



# LETTERS

to Applicants



# LETTERS TO APPLICANTS



## LETTER FROM CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the post of Vice Principal of All Saints Catholic College. I hope that you will be encouraged and excited by what you read to pursue your application further.

All Saints was rated 'Good' in the last Ofsted report in June 2017 and has had much continuous improvement over the last few years. It was also rated Outstanding in our last Section 48 Inspection in May 2018. We were over-subscribed in the last four Year 7 intakes and in September 2017 we moved into our new school building. These are exciting times for All Saints and the Governing Body is looking to recruit an ambitious Vice Principal to work with the Principal and members of the Senior Leadership Team to continue to raise standards and help our students fulfil their potential to the maximum.

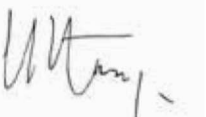
All Saints is a College with students from diverse backgrounds from both the Kirklees and Calderdale areas. We have very high expectations of our students, both in terms of behaviour and academic performance. The school's values and ethos are firmly underpinned by our strong Catholic faith which informs all we do.

We are particularly proud of our College, where our students are happy and ambitious for their future; our staff are dedicated to providing the very best education and pastoral care for the benefit of our students; our leaders are experienced and established as a team; our Governors are hardworking and involved with the College and our parents are supportive.

The Governing Body is looking for someone with a high degree of visibility and accessibility whose commitment and resilience will not only serve the interests of the school well, but also act as a strong and positive role model for staff and for our students as they continue their academic and spiritual journey towards adult and working life. The successful applicant will have the support, guidance and counsel of the Principal and Governors, who have demonstrated their strong commitment to the school over many years.

I warmly encourage you to visit the school to see the students and staff at work and in order to better understand and see what the College is truly like.

Yours sincerely,



**Mr Chris L'Estrange**  
*Chair of Governors*

# LETTERS TO APPLICANTS



## LETTER FROM PRINCIPAL

Dear Applicant,

Thank you for your interest in applying for the Vice Principal position with the All Saints Family.

Since my arrival as Principal in January 2018, I would reflect that what makes All Saints special in my view is that we are a cohesive, outward-facing community who constantly strive to develop and deepen our relationship with our families, our partner primaries as well as, of course, our local parishes. It is a credit to my team that All Saints is a very popular school, Year groups 7-10 are full, and this over-subscription should continue in coming years until all year groups have met their PAN.

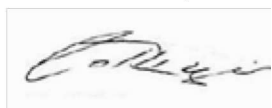
This role is personally very important to me as it will mean our core SLT will be almost complete. I have intentionally created a flat core structure which comprises; the Principal, Vice Principal (to be appointed) and 5 Assistant Principals (one to be appointed). I feel with a strong team we will be well placed for the challenges and ultimately the successes of the future.

I am anticipating that you will currently be an Assistant/Deputy Head, able to show evidence of impact across most areas of school leadership, notably in categories as defined by the Ofsted Framework and in student outcomes. However, the exact area of responsibility of the Vice Principal is not prescribed in our recruitment pack as I simply wish to recruit the most able Catholic School Leader to join our team.

I would very much encourage you to visit the College and find out more about us. If you think you have the right qualities, experience and knowledge and feel drawn to help lead All Saints to the next level of success, then please contact us to discuss the role in confidence and agree next steps in the application process.

I look forward to welcoming you to All Saints to find out more about our exciting plans for the College.

Yours sincerely



**Ms Karen Colligan**  
*Principal*

# LETTERS TO APPLICANTS



## WORKING IN LEEDS DIOCESE

Dear Applicant

Thank you for taking the time to find out more about the Vice Principal role at All Saints Catholic College, Huddersfield, in the Diocese of Leeds.

All Saints is a lead school within the partnership of Catholic schools in Kirklees. In that respect, the Governors are looking for someone who has the vision to work with the school and support its partners through the opportunities and challenges over the next few years. The existing partnership is ambitious to see all schools achieve well, be judged good or better and become examples of best practice in serving the needs of their families and communities. The successful candidate is assured of a warm welcome from colleagues and will have every assistance in getting to know the local community of schools as well as the immediate school and parish community.

The Diocese of Leeds covers a wide geographic area encompassing eight local authorities mainly in West and North Yorkshire well served by a network of rail and motorway links. We have 80 primary schools, 13 high schools, a sixth form college in Leeds and a residential non-maintained school for the deaf. Our smallest school is 20 students whilst the largest is 2,300 students serving both rural and urban areas. There are good partnerships between schools across the Diocese as well as within local deaneries and further networks with local authority schools. Also, within the Diocesan educational provision is our Catholic University of Leeds Trinity that is also the higher education partner to the teaching school alliance. The Secondary Principals from across the Diocese meet regularly to work collaboratively to improve performance, deliver development and training and lead joint school reviews.

The Diocese offers a comprehensive programme of continuing professional development every academic year which is available on the website and open free of charge to all schools giving to the Diocesan school contribution scheme. In future years it is hoped that the teaching schools in the Diocese will also take a role in delivering the programme.

I hope that you will take this opportunity to apply for this exciting vacancy at All Saints Catholic College.

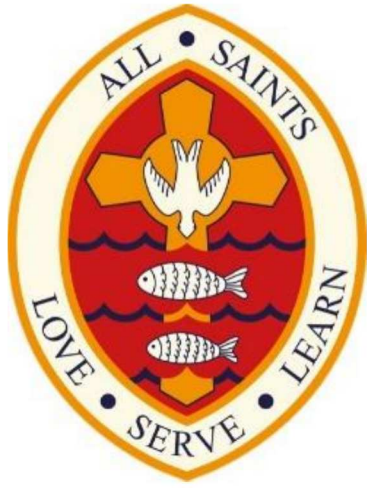
Kind regards

**Angela Cox**

*Principal Officer for Education Diocese of Leeds*

**[www.dioceseofleeds.org.uk/education](http://www.dioceseofleeds.org.uk/education)**





All Saints Catholic College

# LEADERSHIP





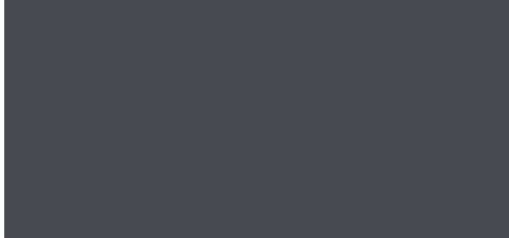
## Our College

All Saints Catholic College is a successful 11 – 16 voluntary aided comprehensive school with around 850 students. The College is located in the town of Huddersfield, close to the Pennines, midway between Leeds and Manchester. Students come from nine feeder Catholic primary schools and also from non-Catholic feeder schools across a wide geographical area. The College admission criteria are based on Catholic/Christian Faith and/or on students' attendance at feeder schools. A higher than average number of our students stay in education and training beyond age 16.

All Saints has a climate of high expectations where students make good progress in a diverse learning community and was judged to be a good school at the most recent inspection by Ofsted in June 2017. Ofsted reported that the school continues to be "Good" as a result of the targeted action we have taken, our willingness to learn from other providers and our shared vision for the school community. It was also judged "Outstanding" in the Section 48 Inspection in May 2018. Since then, leaders and Governors have had a keen focus upon the key areas identified for development, and these have now been addressed. RE results have continued to improve and are above national average. Students know how to improve their skills and learn independently.

The College mission is to include all students and ensure that they progress with qualifications and aspirations to lead a successful life whilst developing talents to serve others. College improvement has consistently focussed on improving outcomes for disadvantaged students. This resulted in the achievement of a DfE Pupil Premium Regional Award in February 2015. Teachers and support staff raise aspirations and encourage students to continue their education and training post 16. The NEET figure is consistently below national average. Students benefit from being part of the Pennine School Sports Partnership and compete at regional level in basketball and athletics. There are opportunities to study academic subjects including the English Baccalaureate as well as GCSEs in Creative Arts, ICT and Technology.





## Background

The 2019 cohort entered school with a Key Stage 2 Average Point score of 27.9, 1.2 below National which is Sig-. Unusually, they achieved below the national range in KS4 outcomes with Progress 8 at -0.35. However, RE progress was above average, and a number of subjects achieved above FFT 50 estimates and some achieved above FFT 20 estimates (Drama, Textiles and Photography). Much strategic work has been done to ensure progress is accelerated and bespoke interventions are employed for subgroups and individuals. We are a very outward-facing school and are working with other schools and the Diocese to share best practice for optimum outcomes. New systems have been put in place to ensure predictions remain accurate through a robust system of regular assessment and standardisation. SISRA analytics is utilised as a managerial aid in the monitoring of progress.

The Senior Leadership Team of All Saints is well-established and comprises seven senior leaders as well as the Business Manager and PA/HR to Principal. The roles of the team are well defined and linked into the School Improvement Plan (SIP).

In September 2017, the College moved into a new building and sports centre. It has purpose-built facilities for all faculties including technology suites, a dance studio, a sports hall, and innovative information technology services.

## Our Motto: Love • Serve • Learn

### Our Mission:

Our mission is to put Christ at the centre of our community. In loving and serving God and one another, we encourage everyone to flourish through learning.

### Our Focus Virtues:

Virtues are qualities that we practise in order to help us become the best version of ourselves. In our community at All Saints, we are focusing on 5 main virtues:



**LOVE:** To do everything for God, for others and for self with kindness.

**SERVICE:** To work together for the benefit of everyone.

**FAITH:** To be guided by faith in all that we do, trusting in God.

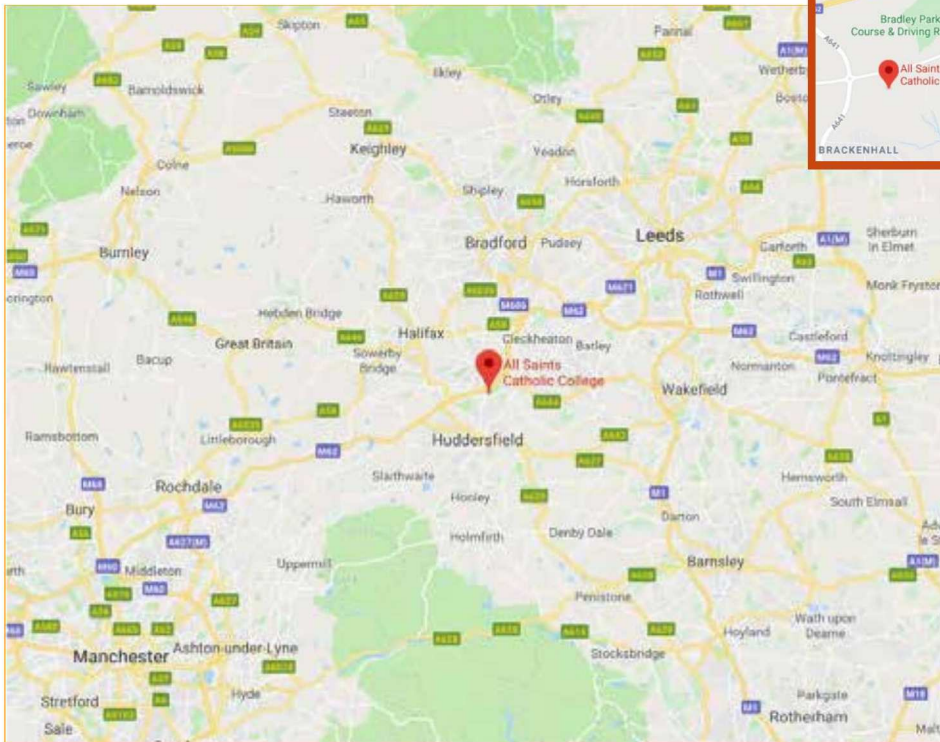
**COURAGE:** Doing the right thing even when it is difficult.

**RESPECT:** To have respect for ourselves, each other and our environment.



# All Saints Catholic College

## LOCATION:



## CONTACT DETAILS

All Saints Catholic College,  
Bradley Bar,  
Huddersfield, HD2 2JT

Phone: 01484 426466

Email: [office@aschc.com](mailto:office@aschc.com)

Website: [www.aschc.com](http://www.aschc.com)







### Pupils views on their College:

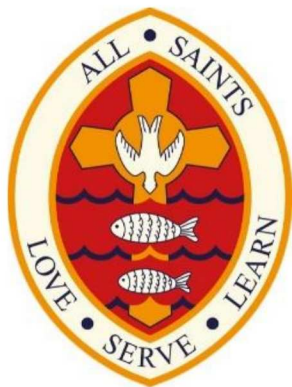
Careers support was very good, I've been told a lot about colleges. Everyone was supporting me as I applied to college.

*All teachers have encouraged me this year and I would like to thank all of them. I think I have really been pushed to get the best.*

I felt very well supported by all subjects. They did a lot of revision classes after school and before exams and so I felt very supported.

Every time I would feel confused in lesson I know that I would get the best help possible from my class teachers.

I have felt well supported by teachers all through school. I have had a fantastic time here at All Saints.



## JOB DESCRIPTION

# Job Description

## Introduction

All Saints Catholic College has been designated a voluntary aided 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 Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the leaders of any school is to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic Faith recognising a joint responsibility across all schools. Thus, it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education. The Governing Body and the Diocese acknowledge the importance of the role of the Catholic Vice Principal and will actively offer long term support, encouragement, affirmation, and realistic challenge to the successful candidate.

In a Catholic school, the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The Vice Principal shares responsibility for the mission of the school and the wider diocesan educational system and as such is therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague Vice Principals and agencies such as CAFOD, Family Life and Youth Ministry as and when appropriate.

The role of the Vice Principal in a Catholic school is one of leadership of a learning community rooted in faith. The leadership must take Christ as its inspiration. The management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Vice Principals lead, by example, the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. In a Catholic school the leader fulfils his or her responsibilities in accordance with the Instrument of Government/ Articles of Association.

He/she supports the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The leader accounts to the Governing Body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

The discharge of the role of Catholic leader requires a significant theological insight and vision of the development of this Catholic school.

## ***National standards of excellence for leaders***

The National Standards of Excellence for Headteachers (2015) define high standards which are applicable to all headteachers/principals and deputy headteachers within a self-improving school system. These standards are designed to inspire public confidence, raise aspirations, secure high academic standards in the nation's schools, and empower the teaching profession. Leaders occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of leaders determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

### **National Standards of Excellence for Headteachers, DfE Jan 2015**

This appointment is with the Governing Body of the school under the terms of the Catholic Education Service contract to be signed. The Governing Body will appoint 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 aspects. The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the deputy headteacher shall consult, when appropriate: the Diocese, the Local Authority, the staff of the school, the parents of its pupils, the parishes served by the school and other local Catholic schools where necessary. The role of Vice Principal is as outlined in the national standards for Headteachers.



## ***Excellent Vice Principals: qualities and knowledge***

### **VICE PRINCIPALS:**

1. Work within the school and with the parish to hold and articulate clear values and moral purpose, which takes account of the school's Catholic mission focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour which stems from Christ's vision for humanity. Promotes positive relationships and attitudes towards their pupils, staff, parents, governors and members of the local community recognising their individual worth as made in the image and likeness of God.
3. Inspired by Christ, lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles influenced by the Gospel message and Church teaching, centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## ***Excellent Vice Principals: pupils and staff***

### **VICE PRINCIPALS:**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes that reflect the distinctive characteristics of Catholic education.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being. Ensure high quality provision for the academic, spiritual, moral, social, emotional and cultural well-being of all pupils and families.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are required to treat all people fairly, equitably, and with dignity and respect. Inspire, encourage and support staff to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice, emphasising the distinctive nature of Catholic Education.

## ***Excellent Vice Principals: systems and process***

### **LEADERS:**

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity reflecting the school's Gospel values.
2. 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 community to promote Gospel values which unite society in a commitment to social justice and the common good.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance, rooted in faithful stewardship of Gospel values, actively supporting the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## ***Excellent Vice Principals: the self-improving school system***

### **LEADERS:**

1. Lead outward-facing schools which work with other schools and organisations - in a climate of mutual challenge – where each pupil is championed to ensure they secure their unique potential and achieve excellence.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic, spiritual, moral, social, emotional, and cultural outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of Catholic education in young people's lives and to promote the value of education.

## ***Child Protection***

### **LEADERS:**

1. Ensure that the child protection policies and procedures adopted by the trust board are fully implemented and followed by all staff.
2. Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

## ***Specific Responsibilities***

**The specific responsibilities of the Vice Principal at All Saints Catholic College are:**

1. To undertake activities as prescribed by the Principal.
2. To deputise for and act as Principal in their absence.







## Person Specification

This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities for Vice Principals of Catholic schools in ensuring that they meet the same expectations of Vice Principals of all schools while serving the mission of the Church in education.

The core purpose of the Vice Principal of any school is to work with the Principal to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic faith. Thus, it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

The Governing Body and the Diocese acknowledge the importance of the role of the Catholic Vice Principal and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

**Please note source of evidence of fulfilled criteria:**

**Application Form – AF Certificate – Cert Letter – L References – R Interview – I**

CRITERIA	ESSENTIAL OR DESIRABLE	EVIDENCE
<b>QUALITIES AND KNOWLEDGE</b>		
Is a practising and committed Catholic (see below)	E	AF/I/R
Qualified Teaching Status	E	Cert
Good Honours Degree	D	Cert
Experience as an effective leader at middle or senior leadership level in a school	E	AF/I
Evidence of continuing professional development relating to Catholic ethos, mission, and religious education e.g. CCRS (Catholic Certificate in Religious Studies)	D	AF/Cert
Lead by example and be a positive role model with excellent communication skills	E	AF/I/R
Have personal impact and presence	E	I



CRITERIA	ESSENTIAL OR DESIRABLE	EVIDENCE
Participation in a Parish Community	E	I/R
Has an understanding of the leadership role in the spiritual development of students and staff in the school.	E	AF/I/R
Understanding of current educational provision and the wider school systems	E	AF/I
<b>PUPILS AND STAFF</b>		
Have ambitious standards and high expectations for all pupils	E	AF/I/R
Excellent understanding of high quality teaching and learning	E	AF/I/R
Promote the development of the whole child	E	AF/I/R
Use data analysis to effectively drive whole school improvement	E	AF/I/R
Encourage all staff to develop their unique potential	E	AF/I/R
<b>SYSTEMS AND PROCESS</b>		
Ensure the safety of all staff and pupils at all times	E	AF/I/R
Promote excellent behaviour and positive attitudes to school life	E	AF/I
Systems for performance management to hold staff to account	E	AF/I
Ability to challenge under –performance	E	AF/I
Promote distributed leadership throughout the organisation	E	AF/I
<b>SELF-IMPROVING SCHOOL</b>		
Knowledge and experience of working with other schools and organisations	E	AF/I/R
Effective partnerships with a range of professionals	E	AF/I
Use well evidenced research to achieve excellence	D	AF/I
Provide high quality opportunities for staff development	E	AF/I/R
Confident, entrepreneurial, and innovative approach to school improvement	D	AF/I
Source of inspiration and encouragement for all in the school community.	D	AF/I



CRITERIA	ESSENTIAL OR DESIRABLE	EVIDENCE
<b>CHILD PROTECTION</b>		
Ensure that the child protection policies and procedures adopted by the school are fully implemented and followed by all staff	E	AF/I
Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively	E	AF/I
<b>SECURING ACCOUNTABILITY</b>		
Develop a Catholic school ethos	E	AF/I/R
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	E	AF/I
Work with the Governing Body to enable it to meet its responsibilities	D	AF/I
Develop an accurate and understandable account of the school's performance for a range of audiences	E	AF/I
Personally contribute to school achievements taking account of feedback from others	E	AF/I
<b>APPLICATION FORM AND SUPPORTING STATEMENT</b>		
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise, and related to the specific post and appointment criteria	E	L
<b>APPLICATION FORM - REFERENCES</b>		
A positive and supportive written faith reference from a priest where the applicant regularly worships.	E	R
A positive recommendation from current employer	E	R
A second professional reference	E	R

## ***What is the objective definition of a 'practising Catholic' for appointments to key posts in Catholic Schools?***

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.





The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for "full communion" with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

***For further information including examples where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see 'Christ at The Centre':***

***'Why the Church provides Catholic Schools' by Mgr Marcus Stock 2012***

## ***How to apply:***

If you would like to apply for this position, application packs are available from both the College website: [www.aschc.com](http://www.aschc.com) and also on Tes: [www.tes.com/jobs](http://www.tes.com/jobs). Please complete the CES Senior Leadership application form and in your supporting statement provide evidence of your suitability for the role.

Completed application forms should be returned to Miss C Taylor, PA/HR to Principal, by email to [hr@aschc.com](mailto:hr@aschc.com).

Please read the notes to applicants and disclosure form, which also needs to be completed and returned, as above.

Should you have any queries in the meantime, please do not hesitate to email [hr@aschc.com](mailto:hr@aschc.com).

We look forward to hearing from you.

