

ST CUTHBERT'S  
— CATHOLIC HIGH SCHOOL —

# Assistant Head of Year

## Candidate Information Pack

Required as soon as possible. Full time/permanent

37 hours per week, Term time only + 5 training days

Monday to Thursday 8.15am – 4.15pm with ½ hour lunch, Friday 8.15am - 3.45pm with ½ hour lunch

The closing date for applications is: 9.00am on **Monday 29<sup>th</sup> April 2024**

# *Contents*

1. Welcome to St Cuthbert's Catholic High School
2. Our Vision, Mission, and Values
3. Working in a Catholic school
4. The Bishop Bewick Catholic Education Trust
5. The History of St Cuthbert's
6. St Cuthbert's Today
7. The Pastoral System
8. The role
9. The person
10. Our commitment to safeguarding and child protection
11. The application process





Thank you for your interest in St Cuthbert's Catholic High School. For over one and forty hundred years, St Cuthbert's has been nurturing fine young men, preparing them to take their rightful place in the Church and in the world. We have provided our pupils and students with a challenging yet supportive environment within which to discover and develop their own God-given gifts.

There are great schools of all kinds. The experience of working in a school like St Cuthbert's is made distinctive by our expertise in educating boys. In a world that demands ambitious action and bold thinking, our vision, mission, and values reflect our responsibility to help to form great men ready to do good in our world. Characterised by a balance of tradition and innovation, we are resolute in our commitment to 'forming great men'.

Of course, what matters most is the quality of education on offer. We offer a high-quality Catholic education to boys of all faiths and none. St Cuthbert's is a truly comprehensive school, but the St Cuthbert's experience is so much more than a comprehensive education. A good test of this is to see the quality and range of destinations that our pupils have the confidence to pursue beyond St Cuthbert's. We are proud to see our boys progressing to world-class universities and degree apprenticeships, choosing a varied range of courses.

St Cuthbert's prepares young men to find their God-given calling and answer it with energy and passion. In our school, in our local community and around the world, our young men serve, lead, and strive to make a difference in the lives of others. If you believe that you can contribute to such a community, if you believe that you have the energy, passion, and commitment to help our boys to excel and to become great men, then I look forward to receiving your application.

Daniel P Murray  
Headmaster





## Values

### Vision

*To be a premier Catholic learning community for the 21st century, preparing young men to witness to Christ and so create a world of justice, peace, truth and love.*

### Mission

*St Cuthbert's Catholic High School is a community gathered together by God, to form fine young men of integrity who will live according to the pattern of life given to us by Jesus Christ. We will strive, through dedication to academic excellence and the formation of the whole person, to form young men of competence, conscience, compassion, and commitment, who, educated in faith and for justice, will live their lives in the service of others.*

**Faith**— *to give boys of all faiths and none, a profound, life-changing experience that focuses on God's unconditional love and a deeper understanding of themselves as persons of faith and confidence in themselves.*

**Catholic Spirituality**— *to root students in the Catholic faith and the rich diverse spirituality of the Catholic tradition To focus on loving service to God and neighbour. To discover and share one's gifts and talents with the world.*

**Formation of the Whole Person**— *to thoughtfully and intentionally integrate the fullness of human experience through spiritual, intellectual, emotional, social and physical development.*

**A World Affirming Perspective**— *to provide a spiritual dimension which sees creation as good. To promote a dialogue between faith and culture, which fosters the capacity for critical and original thinking. To appreciate the gifts of life.*

**Diversity**— *to create and sustain a vibrant, inclusive community reflecting the expansive demographics and rich mixture of Newcastle's population.*

**Scholarship**— *to build a culture of lifelong learning and inquiry through a rigorous and innovative Catholic curriculum.*

**Service**— *to be informed by a faith that does justice. To challenge our boys to be "Men for and with Others." To be in companionship with—and learning from—the disenfranchised, the marginalized and the most in need. To serve as Jesus did.*

**Leadership**— *to develop young men who are compassionate, intellectually distinguished and morally courageous. To create young men of integrity who become effective "agents of change" for the world.*

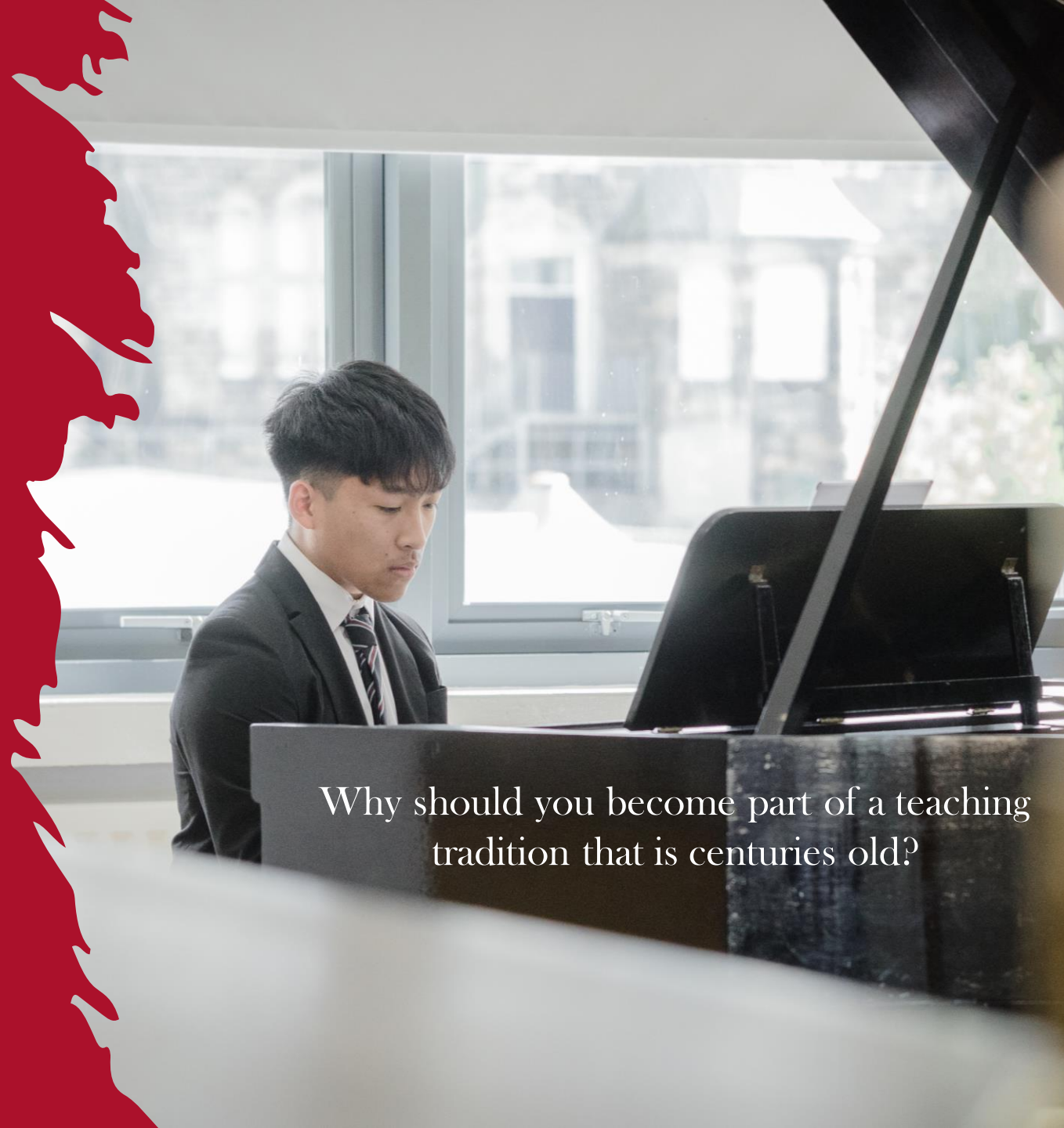


If you come to work in one of the many Catholic schools in the United Kingdom, you will become part of a vibrant and wonderfully rich educational tradition that is centuries old and has global reach. The Catholic Church has, in collaboration with parents, been providing a Catholic education in almost every country in the world, working with millions of young people. As a global organisation with a universal mission, working in a Catholic school will offer you shared goals and a collective mission wherever you find yourself.

Catholic schools are committed to academic excellence and the formation of the whole person. We want every young person to achieve his or her academic potential. However, there is more to being a human being than passing examinations. Catholic schools educate young people in faith, and for justice, so that they might live their lives in the service of others. Our schools are judged not merely by their academic outcomes, but also by how our young people grow to be competent, compassionate, conscientious and committed young adults.

Catholic schools throughout the world share a commitment to helping parents bring up their children, encouraging reflection, prayer, religious commitment, and service to others. In this we are inspired by and faithful to the Gospel of Jesus Christ. We welcome those who are Catholic, from other Christian Churches, and those who belong to other faith or religious traditions or are of no religious tradition.

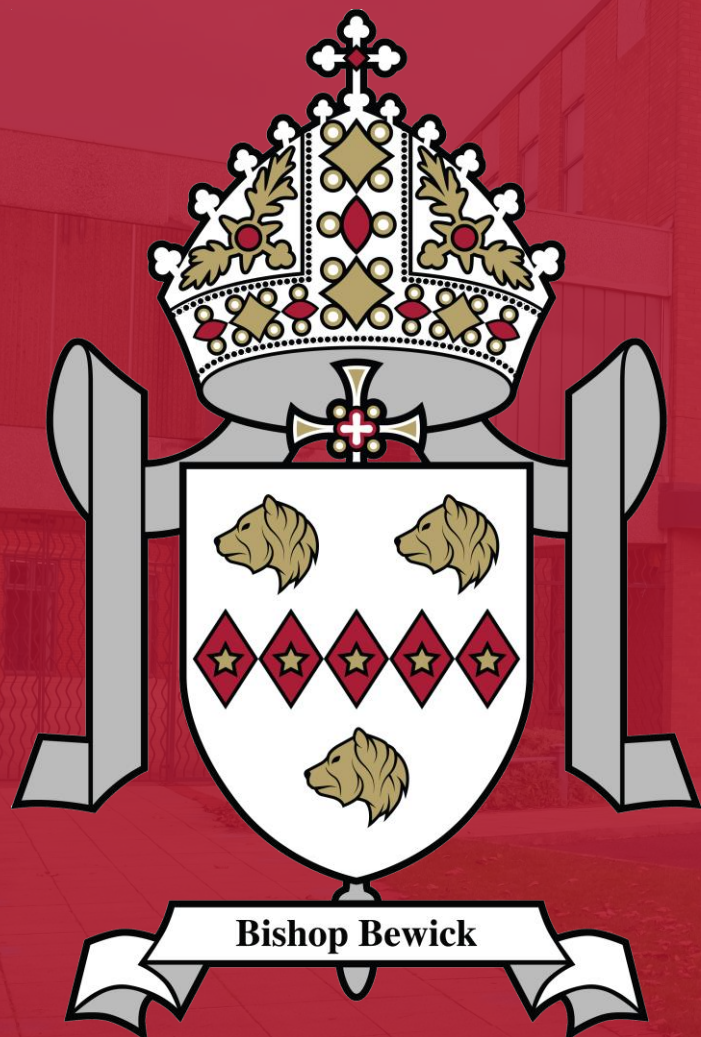
Anyone who wishes to teach or learn at a Catholic school, must come with an open mind ready to appreciate and learn from the Christian message and that of other traditions.



Why should you become part of a teaching tradition that is centuries old?



## The Bishop Bewick Catholic Education Trust



St Cuthbert's Catholic High School is a proud member of the Bishop Bewick Catholic Education Trust (BBCET). The school joined the Trust on 1<sup>st</sup> December 2020.

BBCET is one of four Catholic Education Trusts in the Diocese of Hexham and Newcastle. Comprising 39 schools, five secondaries and 34 primary schools, BBCET includes all Catholic schools north of the Tyne and south of the Tweed.

As a member of the Trust, St Cuthbert's has access to a wider range of support and expertise to continue to develop and improve. Subject networks, high quality professional development and shared resourcing, ensure that we provide an education that can transform lives.

BBCET works to ensure that all of the children and young people in our schools experience the best education possible. The Trust is committed, as a community of schools, to come together and harness the very best of ourselves, to embed this fully and to support each other so that all schools thrive and learn.

We are one Trust, and we work as one Trust. However, our schools maintain their individuality, uniqueness, and a great deal of autonomy. BBCET encourages school leaders and staff to be creative and innovate to ensure that we provide the best practice available.

Each school brings skills, strengths, and talents. Each new member of staff joining one of our schools brings skills, strengths and talents. Working together we can enhance the work that we do, offering a great Catholic education to the children and young people that we serve.



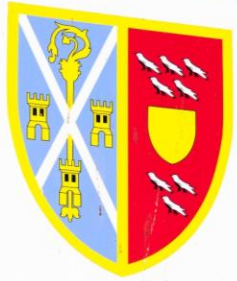
The history of St Cuthbert's is a cause for genuine pride. Academic achievements and sporting successes in abundance are on record. Our former pupils grace all the professions and make a very valuable contribution to the life of the Church in many parts of the world. On the 16<sup>th</sup> August 1881, the Right Reverend James Chadwick, Bishop of Hexham and Newcastle, entered the premises of 62-64 Westmorland Road, Newcastle upon Tyne, and proclaimed the opening of St Cuthbert's Grammar School. The school soon outgrew its central location. The search began for larger more suitable premises to the west of the city. Benwell Hill House, the home of the Westmacott family, came up for sale and was bought together with the grounds which extended to 28 acres. It was in July 1922 that the pupils of the school were told to report after the summer holidays to the new school on Benwell Hill. The new school was officially opened by Cardinal Bourne in September 1922.

In the 1950s, the school began a period of expansion. The curriculum was developed, and new subjects introduced. The site was improved with the refurbishment of one of the old buildings as a biology laboratory and a language laboratory in a classroom in the Old Hall. During this time, many new appointments to the staff were made, recruiting in the main from former pupils of the school as well as from others with different educational backgrounds and with experience in other schools. In the late 'seventies the provision for Catholic education in Newcastle was enhanced and St Mary's became a mixed school serving pupils from the east side of the city, and Sacred Heart and St Cuthbert's each formed single sex comprehensive schools serving the west and northern areas of the city.

In 2012, the school converted to Academy Status and on 1<sup>st</sup> December 2020, it joined the Bishop Bewick Catholic Education Trust. The school continues to strive for a balance of tradition and innovation. The school has a proud history and an exciting future.



*Our History*



**ST CUTHBERT'S**  
— CATHOLIC HIGH SCHOOL —

**WELCOME**

ALL VISITORS PLEASE REPORT TO MAIN RECEPTION

*St Cuthbert's today..*

Newcastle has grown, changed, and developed since the late nineteenth century and in 2024 is very different from the city of 1881. Newcastle has transformed itself into a cultural landmark and is now renowned for being the business, scientific, and social hub of the North East. While the maroon blazers of our boys' uniform and our school crest have remained unchanged since our foundation, St Cuthbert's today has transformed itself into a vibrant and dynamic school, reflecting the community it serves.

There are over 1200 boys on roll, the majority of whom join St Cuthbert's from one of our 13 feeder primary schools. However, the school also attracts boys from all over the city and beyond. The school community is inclusive and diverse. There are other 30 home languages and a global representation of different cultures and traditions. As the only comprehensive school for boys in Newcastle, we are uniquely placed to recognise, and celebrate the unique value that an all-boys' education offers. We offer a safe place for boys to take chances, express their emotions and discover subjects such as the creative arts and classic literature. With gender stereotypes and gender distraction out of the picture, the boys can concentrate on their learning and on co-curricular interests. Some experts say that this lack of pressure and competition gives rise to more welcoming attitudes toward peers and the easier formation of lasting friendships. The boys describe the school as a 'brotherhood' and many of our boys form strong friendships that last well beyond their time with us.

St Cuthbert's benefits from an excellent, supportive and collaborative staff, both teaching and support staff. The exceptional co-curricular programme at St Cuthbert's is often cited by pupils as one of the school's greatest strengths. From basketball, football, and athletics to chess, board games and crochet, the opportunities for pupils and staff to be involved in, and enjoy, activities beyond the classroom are endless. The sheer number, the quality and the variety of sports, arts and clubs available are impressive. These numerous opportunities for the boys reflect the commitment and dedication of the staff.

We have an extensive school site of high-quality facilities where all teachers benefit from the privilege of their own classroom. Each department has its own area of specialist rooms and additional staff facilities. In 2024 we are beginning a period of expansion of facilities adding an impressive Dining Room extension, an additional multi use games area and 4G pitch to our already impressive facilities.

St Cuthbert's is a community that is always working to improve and to deliver the best possible outcomes for the boys in our care.



A young boy with curly hair, wearing a maroon school jacket, white shirt, and striped tie, is sitting at a desk. He is holding a yellow pencil and looking down at a notebook. The background is a blurred classroom setting.

# The Pastoral System

Catholic schools are committed to the formation of the whole person. At the very heart of this formation is what we traditionally call, *cura personalis*, the care of the individual person. The pastoral system supports all aspects of the boys' education at St Cuthbert's. The school is organised into Year Groups. Each Year Group has eight Form Tutors, a Head of Year and a non-teaching Assistant Head of Year. The core purpose of the Assistant Head of Year's role is:

To assist the Head of Year in the leadership and management of the designated Year, working to:

- promote the Catholic ethos of the school and the mission statement with staff, parents, pupils, directors and the wider community. In particular:
  - raising pupil aspirations
  - raising achievement
  - promoting initiative and creativity
  - promoting inclusion
- ensure that every pupil within the Year has the opportunity and support necessary to develop personally, academically, morally, socially and spiritually
- overcome barriers to learning such as unsatisfactory attendance, punctuality and behaviour
- work purposefully and actively with parents, staff, pupils and external agencies in the best interests of our pupils
- help pupils to modify and improve their behaviour
- foster positive relationships with parents/carers



St Cuthbert's is enjoying a period of exceptional growth and development, and we are looking for talented people from all backgrounds with a wide variety of skills, interests, and opinions to join our inclusive and welcoming community. Everyone at St Cuthbert's is working to achieve our vision of 'forming great men'. We are seeking to achieve that aim by promoting scholarship, by delivering excellence and by inspiring and celebrating commitment to service, both within and beyond the school community.

At St Cuthbert's Assistant Heads of Year are an essential part of the school's pastoral structures providing administrative and organisational support to the pastoral team.

This is an ideal position for someone who is a team player, has a positive attitude and understands the importance of a highly effective and efficient pastoral system within a school. The successful candidate will need to be able to show an unrelenting focus on doing what is in the best interests of every pupil, balancing excellent administrative and time-management skills with a focus on pastoral care.

This is an opportunity to join an impressive, all-boys Catholic School that has enjoyed a reputation as a centre of educational excellence for over one hundred and forty years..



*The Role*



# The Role



<b>General</b>	<p>The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.</p>
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• work with the Head of Year to raise achievement</li><li>• value every pupil irrespective of ability, behaviour and performance and demonstrate this in every interaction</li><li>• use all available data to identify both personal potential and degrees of under-performance</li><li>• support the Head of Year in ensuring that effective target-setting, monitoring of progress and mentoring takes place for each pupil</li><li>• support the Head of Year in implementing the rewards and sanctions system within the Year</li><li>• establish and maintain effective and positive communication with parents on the basis that maximum benefit is gained by working in co-operation</li><li>• help maintain appropriate pupil records</li><li>• contribute to the development of the whole pupil, offering opportunities for involvement in activities which will lead to spiritual and moral development, raised self-esteem and self-worth</li><li>• monitor data in relation to attendance and punctuality and work with external agencies (eg Education Welfare) to meet targets set</li><li>• use behaviour monitoring data to monitor individual and Year group performance</li><li>• work with individual pupils to improve their behaviour</li><li>• liaise with outside agencies and prepare relevant reports</li><li>• be a visible, pro-active presence before and after school, at breaks and at lunchtimes</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• to promote and implement the school's Equality policy in all aspects of employment and service delivery</li><li>• to assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures</li></ul>



<p><b>Additional Duties</b></p>	<ul style="list-style-type: none"> <li>▪ play a full part in the life of the school community, support its distinctive mission and ethos and encourage staff and pupils to follow this example</li> <li>▪ ensure that whole school policies, including those related to SEND, are carried out</li> <li>▪ assist the Head of Year in arranging Parents' Meetings</li> <li>▪ supply relevant data for statistical returns</li> <li>▪ maintain effective pastoral records on all pupils within the Year</li> <li>▪ help organise and co-ordinate assembly provision as requested</li> <li>▪ co-ordinate pupil voice representation for the Year</li> <li>▪ maintain an orderly environment and insist on high standards of pupil behaviour throughout school and the local community</li> <li>▪ respond to local residents' enquiries and concerns</li> </ul>
<p><b>Child Protection</b></p>	<ul style="list-style-type: none"> <li>• the postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with</li> </ul>
<p><b>Catholic Life of the School</b></p>	<ul style="list-style-type: none"> <li>▪ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same</li> <li>▪ to actively support the school's corporate policies and aspirations</li> <li>▪ to adhere to the staff professional code of conduct</li> <li>▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments</li> </ul>
<p><b>Other professional requirements</b></p>	<ul style="list-style-type: none"> <li>▪ to undertake any reasonable request of the Headmaster and accept any reasonably delegated additional responsibility from the Headmaster</li> </ul>



*The Role continued*



# The Person



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

Faith Commitment	Eseential	Desirable	Source
a practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)		✓	A/I/R
secure understanding of the distinctive nature of the Catholic school and Catholic education		✓	A/I/R
understanding of the leadership role in spiritual development of pupils and staff		✓	A/I/R
involvement in parish community		✓	A/I/R
Qualificaions	Eseential	Desirable	Source
sound educational background including GCSE's Maths and English (A* - C) or equivalent	✓		A/CC
relevant NVQ3 or relevant qualification		✓	A/CC
first aid qualification or a willingness to take such a qualification	✓		A/CC/I

Experience and knowledge of teaching	Essential	Desirable	Source
an understanding of safeguarding issues	✓		A/I
experience of delivering to deadlines and achieving set targets to a high standard	✓		A/I/R
experience of allocating and prioritising workload effectively to gain maximum productivity	✓		A/I/R
strong IT skills including Microsoft PowerPoint, Excel, Word and Outlook	✓		A/I/R
knowledge of school welfare/pastoral systems	✓		A/I/R
experience of working collaboratively with parents to secure better outcomes for pupils		✓	A/I/R
experience of working in a school environment		✓	A/I/R
evidence of working with outside agencies linked to school		✓	A/I/R
experience of working with confidential information		✓	A/I/R
awareness of current issues in education		✓	A/I/R



*The person continued*





*The person continued*

Skills	Essential	Desirable	Source
excellent planning and organisational skills	✓		A/I/R
ability to work independently to organise own workload	✓		A/I/R
strong interpersonal skills	✓		A/I/R
highly motivated individual with an innovative approach	✓		A/I/R
problem solving and analytical skills	✓		A/I/R
ability to demonstrate engaging oral and written communication	✓		A/I/R
flexibility and the ability to adapt as circumstances change	✓		A/I/R
ability to make effective decisions	✓		A/I/R
ability to work independently to organise own workload	✓		A/I/R
excellent time management	✓		A/I/R
ability to remain calm under pressure	✓		A/I/R
flexible	✓		A/I/R
good team player	✓		A/I/R
willingness to undertake further training	✓		A/I/R
full driving licence		✓	A/I/R

Other requirements	Essential	Desirable	Source
appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; able to work in partnership with other agencies	✓		A/I/R
application forms must be completed in full	✓		A
supporting statement should be clear and concise and no more than 1,300 words	✓		A
supporting statement should outline the experience, skills and attributes which you will bring to the post	✓		A

#### Confidential References and Reports

only written references will be considered

references will confirm professional and personal knowledge, skills and abilities as referred to above

positive recommendation from current employer required

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive. All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to 'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome' (Rule of St Benedict) and we recognise the intrinsic value all people. St Cuthbert's Catholic High School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*



**The Person continued**



## Our commitment to safeguarding

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- two satisfactory references, one of which must be from your most recent employer
- proof of identity, address and right to work in the UK
- verification of relevant qualifications
- candidates who have worked or been resident overseas for three months or more within the last five years will be subject to criminal record checks from the relevant jurisdiction(s)
- confirmation that the applicant is not named on the Children's Barred List, administered by the DBS
- a satisfactory enhanced disclosure from the DBS. The applicant will be required to complete the application form for an Enhanced DBS Check and start dates will be delayed if a result is not received
- candidates in managerial roles will be subject to a Prohibition from Management check.

**Diversity:** St Cuthbert's Catholic High School and the Bishop Bewick Catholic Education Trust are fully committed to the principles of equal opportunity, diversity and inclusion. The Bishop Bewick Catholic Education Trust does not discriminate on the grounds of sex, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds. As a Catholic school and an apostolate of the Roman Catholic Diocese of Hexham & Newcastle preference may be given to a practising Catholics.



# Key Information



BB5 £26,873 - £28,770 (*Actual pro rata salary £23,074 to £24,703 based on term time only + 5 training days*)



If you wish to visit us or to arrange an informal conversation about this post, please contact Lynn Anderson on 0191 274 4510 or by emailing [recruitment@scchs.org.uk](mailto:recruitment@scchs.org.uk)



The closing date for applications is **9.00am Monday 29<sup>th</sup> April 2024**.  
(Interviews will be held on a date to be confirmed.)



The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.





# *Application Process*



- Candidates should complete our Catholic Education Service Form which includes details of key achievements and experience. Completed forms should be returned to

- The hiring team will short-list the candidate based upon the information provided at application. Applicants will be assessed against the specifications provided. Those who best fulfil the criteria will be invited for interview.

- The short-listed applicants will be invited to attend an interview. The interview process will consist of a variety of tasks to showcase your skills and experience.

- The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject to satisfactory pre-employment checks.



*forming great men*



St Cuthbert's Catholic High School, Gretna Road, Newcastle-Upon-Tyne, NE15 7PX

Tel: 0191 274 4510      Email: [admin@scchs.org.uk](mailto:admin@scchs.org.uk)

[www.scchs.org.uk](http://www.scchs.org.uk)



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