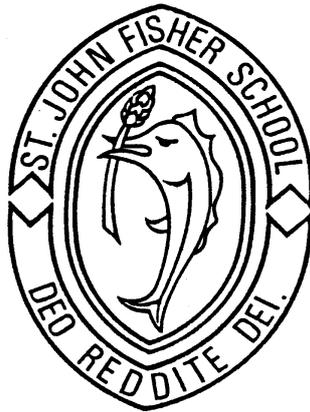


**St JOHN FISHER CATHOLIC
COMPREHENSIVE SCHOOL**



ASSISTANT HEADTEACHER
September 2022

Mission statement:

'St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally, forming them through Faith so they can achieve their aspirations and contribute to their community.'



"Deo Reddite Dei"

"Give back to God what belongs to God"

Dear Applicant,

Thank you for your interest in the post of Assistant Headteacher. St. John Fisher Catholic Comprehensive School is an 11-18 school which has rapidly expanded in the last few years. We are currently a split site school but this will be replaced in January 2023 with a new £40,000,000 school building.

I firmly believe the distinct St John Fisher School ethos provides a culture of enthusiasm for continuous improvement; and one of teamwork and open communication. By working together, we are afforded a distinct advantage in what we are able to offer new staff to the school. The opportunity for you to advance your career with us is first class.

Attracting and keeping the best talent is the most effective way to grow a successful school, which is particularly important for us now as we support our pupils to greater GCSE success and grow our Sixth Form. There have been tremendous changes put in place in order to transform the educational experience of our students. I have extremely high expectations of both staff and students. Ofsted 2019 agrees that we are a **"Good"** School.

<https://reports.ofsted.gov.uk/provider/23/118908>

Additionally, on 29th and 30th September 2021, St. John Fisher underwent a Denominational Inspection. School inspectors visited lessons, observed break and lunch times and spoke to carers and parents. The report judged us to be an **"Outstanding"** school.

<https://stjohnfisher.school/wp-content/uploads/2021/10/St-John-Fisher-S48-Report-Final.pdf>

<https://stjohnfisher.school/new-build/>

For this exciting position, I am determined to recruit a talented individual who shares the school's vision to provide exceptional comprehensive education. You will show the drive, tenacity, and ability to realise this ambition. You will need to demonstrate a commitment to your own education and to yours and others' professional development. This role is one where you must provide clear leadership, challenge and support to others and you must have the capacity to do this in a way that is professional, based on evidence and motivates your colleagues.

Following the promotion of two Assistant Headteachers to Deputy Leadership level, I am looking for a talented leader who will use their proven experience, knowledge, and vision to make the education in

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SJF better for all students. I am interested in people with opinions and ideas and who love educational debate. Whilst your direct strategic responsibility will depend on your talents and interests, you will help quality assure several aspects of the school's work as part of the senior leadership team. You will provide evidence of this by contributing to our self-evaluation and the preparation and monitoring of the school improvement plan.

You will be an excellent communicator and have the ability to manage key meetings within the school attended by a variety of stakeholders, including parents, governors, and staff. The leadership team you join is making a real impact, achieving good outcomes for our pupils.

I hope my determination to take the school to the next level is evident. I recognise that this is by no means easy and demands a relentless focus on standards and improvement to get there and stay there. The successful candidate will be someone who is genuinely up for the challenge. In return, we can promise an investment in you and your future, offering a competitive remuneration and benefits package, providing first class professional development and career opportunities. We are working with children from all backgrounds, aged 11 to 18 and of all abilities, raising our expectations of them and working hard to prepare them for life beyond the school. This job offers you an opportunity to showcase your talent and demonstrate your capacity to make a real impact in education.

Applying for a new role is a decision which involves much thought and reflection and I hope that I have given you all the detail and information that supports you in making the decision to proceed with your application. If you are seeking a career move, that will challenge and develop your skills for headship, where high standards and expectations are the norm, within a supportive and outward facing environment, then I should be really delighted to hear from you. I welcome visits and /or a conversation with you. Please contact Mrs E. Liffen at e.liffen@stjohnfisher.school to organise a time that suits you.

Good luck with your application and thank you for your interest in St John Fisher School.

Yours sincerely

Dympna Lennon
Headteacher

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School: St John Fisher Catholic Comprehensive School

Job Title: Assistant Head Teacher

Salary Range: L16 - 20

September 2022

We are fortunate enough to serve one of the most diverse student communities in the area. Over 50% of our students come from minority backgrounds and this diversity forms a very real part of who we are as a school community. Whilst we are rightly proud to be a Catholic School, we are equally proud that students and staff of all faiths, ethnic groups, nationalities and backgrounds are not only welcomed, but flourish here.

Students at St. John Fisher School are set high aspirational targets and are provided with a wide range of opportunities which will enable them to use and extend the skills and talents they have been blessed with.

Due to promotion to Deputy Headteacher of two of our Assistant Headteachers, we are in the unique position to develop the leadership of our school. Duties and responsibilities for this appointments will be determined by the skill-set of the successful candidate, allowing for maximum flexibility and the opportunity for us to create a truly exciting and dynamic Senior Leadership Team. This is a fantastic opportunity for existing or aspiring leaders to diversify their skill-set and experience portfolio.

We are seeking to appoint a candidate with strong leadership and management skills, presence and drive and are willing to support every individual to fulfil their potential.

We would welcome applications from candidates who aspire to Headship and will support them in every way to achieve this. The Governing Board and Headteacher are seeking candidates with:

- The knowledge and ability to support and lead alongside the Headteacher.
- An unrelenting drive to raise standards and support our students' aspirations.
- A clear, consistent focus on Teaching and Learning and the ability to further develop our curriculum.
- A track record of supporting and developing outstanding teaching.
- A commitment to inclusion.
- A commitment to comprehensive Catholic education.

Closing Date: Monday 9th May 2022 at 9am

Shortlisting: Tuesday 10th May 2022

Interviews: Wednesday 11th May 2022

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Assistant Headteacher Job Description

Job Outline

The post-holder will work closely with the Headteacher and the Leadership Team on the strategic development of the school. The job specification will reflect the specific skills and attributes of the successful candidate. The following areas are likely to form part of the role but additional responsibilities will be negotiable and will reflect the expertise of the successful candidate:

- Raise standards of progress and attainment for all students and eliminate differences between groups through effective inclusions.
- Further improve our curriculum offer and the standards of Teaching & Learning.
- Line management of a number of areas within the school.

The salary range will be L16 – L20 on the leadership pay scale. (England)

Purpose of post

The Assistant Headteacher of St John Fisher Catholic Comprehensive School, along with the Headteacher, will take overall responsibility for the organisation, management and conduct of the school in accordance with the articles of the Government and the policies of the Catholic Diocese of Southwark and the Local Authority. He/she will carry out his/her professional duties in accordance and subject to:

- a) The provision of the Education Acts
- b) Any orders and regulations having effect hereunder
- c) Any scheme prepared by the Local Education Authority under section 48 of the School Standards and Framework Act 1998
- d) Any rules, regulations and policies laid down by the Governing Board under its powers as derived from any of the sources specified above
- e) The terms of his/her appointment under the Catholic Education Service contract

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The post holder will be a good role model for staff actively supporting the Catholic ethos of the school and participating in whole school self-evaluation and development against the school's aims. They will sustain a leadership ethos across the school which moves forward, solves problems and resolves conflict by applying sound principles of leadership.

All of the elements of the role will be interpreted and applied in the context of the Articles of Government of the school as established, supported, and guided by the Diocese of Southwark.

Strategic direction and shaping the future

To work with the Headteacher to:

1. Work with the Governing Board and other key stakeholders to ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all.
2. Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.
3. Enhance opportunities through partnerships between students, parents/carers, staff, Deanery, Diocese, the local community, other HE and FE partners, the LA, other schools, voluntary organisations, other public bodies and employers.

Leading Learning and Teaching

To work with the Headteacher to:

1. Ensure a consistent and continuous school-wide focus on students' attainment and progress, using data and benchmarks to monitor progress in every young person's learning.
2. Ensure that learning is at the centre of strategic planning and resource management.
3. Support a culture and ethos of professional challenge and support where all students can achieve success and engages in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
4. Demonstrate and articulate high expectations and set challenging targets for the whole student body.
5. Implement strategies that secure high standards of behaviour and attendance.
6. Innovative research drive approach to ensure the highest standards of Teaching and Learning.

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Developing Self and Working with Others

To work with the Headteacher to:

1. Lead, motivate, support, challenge and develop the Leadership Team and through them all staff, providing effective induction, continued professional development and performance management in line with the school's strategic plans.
2. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
3. Treat people fairly, equitably, with dignity and respect to create and maintain the SJF culture and ethos.
4. Regularly review own practice, set personal targets, taking responsibility for own personal professional development.
5. To demonstrate a determination and commitment to lifelong learning and curiosity

Managing the Organisation

To work with the Headteacher to:

1. Produce and implement clear, evidence-based improvement plans and policies for the development of the school and the facilities as a centre of excellence.
2. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
3. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
4. Ensure learning through Catholic values and ethos are at the heart of all management decisions.

Securing Accountability

To work with the Headteacher to:

1. Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.
2. Develop the School ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

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3. Work with the Governing Board (providing information, objective advice, and support) to enable them to fulfil their responsibilities.
4. Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including the governors, parents/carers and students.

Strengthening Community

To work with the Headteacher to:

1. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
2. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
3. Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community and ensure that all aspects of the community benefit from our new facilities.

The postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities

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Assistant Headteacher Person Specification

	Measured by: A – Application I - Interview	Essential or Desirable
Professional Experience		
Leadership experience in secondary education	A	E
Teaching experience in an 11-18 school	A	D
Proven understanding of current curriculum and learning developments	A,I	E
A record of sustained progress in raising standards in teaching and learning, with improved outcomes for young people	A,I	E
Good / Outstanding Classroom Teacher	I	E
Developing a skilled and effective team and motivating the team to achieve its full potential at all times	A	E

Skills, Abilities, Knowledge		
The ability to provide inspirational leadership with a 'can-do' attitude and to generate high expectations, innovation and commitment.	I	E
Ability to develop, lead and analyse an initiative from concept through to completion, with successful outcomes	A,I	E
Knowledge and understanding of education policies and practices relating to the education and training of young people.	A,I	E
Ability to initiate and maintain innovative curriculum design and delivery to meet all pupils' needs	A,I	D
The ability to empower and develop staff and pupils through support and challenge	A,I	D
Good communication skills, developing purposeful, effective relationships	I	E
Strong negotiating and influencing skills	I	D

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Personal Qualities		
Ability and willingness to support the Catholic ethos of the school	A,I	E
Commitment to a broad and balanced education for all students	A,I	E
Leader who can inspire commitment, enthusiasm and collegiality from staff, students, parents/carers, governors and the community	A,I	E
Values diversity and the unique contribution every individual makes	A,I	E
Highest professional standards and expectations	A,I	E
Able to employ a range of leadership and management styles appropriately, to motivate others	A,I	D
Team player	I	E
Willingness to contribute to the wider life of the school and community	I	E
Ability to maintain work / life balance	A	E
A track record of developing, mentoring and coaching colleagues.	A,I	E
Committed to belief that every child can succeed.	I	E

Education		
Good honour degree	A	D
QTS	A	E
Higher Level Degree	A	D
Evidence of continuing professional development.	A	E

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