.
- Undertake such duties as are delegated by the Headteacher.
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement.
- If the Headteacher is absent from the school, the Deputy Headteacher must undertake such duties of the Headteacher as the Headteacher, CEO or the Local Governing Body shall require.

### Main Tasks:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

#### 1. Teacher Responsibilities

1.1 To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

#### 2. The Internal Organisation, Management and Control of the School

2.1 To have specific responsibilities to be agreed upon appointment.





## 2.2 To contribute to:

- Fulfilling the school's Mission Statement.
- Maintaining and developing the Catholic ethos, values and overall purposes of the school.
- Formulating the aims and objectives of the school and policies for their implementation
- A development plan which will translate school aims and policies into actions.
- Monitoring and evaluating the performance of the school and its achievements as a Catholic school.
- Implementing the Trust policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The efficient organisation, management and supervision of school routines.

## 3. Curriculum Development

### 3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum.
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting.
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs.
- Ensuring that the Diocesan policy on Religious Education is fulfilled
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school.
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school.
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school.

## 4. Pupil Care

### 4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good



- The development among pupils of self-discipline.
- The handling of individual disciplinary cases.

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

## 5. The Management of Staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff.
- The provision of professional advice and support and the identification of training needs.
- Students under training/work experience.

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

## 6. The Management of Resources

6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

## 7. Relationships

7.1 To advise and assist the Local Governing Body as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with Diocesan and Trust officers and support services.



7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.

7.5 To assist liaison with other professional bodies, agencies and services.

7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

7.7 To create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher.



## Person Specification

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 Diocese of Lancaster. 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.

Dean Gibson Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

**Note: Candidates failing to meet any of the essential criteria will automatically be excluded**

### [A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A/I/R
Involvement in parish community		D	A/I/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

	Essential	Desirable	Source
Leading school worship	E		A/I
Ways of developing religious education and worship	E		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.	E		A/I
How relationships should be fostered and developed between the school, parishes and its community and Diocese of Lancaster	E		A/I
How relationships should be fostered and developed within the Mater Christi Catholic Multi Academy Trust	E		A/I



**[B] Qualifications**

	Essential	Desirable	Source
Qualified teacher status	E		A/CC
Degree	E		A/CC
CCRS/CTC or commitment to obtaining the certificate	E		A/CC/I

**[C] Professional Development**

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher in a Catholic School	D		A
Evidence of recent leadership and management professional development	E		A
Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
Has successfully undertaken Designated Safeguarding Lead Training or has a commitment to do so	E		A/I/CC
Has completed a Catholic Leadership Programme or has a commitment to doing so	E		A/I/CC
Willing to serve as a Governor on another school in the Trust	E		A/I/CC

**[D] School leadership and management experience**

	Essential	Desirable	Source
To have substantial and current experience as a leader	E		A/I/R
To have had active and effective leadership of a team / department/ key stage/ curriculum area / pastoral team	E		A/I/R
To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum		D	A/I/R
To have involvement in or an understanding of financial management in a school		D	A/I/R
To have implemented and developed a whole school initiative	E		A/I/R
To have had responsibility for policy development and implementation		D	A/I/R
To have had experience of and ability to contribute to staff development (E.g. coaching, mentoring, INSET for staff)	E		A/I/R
To have worked positively with parents and carers	E		A/I/R



	Essential	Desirable	Source
To demonstrate an awareness of current national educational policy	E		A/I/R

**[E] Experience and knowledge of teaching**

	Essential	Desirable	Source
Significant teaching experience and proven excellence in teaching	E		A/I/R
Experience of teaching in more than one school		D	A/I/R
Experience of teaching in a school in similar circumstances/ serving a similar community		D	A/I
To have a knowledge and understanding of secondary education	E		A/I/R
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E		A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

**F] Professional Attributes**

		Essential	Desirable	Source
1.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
2.	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.	E		I
3.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
4.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
5.	Show a good commitment to sustained attendance at work	E		A/I/R

**[G] 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
- Fulfil wider professional responsibilities

### [H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- 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 written 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 themselves and others.
- Think analytically and creatively and demonstrate initiative in solving problems.
- Be aware of their own 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.

### [I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority or Trust, if possible, or a further supportive professional reference.	E

The Trust reserves the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

### [J] Application Form and Supporting Statement



- Please fully complete the application form which can be obtained by emailing [angela.williams@mater-christi.com](mailto:angela.williams@mater-christi.com).
- Include a supporting statement, no longer than 1300 words.

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

The supporting statement should be clear, concise and related to the specific post, **following the guidance outlined in section G above.**

**Closing Date:** Applications must be received via email to [angela.williams@mater-christi.com](mailto:angela.williams@mater-christi.com) by **12pm on Monday 24<sup>th</sup> February 2025.**

Shortlisting will take place on **Friday 28<sup>th</sup> February 2025**

Interviews will be held on **13<sup>th</sup> and 14<sup>th</sup> March 2025**

If you would like to visit the school and meet the chair of governors or headteacher, or to speak with the CEO of the Trust, please contact [angela.williams@mater-christi.com](mailto:angela.williams@mater-christi.com) to arrange an appointment

### **Safer Recruitment**

Mater Christi Multi Academy Trust adheres to the statutory guidelines provided in the Department for Education document “Keeping Children Safe in Education” and therefore, prospective candidates applying for posts at the Trust must complete the information requested fully. Successful candidates who are provisionally offered a post with the Trust will not be able to start work until two satisfactory references, an enhanced DBS check, health check and other pre-employment checks, including safeguarding checks are in place. Attendance at a mandatory safeguarding training session will also be a pre-requisite on starting work.

Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

### **Candidate Privacy Notice**

A copy of our candidate privacy notice can be viewed on our website.

### **Safeguarding**

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including ‘Keeping Children Safe in Education Guidance’.

In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Safer Recruitment Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.





All applicants are scrutinised to verify identity and are asked to provide evidence of academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates.

As a minimum, references should be from the two most recent employers and a Parish Priest, if applicable.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

### **Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their employment history on their application form.

Candidates are subject to DBS checks and will be reminded of their responsibility to disclose criminal convictions that if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview. On appointment an enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out.

A fitness to work declaration will be required following appointment.

Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out.

For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

### **Equal Opportunities**

We recognise the value of, and seek to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness.