



St Benedict's Catholic College



ASSISTANT PRINCIPAL Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a unique and supportive community and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for an Assistant Principal

The successful candidate will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Miss Tammi Crawford, PA to Principal, on 01206 549222.

The post is required for 1st September 2024 and the closing date for applications is Monday 15th April 2024 at 12.00 midday. Interview date will be Thursday 25th April 2024.

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or by emailing c.miller@stbenedicts.essex.sch.uk. Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

St Benedict's Catholic College Application Pack: ASSISTANT PRINCIPAL

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli

Principal

Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



ASSISTANT PRINCIPALS – Job Description

Assistant Principal – Student Support: Behaviour, Attendance and Attainment

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Job Purpose To provide dynamic leadership and effective management within a Catholic Ethos for St Benedict's Catholic College, to ensure the highest standard of Behaviour, Attendance and Safety across the College and ensure an inclusive ethos.

Job Role

Objectives

- To lead the College in promoting the highest standard of Behaviour and Safety to ensure that Ofsted judges Behaviour and Safety at the College to be good or better.
- To report to the Principal & Vice Principal any serious breaches of the behaviour code that require immediate attention.
- To model outstanding classroom management skills through outstanding teaching practices.
- To ensure that the College will meet parents' basic expectations to keep their children safe and that teaching and learning will be unfettered by disrupted lessons.
- To confirm in every respect that St Benedict's is a safe place for all students, free from bullying and high standards of behaviour are displayed at all times
- To regularly monitor and evaluate the views students, parents, staff, Governors and other stakeholders have on behaviour and safety at the College.
- To ensure the College has strong support systems to promote student achievement and attendance.
- To ensure the College has strong support systems to promote parental responsibility and achievement.
- To ensure consistent application of all school policies relating to Behaviour, Attendance and Safety.
- Provide a detailed regular analysis of behaviour and safety across the College
- To oversee the rigorous system for recording and monitoring of unacceptable behaviour.
- To support and monitor managed moves, delegating to the Director of Behaviour and Achievement as appropriate.
- To model Outstanding lessons.
- To oversee half termly breaking barriers meeting.

General Duties

- As specified in the School Teachers' Pay and Conditions document for an Assistant Principal.
- To teach a minimum of a 40% teaching timetable.

Attendance and Punctuality

- Leadership and management of all aspects of Student attendance and punctuality at school and in lessons to ensure the College achieves well above the DfE floor targets for attendance and persistent absence.
- To liaise with Attendance Solutions, external agencies such as NEECA and BAP and the Diocese to maintain attendance levels well above DfE floor targets
- To provide attendance statistics and returns

Behaviour for Learning

- To monitor and evaluate students' behaviour towards, and respect for others including freedom from bullying and harassment that may include cyber-bullying and prejudice-based bullying related

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to special educational need, sexual orientation, sex, race, religion, and belief, gender reassignment or disability and take positive action to address identified issues.

- To ensure St Benedict's Catholic College is inclusive and meets the needs of all students
- To ensure all vulnerable groups make levels of progress above the national average
- To oversee our internal assessment, recording and reporting structures
- To analyse and report on student attainment, internal and external, including exam performance
- To oversee our reporting to parents
- To lead Parents Evenings for all year groups
- To lead our Parent Council

Line Management Responsibilities

- Director of Behaviour & Achievement
- Attendance Officer
- Exams Officer (student focussed activity)
- SIMS & Data Manager
- RSL
- Identified departments

This is a public facing role and the post holder must communicate fluently in English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Person Specification

The purpose of this document is to enable prospective candidates to consider what skills, attributes and experience that have that are thought to be necessary for this post. It should act as a guide to help structures applications, and will be used in the selection process.

	Essential	Desirable	Assessed through
Qualifications and Experience			
Has qualified teacher status.	✓		Certification
Has a degree.	✓		Certification
Track record of excellent student progress in examination classes	✓		
Has a further qualification (post Graduate Diploma, Masters, Doctorate).		✓	Certification
Evidence to confirm undertaking recent CPD in the area relevant to this post.	✓		Certification
Has been accredited with Advanced Skills Teacher status.		✓	Certification
A minimum of 3 years' experience as Assistant Principal or Middle Leader.	✓		Application
Experience of making a significant contribution to an Institution's overall Ofsted judgement of Good or better.		✓	Interview
Experience of successfully managing whole school issues and initiatives.	✓		Interview
Evidence of successfully using strategies to improve attendance and behaviour for students, especially vulnerable groups	✓		Interview
Experience of implementing student behaviour strategies, PSPs, and Behaviour Plan monitoring to raise standards.		✓	Interview
Experience of monitoring attendance and implementing intervention strategies and evaluating the impact.	✓		Interview
Experience of leading and managing people to work as individuals and as a team.		✓	Interview
Experience of working with multi agencies to improve behaviour and attendance and ensure a systematic and consistent management of behaviour.		✓	Interview
Experienced in the use of ICT and of their application in management and teaching.		✓	Interview
Experience of working strategically and successfully at a senior leadership level and evaluating impact.	✓		Interview
Experience of leading, monitoring and evaluating SMSC policies across the curriculum and analysing their impact.	✓		Interview
Personal Qualities			
Has a strong Christian commitment and regular church attendance.	✓		Interview
A proven record of sustained outstanding classroom practice demonstrating significant value-added in all students taught.	✓		Application
Ability to maintain the trust of and be highly respected by staff	✓		Interview
Complete professional and personal integrity who shows attention to detail	✓		Interview
Has high expectations and shows a passionate commitment to develop the best in young people ensuring outstanding attainment irrespective of background, ability or behaviour.	✓		Interview
A creative and imaginative thinker who has the ability to identify solutions to problems that are innovative and 'outside the box'	✓		Interview
A commitment to ongoing research into teaching and learning strategies which are demonstrated in their classroom practice	✓		Interview

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	Essential	Desirable	Assessed through
High standard of communication skills both written and verbal and is able to address a range of audiences.	✓		Interview
Knows how to promote an open, fair and equitable culture.	✓		Interview
Knowledge, Skills and Abilities			
Has the ability and ideas to make St Benedict's an Outstanding College	✓		Interview
Demonstrates outstanding leadership traits and can be an outstanding team player	✓		Interview
Knowledge of recent educational developments, initiatives and legislation and how they may impact on the College	✓		Interview
Knowledge and experience of effective strategies for classroom management strategies.	✓		Interview
Ability to model outstanding teaching to staff.	✓		Interview
Ability to analyse, interpret and act on behaviour and attendance data and its use to set targets for improvement and manage intervention maps.	✓		Interview

Assistant Principal – Designated Safeguarding Lead

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Job Purpose To provide dynamic leadership and effective management within a Catholic Ethos for St Benedict's Catholic College. To act as the Designated Safeguarding Lead and to lead and manage safeguarding across the College, to lead and manage SMSC across the College and ensure an inclusive ethos.

Job Role

Objectives

- To lead safeguarding across the College ensure that Ofsted's written judgement on the effectiveness of the arrangements for safeguarding pupils, and their overall judgement on effectiveness of safeguarding is good or better.
- To ensure that the College will meet parents' basic expectations to keep their children safe and that teaching and learning will be unfettered by disrupted lessons.
- To confirm in every respect that College is a safe place for all students, free from bullying and high standards of behaviour are displayed at all times
- To regularly monitor and evaluate the views students, parents, staff, Governors and other stakeholders have on behaviour and safety at the College.
- To ensure the College has strong support systems to promote safeguarding
- To model outstanding classroom management skills through outstanding teaching practices.
- To ensure consistent application of all school policies relating to safeguarding.
- Provide a detailed regular analysis of safeguarding across the College

General Duties

- As specified in the School Teachers' Pay and Conditions document for an Assistant Principal.
- To teach a minimum of a 40% teaching timetable.

Safeguarding Lead

- To lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the setting, ensuring that the CP Policy is reviewed annually by the Governing Body.
- To undertake appropriate Child Protection Training every 2 years in order to:
- Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
- Have a firm understanding of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's or college's Child Protection Policy and Procedures.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.

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- To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions agreed by the College, from planning and intervention meetings, are successfully carried out and monitored.
- To liaise with the Principal to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.
- Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
- Attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the SET criteria for children in need and at risk of significant harm. Taking the lead responsibility to co-ordinate the multi-agency approach to prevent and address child protection issues and children in need within the College.
- To maintain confidentiality at all times.
- To contribute to the College's development, including responsibility of the delivery of induction to new staff and arrangements for all staff and governor training.
- To liaise and co-ordinate with colleagues within own setting and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations within the setting.
- Identify vulnerable children within the setting and ensure that all staff are made aware of who these children are.
- To ensure that the Section 175 Audit published by Essex Safeguarding Children Board (ESCB) is completed annually and returned by deadline and reviewed regularly

Social, Moral, Spiritual and Cultural Development (SMSC)

- To lead, manage, monitor, evaluate and record to confirm that SMSC is being effectively delivered in lessons or activities
- To generate a map of College-wide SMSC to share with others
- Use criteria based on the new Ofsted framework for inspection to evaluate the effectiveness of SMSC
- To identify and lead the College to ensure that strengths and areas for improvement in the College's existing provision of SMSC are enhanced or addressed
- To generate evidence for self-evaluation (SEF), improvement planning and staff CPD in the area of SMSC
- To monitor and evaluate the College's effectiveness in responding to, PSHE, Citizenship and any other criteria
- To Lead and Manage Student Voice to improve the quality of student learning and quality of teaching
- To oversee and measure the impact of our Pupil Premium spend
- To be the designated teacher for all Children In Care (CIC)

Inclusion

- To monitor and evaluate students' behaviour towards, and respect for others including freedom from bullying and harassment that may include cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion, and belief, gender reassignment or disability and take positive action to address identified issues.
- To ensure St Benedict's Catholic College is inclusive and meets the needs of all students
- To ensure all vulnerable groups make levels of progress above the national average

Line Management Responsibilities

- To line manage identified departments
- To line manage identified Pastoral leads (safeguarding)

This is a public facing role and the post holder must communicate fluently in English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade.

Person Specification

The purpose of this document is to enable prospective candidates to consider what skills, attributes and experience that have that are thought to be necessary for this post. It should act as a guide to help structures applications, and will be used in the selection process.

	Essential	Desirable	Assessed through
Qualifications and Experience			
Has qualified teacher status.	✓		Certification
Has completed designated safeguarding lead training (or be willing to undertake as soon as practicable after appointment)	✓		Certification
Has a degree.	✓		Certification
Track record of excellent student progress in examination classes	✓		Interview
Has a further qualification (post Graduate Diploma, Masters, Doctorate).		✓	Certification
Evidence to confirm undertaking recent CPD in the area relevant to this post.	✓		Certification
A minimum of 3 years' experience as Assistant Principal or Middle Leader.	✓		Application
Experience of making a significant contribution to an Institution's overall Ofsted judgement of Good or better.		✓	Interview
Experience of successfully managing whole school issues and initiatives.	✓		Interview
Evidence of successfully using strategies to improve attendance and behaviour for students, especially vulnerable groups	✓		Interview
Experience of implementing student behaviour strategies, PSPs, and Behaviour Plan monitoring to raise standards.		✓	Interview
Experience of monitoring attendance and implementing intervention strategies and evaluating the impact.	✓		Interview
Experience of leading and managing people to work as individuals and as a team.		✓	Interview
Experience of working with multi agencies to improve behaviour and attendance and ensure a systematic and consistent management of behaviour.		✓	Interview
Experienced in the use of ICT and of their application in management and teaching.		✓	Interview
Experience of working strategically and successfully at a senior leadership level and evaluating impact.	✓		Interview
Experience of leading, monitoring and evaluating SMSC policies across the curriculum and analysing their impact.	✓		Interview
Personal Qualities			
Practising Catholic		✓	References
Understanding of and commitment to catholic ethos	✓		Interview
Has a strong Christian commitment and regular church attendance.	✓		Interview
A proven record of sustained outstanding classroom practice demonstrating significant value-added in all students taught.	✓		Application

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	Essential	Desirable	Assessed through
Ability to maintain the trust of and be highly respected by staff	✓		Interview
Complete professional and personal integrity who shows attention to detail	✓		Interview
Has high expectations and shows a passionate commitment to develop the best in young people ensuring outstanding attainment irrespective of background, ability or behaviour.	✓		Interview
A creative and imaginative thinker who has the ability to identify solutions to problems that are innovative and 'outside the box'	✓		Interview
A commitment to ongoing research into teaching and learning strategies which are demonstrated in their classroom practice	✓		Interview
High standard of communication skills both written and verbal and is able to address a range of audiences.	✓		Interview
Knows how to promote an open, fair and equitable culture.	✓		Interview
Knowledge, Skills and Abilities			
Has the ability and ideas to make St Benedict's an Outstanding College	✓		Interview
Demonstrates outstanding leadership traits and can be an outstanding team player	✓		Interview
Knowledge of recent educational developments, initiatives and legislation and how they may impact on the College	✓		Interview
Knowledge and experience of effective strategies for classroom management strategies.	✓		Interview
Ability to model outstanding teaching to staff.	✓		Interview
Ability to analyse, interpret and act on behaviour and attendance data and its use to set targets for improvement and manage intervention maps.	✓		Interview

Assistant Principal – Student Curriculum & Progress

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Job Purpose To provide dynamic leadership and effective management within a Catholic Ethos for St Benedict's Catholic College, to ensure that curriculum planning meets the needs of the students and is delivered by an effective and efficient timetable. To maximise staff potential providing outstanding and regular (weekly) CPD training in coordination with the Vice Principal and Raising Standards Leaders. Modelling and promoting the sharing of expertise to ensure the highest standard of learning across the College.

Job role

Objectives

- To lead and co-ordinate the curriculum planning within the College to ensure that Ofsted judges the curriculum provision at the College to be good or better.
- Leadership and management of vocational/alternative education schemes and to ensure there is an appropriate curriculum offer that meets the needs of all students.
- To create an effective and efficient timetable with the minimum of surplus capacity.
- To regularly monitor and evaluate the views of students, parents, staff, Governors and other stakeholders on the curriculum offer at the College.
- To model outstanding classroom management skills involving outstanding teaching strategies.

General duties

- As specified in the School Teachers' Pay and Conditions document for an Assistant Principal.
- To teach a minimum of a 40% teaching timetable

Curriculum Planning

- To ensure the curriculum offer responds to the student needs, challenges all students and responds to national initiatives e.g. EBacc, RPA, Extended Schools, etc.
- To lead and contribute to school policies on curriculum, teaching and learning styles, assessment for learning, recording and reporting.
- To ensure that the information on student progress is used to improve teaching and learning, to inform and motivate students and to inform parents.
- To monitor and evaluate the impact of curriculum planning on student attainment

Timetable

- To ensure the College has an effective and efficient timetable.
- To monitor and evaluate subject needs and ensure a coherent, balanced and fair timetable minimising split classes.
- To ensure a clear application of the principles and practice of quality assurance systems for all the areas of responsibility within this post.
- To determine appropriate student groupings.
- To ensure the timetable reflects the expectations of the College Improvement Plan.
- To ensure a programme of extra-curricular activities which are monitored to evaluate student participation and student outcomes.

C.E.I.A.G

- Is responsible for ensuring an effective careers CEIAG programme is provided to all students.
- Is involved in planning and monitoring work related learning

Line Management Responsibilities

- To line manage identified departments.
- RSLs
- Careers co-ordinator

The particular responsibilities may be amended at any time in the future in order to respond to changing demands and to the needs of the College.

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Person Specification

The purpose of this document is to enable prospective candidates to consider what skills, attributes and experience that have that are thought to be necessary for this post. It should act as a guide to help structures applications, and will be used in the selection process.

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Qualifications and Experience			
Has qualified teacher status.	✓		Certification
Has a degree.	✓		Certification
Track record of excellent student progress in examination classes	✓		
Has a further qualification (post Graduate Diploma, Masters, Doctorate).		✓	Certification
Evidence to confirm undertaking recent CPD in the area relevant to this post.	✓		Certification
A minimum of 3 years' experience as Assistant Principal or Middle Leader.	✓		Application
Experience of making a significant contribution to an Institution's overall Ofsted judgement of Good or better.		✓	Interview
Experience of successfully managing whole school issues and initiatives.	✓		Interview
Evidence of curriculum planning and timetabling	✓		Interview
Experience of developing whole college CPD programmes.	✓		Interview
Experience of leading and managing people to work as individuals and as a team.		✓	Interview
Experience of working with multi agencies to improve behaviour and attendance and ensure a systematic and consistent management of behaviour.		✓	Interview
Experienced in the use of ICT and of their application in management and teaching.		✓	Interview
Experience of working strategically and successfully at a senior leadership level and evaluating impact.	✓		Interview
Experience of leading, monitoring and evaluating SMSC policies across the curriculum and analysing their impact.	✓		Interview
Personal Qualities			
Practising Catholic		✓	References
Understanding of and commitment to catholic ethos	✓		Interview
Has a strong Christian commitment and regular church attendance.	✓		Interview
A proven record of sustained outstanding classroom practice demonstrating significant value-added in all students taught.	✓		Application
Ability to maintain the trust of and be highly respected by staff	✓		Interview
Complete professional and personal integrity who shows attention to detail	✓		Interview
Has high expectations and shows a passionate commitment to develop the best in young people ensuring outstanding attainment irrespective of background, ability or behaviour.	✓		Interview
A creative and imaginative thinker who has the ability to identify solutions to problems that are innovative and 'outside the box'	✓		Interview
A commitment to ongoing research into teaching and learning strategies which are demonstrated in their classroom practice	✓		Interview
High standard of communication skills both written and verbal and is able to address a range of audiences.	✓		Interview
Knows how to promote an open, fair and equitable culture.	✓		Interview
Knowledge, Skills and Abilities			

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	Essential	Desirable	Assessed through
Has the ability and ideas to make St Benedict's an Outstanding College	✓		Interview
Demonstrates outstanding leadership traits and can be an outstanding team player	✓		Interview
Knowledge of recent educational developments, initiatives and legislation and how they may impact on the College	✓		Interview
Knowledge and experience of effective strategies for classroom management strategies.	✓		Interview
Ability to model outstanding teaching to staff.	✓		Interview
Ability to analyse, interpret and act on behaviour and attendance data and its use to set targets for improvement and manage intervention maps.	✓		Interview

