

CLOSING DATE FOR APPLICATION: 13th May 2024

SHORTLISTING 14th May 2024

INTERVIEW DATE(S): 21-22nd May 2024

DEPUTY HEADTEACHER

MARICOURT CATHOLIC HIGH SCHOOL

This prospective applicant pack provides you with all the information you need to apply for the vacancy being advertised. The pack also provides a lens into our school community through content that we have curated for you.

Maricourt Catholic High School | Hall Lane | Maghull | Liverpool | L31 3DZ |



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WITH
MARICOURT

www.maricourt.net



Message from the Chair of Governors

Dear Candidate

Many thanks for your interest in applying for the role as Deputy Headteacher of Maricourt Catholic High School. Maricourt, a school of which we are extremely proud, is a Voluntary Aided Catholic High School in Maghull, a pleasant suburban area of Liverpool. It was opened by the Sisters of Mercy some 60 years ago and throughout this time has maintained the ethos and charism of the founding Sisters, growing from a school of just 16 pupils to what is now one of the largest schools in Sefton.

Upon the retirement of Mr Varey, we are looking to appoint a person with the vision, energy, dynamism and commitment to support Mrs Hatton, our Headteacher, to inspire the whole school community in line with the mission of the Sisters of Mercy. At its heart is our mission statement;

'Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.'

We are looking for an individual who has the following attributes, skills and knowledge:

- A practicing and committed Catholic who will enhance the school's Catholic ethos
- Strong record of continued school improvement
- Ability to lead the school so that all pupils maximise their potential
- Ability to command the respect and confidence of pupils, staff, parents and the wider community

At Maricourt Catholic High School, we offer:

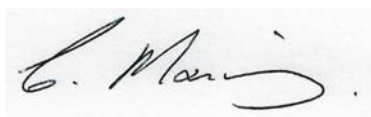
- A school community with a strong Catholic ethos which welcomes and values everyone
- An inclusive community which is striving for the best
- Insightful and supportive governance
- Committed and caring staff
- An experienced Senior Leadership Team
- Pleasant learning environment

The closing date for applications is 9:00am on Monday 13th May 2024. Shortlisting will take place and interviews will take place on the 21st and 22nd May 2024.

Thank you once again for your interest. There will be opportunities to visit the school during the application process and we look forward to meeting you should you wish to visit.

If you would like to arrange a visit then please contact Liz Heaton on heatonl@maricourt.net

Yours sincerely,



Chris Manning
Chair of Governors



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

Headteacher's Welcome

Dear Candidate,

Thank you for your interest in the post of Deputy Headteacher at Maricourt Catholic High School.

Maricourt is steeped in history from its beginnings as a small school founded back in 1957 by the Sisters of Mercy. I feel very privileged to be the Headteacher of the school, a school where the traditions and heritage is held in very high esteem and everyone in the community speaks of it with great pride.

Today, the school is a larger than average 11-18 school serving the Catholic population of Maghull and its surrounding areas. We pride ourselves on our rich curriculum and opportunities for the young people we serve. Personal development, mental health and wellbeing is a strength of the school and we have won national awards in these areas, alongside awards for staff wellbeing, communication, community partnerships and more.

Ofsted recognised Maricourt as a Good school in 2022 but we do not rest on our laurels. There was a decline in p8 2023 but we are expecting a significant improvement in 2024 and beyond.

The Deputy Headteacher (Quality of Education) role is available due to the retirement of Mr Eddie Varey, who has served Maricourt for 35 years. The successful candidate will join a strong SLT which also includes a Pastoral Deputy Headteacher, four Assistant Headteachers, two Associate Assistant Headteachers and a Business Manager.

We hope you find the information pack useful and you feel you would like to apply for the position. If you would like any further information or have any questions, then please contact us at school.

We look forward to hearing from you.

Tracy Hatton
Headteacher

Our school and our context

Maricourt Catholic High School was founded by the Sisters of Mercy on 12th September 1957 under the title of Mater Misericordiae High School with Sister Mary Magdalen as the first head, a position she held for 32 years.

It opened in the convent parlour with only 16 eleven year old girls, but they moved to the first small section of the school in January 1958. This was formally blessed by Cardinal Heenan on 8th March. Because of the interest taken in it by the Bootle Education Committee, it rapidly grew in building and numbers and became a voluntary aided Grammar School in September 1964, maintained by the Bootle Authority. The Government, however, favoured Comprehensive education and so, in November 1967, the Archbishop of Liverpool, Dr. Andrew Beck, approached the Sisters to see if they would take over a nearby Catholic Secondary Modern School named St. Pauls and annex it to their building as a Co-educational Comprehensive. This they agreed to do and, in September 1968, the first Co-educational Comprehensive School in the Archdiocese opened under the new title of Maricourt Comprehensive with Sister Mary Magdalen still as Headmistress. She retired at Christmas 1989 and was followed by Sister Mary Teresa who led the school until 2007.

The school serves Maghull and its surrounding areas and whilst the school has a below average number of students with SEND and below average number of disadvantaged pupils there is a great deal of diversity in the socio-economic background of our students. Whilst the school has 5 main partner primary schools, pupils from a wide and varied set of primary schools attend.





What our pupils would like to see

Our pupils were asked for the qualities they are looking for in a Deputy Headteacher. This is what they said.

- Long term commitment to the school
- Approachable, listens and explains what is happening and why
- Clear expectations which are enforced
- Good communicator with pupils and their parents
- Visible around the school
- Positivity and belief that the school is good.
- Instil belief and pride in the school community
- Fair discipline, consistently enforced and ensuring learning is not disrupted
- Promote strong relationships with pupils and staff
- Maintain the rich programme of 'extra-curricular' activities
- Investment in world class facilities
- Strong awareness of the pressures on young people today in and in particular how to promote positive mental health
- Commitment to the distinctive Mercy ethos tradition



What our staff would like to see

Our staff were asked for the qualities they are looking for in a Deputy Headteacher. This is what they said.

- Ambition and high expectations for all pupils
- Strong leadership qualities
- Consistency in approach to promoting good behaviour
- A visible presence around school
- A drive for inclusion
- The promotion of well-being for all stakeholders
- Care for the Mercy ethos of the school





- To maintain the culture of trust
- Evidence-informed change
- Good communication skills
- A supportive environment for staff and pupils
- Encourages staff professional development and progression



Deputy Headteacher Advert

What we offer

Pensions Scheme – Teacher Pension Scheme for teaching staff

Regular training and development programme

Access to occupational health

Access to wellbeing support as part of our wellbeing policy

Onsite parking

Social events for staff including staff football and end of term celebrations

School Chaplain support for staff

Supportive work environment where all staff are valued and have a voice

Continuous professional development for all staff and follow a whole school approach to staff performance and development



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

DEPUTY HEADTEACHER

Required for September 2024
Leadership Scale L20 to L24 £75,331 to £83,081
NOR 1161 with 130 in Sixth Form

The Governors of Maricourt Catholic High School wish to appoint an outstanding candidate to the post of Deputy Headteacher. The successful person will have responsibility for the Quality of Education, leading the SLT Curriculum group and continuing to drive standards in teaching and learning. We are looking for someone with a proven track record in this area who demonstrates the highest of standards at all times.

You will be joining a strong and dedicated Leadership Team in a very warm and welcoming school. The school Mission Statement reflects this;

'Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.'

The Governing Body's ambition is for the School to be outstanding in both pastoral care and academic achievement. Our new Deputy Headteacher must ensure that the progress that has already been made on this journey continues. He/she will:

- be a practising and committed Catholic who will enhance the school's Catholic ethos
- be an experienced leader with a sustained track record of successful school improvement
- command the respect and confidence of pupils, staff, parents and the community

Informal visits to the school are welcomed please contact the Business Manager, Liz Heaton to arrange a convenient time. Further information about the school, including the latest Ofsted report, a virtual tour and an application form are also available on the school's website www.maricourt.net.

Applications should be emailed to recruitment@maricourt.net by 9.00 am on Monday 13th May 2024.

Shortlisting will be on 14th May 2024.

Interviews will be held on Tuesday 21st May 2024 and Wednesday 22nd May 2024.

Maricourt Catholic High School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children and young people are protected. Due diligence and social media checks will be undertaken as part of the recruitment process.

We are an Equal Opportunities Employer.

DEPUTY HEADTEACHER JOB DESCRIPTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Sisters of Mercy. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. It is subject to the current conditions of service for Headteachers contained in the School Teacher's Pay and Conditions document

The governing body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Baring Service (DBS) and obtain any other statutory required clearance.

School Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

Accountable to: Headteacher

Job Purpose

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior management team
- Assist the Headteacher in managing the school
- Support and represent the Headteacher at meetings as and when required
- Undertake the professional duties of the Headteacher during his/her absence
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources to that end
 - Monitoring progress towards their achievement



Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared with more than one Deputy. This will be specified at the time of appointment and in addition to carrying out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

The Internal Organisation, Management and Control of the School

To have specific responsibilities (eg for aspects of school management or the curriculum) to be agreed upon appointment.

To contribute to:

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

Curriculum Development

To contribute to:

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



Pupil Care and Personal Development

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teaching and doctrines of the Catholic Church.
- The effective introduction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good.
- Motivate and inspire pupils, providing high challenge, high support, developing self-regulation and metacognition
- Track, assess and report on the progress, development, and attainment of assigned pupils
- To monitor, evaluate, analyse and review the effectiveness of the school's policies linked to the role.
- Set and encourage consistently high standards of conduct from pupils and manage behaviour in line with the policy of the school.
- Provide a safe, secure, and healthy environment for pupils to maximise potential
- Appreciate, engage with, and support the role of other professionals, partners, and colleagues to facilitate raising the attainment of pupils
- Build and maintain effective communication with pupils and families about progress, opportunities and plans pertinent to their child
- The development among pupils of self-discipline.
- The handling of individual disciplinary cases.

The Management of Staff

- To participate in the selection and deployment of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school.
- To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff.
 - The provision of professional advice and support and the identification of training needs.
 - Students under training/work experience
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- To maintain good relationships with individuals, groups and staff unions and associations.

The Management of Resources

- To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement.
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its Catholic identity.

- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted by the school and the Authority.

Relationships

- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with Diocesan and Authority officers and support services.
- To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

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

General

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

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely affects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job



DEPUTY HEADTEACHER PERSON SPECIFICATION:

Applicants must meet all the essential requirements of this post.

They must demonstrate that they have sustained and successful leadership experience together with the skills, knowledge and understanding needed to be a successful Deputy Headteacher at Maricourt Catholic High School. This will be assessed as shown in the table below:

Essential	Assessed Through
Qualified Teacher Status (Secondary Trained)	Application/Certificate
Committed and practising Catholic with a commitment to the unique identity of Catholic education	Application/Certificate
Recent successful leadership as an Assistant Headteacher or Deputy Headteacher	Application/Certificate
Honours Degree (2:2 or higher)	Application/Certificate
Excellent classroom practitioner	Reference/Lesson Observation
Ability to identify, model, develop and promote outstanding practice	Application/Reference/Interview
Experience of successful implementation of a range of behaviour management strategies at whole school level	Application/Reference
Experience and understanding of current approaches to behaviour and personal development of students	Application/Interview/Reference
Ability to manage student behaviour effectively and systematically, with clear boundaries, sanctions, praise and reward	Application/Lesson Observation/Reference
Inclusive approach to education and with a genuine enthusiasm for quality of education and belief in the potential of every student	Application/Lesson Observation/Reference
Ability to identify, use, share, monitor and evaluate quality of	Application/ Reference/



education strategies	Lesson Observation/ Interview
Experience/understanding of current approaches to assessment, recording and reporting procedures and ability to use data to set targets, monitor and track student achievement and progress and standards	Application/ Interview/Reference
Experience of leading innovative and successful initiatives to raise achievement and attainment over a wide range of student groups and age ranges	Application/ Interview/Reference
Evidence of recent and appropriate professional development for the role of Headteacher / Deputy Headteacher	Application/Interview
Experience of working in partnership with other schools and agencies	Application/Reference
Ability to manage change skilfully, effectively and sensitively and demonstrate a strategic and creative approach to problem solving	Application/ Interview/ Reference
Effective team member with experience of leadership and an ability to inspire, challenge, motivate and empower others to achieve excellence through progressively improving standards	Application/Reference
Ability to work under pressure whilst maintaining a sense of perspective and high levels of self-management and awareness	Application/ Interview/ Reference
Excellent communication, planning and organisational skills with the ability to manage own time effectively	Application/Lesson observation/Reference
Ability to build and maintain positive relationships through effective interpersonal skills	Application/Reference
Ability to communicate a clear vision aligned with the school development plan and school priorities	Application/Interview
Commitment to the safeguarding and welfare of the students	Application
Inclusive approach to education and with a genuine enthusiasm for quality of education and belief in the potential	Application/Lesson



of every student	Observation/Reference
A willingness to engage in the extra-curricular life of the school	Application
Evidence from current practice of commitment to excellent attendance and punctuality	Reference
Desirable	Assessed Through
Evidence of completion of CCRS or Catholic Leadership Programme	Application/Reference/Certificate
Experience of curriculum leadership and timetable construction	Application/Reference
Evidence of effective collaboration with external agencies	Application/Reference
Teaching experience in more than one school	Application
Successful completion of appropriate Child Protection training / Designated Safeguarding Lead training	Application/Reference/Certificate
Evidence of effective contribution to School Self-Evaluation and Improvement Planning	Application/Reference



APPLICATION PROCESS

Visits can be arranged by contacting the Business Manager Liz Heaton heatonl@maricourt.net or telephone 0151 282 2184

Applications should be emailed to recruitment@maricourt.net by 9.00 am on Monday 13th May 2024.

Shortlisting will be on 14th May 2024.

Interviews will be held on Tuesday 21st May 2024 and Wednesday 22nd May 2024.

Applications must be made on the **CES Application Form** and the supporting statement should be set against the criteria laid out in the Person Specification. It must not exceed 1300 words. No other information will be considered.

