



"Love one another as I have loved you"



ST BERNARD'S HIGH SCHOOL

Information Pack

Assistant Headteacher

(Pastoral & Safeguarding)

SCHOOL MISSION STATEMENT

St Bernard's is a school community
that aims to live by Jesus' commandment,
“Love one another as I have loved you.”



“You must not only teach content, but the values and customs of life. There are three things that you must pass on. A computer can teach content, but to understand how to love, to understand values and customs which create harmony in society, it takes a good teacher.” Pope Francis, ADDRESS OF HIS HOLINESS POPE FRANCIS TO MEMBERS OF THE ITALIAN UNION OF CATHOLIC SCHOOL TEACHERS, MANAGERS, EDUCATORS AND TRAINERS, 2015

Ours is a community where we continually work towards living out our Mission Statement, “Love one another as I have loved you,” in our school and in the parish communities to which we belong. This aspiration is supported by our strong and effective pastoral system, underpinned by Gospel values, which provides a strong base for students' academic and personal development. We are fortunate to enjoy a close, positive relationship with our families who support us in achieving these aims. The result is a very special ethos, with a combination of faith, focus and fun, as staff and students share in learning at St Bernard's together.

We are ambitious for every young person who enters the doors of St Bernard's. We aim to continue to drive the school towards outstanding so that our students fondly remember the broad, balanced, experiential education they received which prepared them for the demands of the 21st century both professionally and spiritually. Our challenging and relevant curriculum aims to provide our students with skills and knowledge that will sustain them long after they have left St Bernard's. We believe that inspired by faith, a belief in the power of education and its ability to make a difference alongside a commitment to empowering our young people that our students will thrive!

Our strategic aims are laid out in our school development plan which is overseen by our Trustees (governing body) who are responsible for holding to account the headteacher and senior leaders to see this vision fulfilled.

St Bernard's enjoys a committed and talented staff who share in this vision and know how vital it is for us to know the capabilities of all children and how we can best support them to meet and excel against challenging targets. Every child counts.



HEADTEACHER MESSAGE

Dear Applicant,

Thank you for considering the position of Assistant Headteacher (Pastoral & Safeguarding) at St Bernard's High School, a single Academy Trust. I am delighted that you have taken the time to consider this post.

The students at the school are delightful young people, who are generous in spirit and have well established behaviour for learning. We have committed Governors, a great parental body, and a talented, hardworking and well-motivated staff.

Do you have the energy and ability to provide inspirational leadership and to further develop an already successful school as it faces its next challenges?

Included in this pack are:

- Details of the advertised post
- Background information
- Job description
- Person specification

The Governors want to appoint an experienced leader who will share their vision of a school with Christ at its centre and who is determined to give our young people the very best education possible. The school is very well resourced and maintained.

Further information about the school can be found on our website: www.stbernardswestcliff.org.uk including links to our Ofsted Report and the Application Form.

If you would like a tour of the school before applying, please contact Zoe Booker or Julie Weald, in Human Resources on 01702 343583 or recruitment@stbernards.southend.sch.uk to arrange a visit. I hope that you will apply for the post and that we will have the opportunity to meet.

St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to Disclosure and Barring Service disclosure.

Yours sincerely

MRS H BARNES
DEPUTY HEADTEACHER (PASTORAL, SAFEGUARDING & ETHOS)
(Headteacher from 1 September 2025)

HEADTEACHER'S WELCOME

As the current Deputy Headteacher (Pastoral, Safeguarding & Ethos) and soon to be Headteacher of St. Bernard's High School from 1 September 2025, I am delighted to welcome you and thank you for showing interest in our school.

St Bernard's (as we often are known) has a wonderful history of providing an excellent Catholic education to young people in Southend and its surrounding areas. Whilst our school was founded by the Bernardine Sisters, there has been an educational provision on our site since 1875. In 1910, the sisters formally took over the site, the beginning of the school that we currently have today. We are a highly successful bilateral girls' school with a thriving mixed sixth form.

High expectations and educational standards alongside all-encompassing pastoral care make St Bernard's more than a school. We know our students and build connections with each and every one – we are a family! We recognise and seek to further develop, deepen and nurture the individual talents, abilities and possibilities of all the students that we serve. We prioritise getting to know our students' ambitions (and their families) as we understand our role in helping and guiding them towards their chosen paths enabling them to have fulfilling lives both professionally and personally.

We are proud of the achievements of our students and staff at both GCSE and A level. Whilst our performance measures at GCSE and A level would place us well above national averages and within the top 20% of schools in the country, we are never complacent and always want to push further forward.

St Bernard's is a very special place in which to learn and work. We fully understand the importance of providing our young people with a holistic Catholic education which cherishes the spiritual and supports the academic ability of all within our school community. We are committed to living our mission statement, "Love one another as I have loved you," as we enjoy and celebrate the strong relationships which have built and sustained our diverse community since we began.

I hope that you find the information that you need in this pack and consider making an application to be Assistant Headteacher of this great school. I recommend it to you unreservedly!

Warm regards

MRS H BARNES
DEPUTY HEADTEACHER (PASTORAL, SAFEGUARDING & ETHOS)
(Headteacher from 1 September 2025)



BACKGROUND INFORMATION

St Bernard's High School is an 11-18 comprehensive school with a 155 place Sixth Form. The school has an excellent reputation and recruits students from Essex, Outer London and London, as well as the local Southend community. The total number on roll in November 2024 was 1,022.

The school has worked tirelessly to further raise the achievement of its students. In 2024, Year 11 students at St Bernard's achieved a Progress 8 figure of +0.6, this score placed St Bernard's in the top 20% of schools in the country. In 2023 the school was judged by Ofsted to be 'good'.

Students' spiritual, moral, social and cultural education underpins all aspects of school life, is a notable strength of the school and results in high levels of cooperation between all members of the school community. This was recognised in both external inspections.

Students enjoy a rich and varied academic curriculum, both inside and outside the classroom, with all departments organising educational visits to enhance learning experiences and raise aspiration. The curriculum is lively and relevant. It is enriched by cross curricular opportunities within the Arts and STEM.

Teaching and learning is characterised by: innovation, full inclusion, challenge, collaboration and high quality feedback. We judge that teaching is a strength of the school, as is the sharing of good practice both within and between departments to continue to develop expertise and raise standards. Staff work hard to make sure all groups of students achieve their full potential.

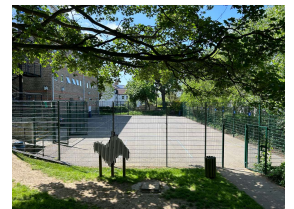
In order that students are able to access the curriculum, and are ready to learn, pastoral care and the provision of additional support for students are priorities and greatly enhance our provision.

Leaders at all levels are highly ambitious for the school and have a shared commitment to achieving the very best outcomes for the students. All staff and governors discharge their statutory responsibilities with regard to all aspects of safeguarding.

Student leadership is a key element of life at the school. Students take on a wide range of leadership roles. This is a school which respects and celebrates diversity.

The school has a well-developed School Improvement Plan setting out our priorities as we journey to be fully outstanding in all areas.

We continually review the environment in which our school community learns and works. The school's plan sets out the programme to ensure the environment continues to be attractive, well maintained and supports the curriculum.



ASSISTANT HEADTEACHER (PASTORAL & SAFEGUARDING)

Required:	September 2025
Salary:	L11-L15 (£63,815 - £70,293)
Location:	Southend on Sea, Essex
Contract Type:	Full Time
Contract Term:	Permanent

The Governors of this successful and consistently oversubscribed 11-18 school are seeking to appoint a highly motivated leader with vision and ambition to take the school forward into the next stage of its future.

We are looking for someone who:

- Is an experienced or aspiring Assistant Headteacher/Designated Safeguarding Lead.
- Will build on the school's achievements in terms of vision, strategic planning and outcomes.
- Will put young people at the heart of the learning process.
- Is committed to continuous school improvement and raising standards even further.
- Will lead and motivate the local and school community.

We are:

- A "safe and happy School" with very high standards; where young people thrive and enjoy their educational experiences both inside and beyond the classroom.
- A school which plays an active part within the local community.

We offer:

- A talented staff who are highly committed to developing the unique potential of each and every young person.
- Young people with excellent attitudes to learning.
- Supportive families and Alumni.
- An exceptional and supportive school community.

Student quotes from Y7 students:

"St Bernard's has been a very good support to me; the teachers have been extremely helpful and kind towards me."

"School is for learning - not just educational, but human behaviour too. Treat people with respect and kindness"

"Life at St Bernard's is a whole different world. It opens many doors that you thought were locked. Helps you do things you never thought you could do."

Student quotes from Y12/13 students:

"St Bernard's has provided me with many opportunities which I will always be grateful for. The ethos of the school brings about a welcoming and comforting environment with both students and teachers playing their own roles. St Bernard's is definitely a community of which I'm proud to be a part."

"St Bernard's is a unique school which offers subjects that have definitely shaped my education and made me who I am. It has led me onto a path that no other school would be able to offer. The support from my teachers combined with the school's encouraging atmosphere gives me motivation to work hard and strive for the best every day in everything I do."

Please visit our website for further information: www.stbernardswestcliff.org.uk.

Closing date for applications: Friday 28 March 2025, 9.00am

Shortlisting: Friday 28 March 2025

Interviews: Week commencing 31 March 2025

The school is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to Disclosure and Barring Service disclosure.

VISIT / LOCATION

Visits to the School available on request

Please contact Zoe Booker or Julie Weald, Human Resources, to arrange a visit: recruitment@stbernards.southend.sch.uk or 01702 343583

Closing date for applications

Friday 28 March 2025, 9.00am

Shortlisting

Friday 28 March 2025

Interview Days

Week commencing 31 March 2025

Location

The school is situated just off the A13 within walking distance of Southend High Street and approximately 10 minutes' walk from Westcliff Station (C2C/Fenchurch Street Line) and Southend Victoria Station (Liverpool Street Line) with easy access to A127. Easy access from London on both train lines.



Parking

Parking will be available on site for the successful candidate.

JOB DESCRIPTION

Title of Post:	Teacher: Assistant Headteacher (Pastoral & Safeguarding)
Core Purpose:	<ul style="list-style-type: none"> To support the Headteacher in providing vision, purpose and leadership, ensuring the commitment of all involved in the school to its aims and vision. To support the Headteacher in planning the strategic direction and development of the school. To ensure the highest standards of teaching and learning. To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources. To be involved in the wider life of the school community and the wider educational community. To line manage designated areas of the curriculum.
Responsible to:	Headteacher
Responsible for:	The provision of a full learning experience for all within the school.
Liaison with:	Headteacher, Deputy Headteacher, Assistant Headteachers, Middle Leaders, teachers, any relevant support staff, LA representatives, external agencies and parents.
Working Time:	Full Time
Salary Scale:	L11 – L15 (£63,815 - £70,293)
Disclosure level:	Enhanced
Main Duties	
To support the Head Teacher in providing vision, purpose and leadership to ensure the commitment of all involved in the school to its aims and vision.	<ul style="list-style-type: none"> Demonstrate a range of effective leadership skills to safeguard students across the school. To maintain the high standards of pastoral care that supports our students' ambitions and safety. To articulate the vision for the school with groups of staff and students. Work closely with the Headteacher and the Governing Body to meet the strategic aims and vision outlined in the mission statement, strategic objectives and school development plan. Lead whole school processes to share and support the engagement with the aims and vision of the school to keep all our students safe both within and outside of school. To oversee the tutor allocations for staffing. To line manage the Heads of Years 7-11 as well as the Mental Health Lead, Senior Learning Mentor and Attendance and Welfare Officer. To take a lead responsibility for ensuring the standards of behaviour, uniform and involvement in school life are maintained to a high standard. To lead on rewards and sanctions including the management of the achievement and behavioural ladder. To chair and organise pastoral meetings. To assist with admissions as required.
To support the Headteacher in planning the strategic direction and development of the school.	<ul style="list-style-type: none"> Work as a member of the Senior Leadership Team contributing to whole school planning and policy formulation including the school's preparation for inspections. Lead evaluation strategies to contribute to overall school self evaluation. Plan and implement strategies where improvement needs are identified.

JOB DESCRIPTION (Continued)

<p>To ensure the highest standards of safeguarding and pastoral care.</p>	<ul style="list-style-type: none"> • Keep up-to-date with national developments in safeguarding and act as DSL leading all in practice and methodology. • Work closely with all HoYs, Senior Learning Mentor and Head of Inclusion to ensure that the pastoral needs of students across the year groups are facilitated, paying particular regard to our students deemed most vulnerable (P/LAC, PPG, SEND etc). • Maintain effective partnerships with parents to support and improve students' achievement and personal development. • Lead on maintaining high standards of behaviour and behaviour for learning (including attendance, reduction in exclusions and outcomes for vulnerable students). • Monitor and evaluate the quality of teaching, and the standards of learning and achievement of all students. • To build upon the excellent safeguarding culture in the school and to take responsibility for the leadership of safeguarding. • To provide specialist training as appropriate to different roles in the school e.g. teaching staff, catering staff. • To maintain and lead the use of CPOMS and to be responsible for overseeing the tracking and transfer of safeguarding files.
<p>To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources.</p>	<ul style="list-style-type: none"> • To line manage designated areas of the curriculum. • Maximise the contribution of staffing to improving the quality of the holistic education provided and pastoral and moral guidance given to students. • Ensure that performance management arrangements are effectively carried out. • Plan the deployment of staff expertise to achieve school improvement objectives. • Assist with the recruitment and appointment of staff. • Manage and organise accommodation and resources efficiently and effectively to ensure that they meet the needs of students. • Contribute to the training and professional development of staff.
<p>Teaching</p>	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
<p>Safeguarding children</p>	<ul style="list-style-type: none"> • The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
<p>Additional duties</p>	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
<p>Other specific duties</p>	<ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote the school's corporate policies. • To continue personal development as agreed. • To actively engage in the staff review and development process. • To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.

PERSON SPECIFICATION

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Criteria	Essential
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent • Further degree desirable but not essential
Experience	<ul style="list-style-type: none"> • Successful teaching experience leading to outstanding outcomes in taught subjects (area of expertise) • At least 5 years full time teaching experience • Experience of strategic planning, monitoring and evaluation for school improvement and delivering interventions for pupils • Substantial and successful experience in pastoral care • Some experience of effectively supporting colleagues to develop and improve practice • Ability to role model effective practice for others and coach colleagues where needed • Some experience in delivering impactful training
Knowledge	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Knowledge of safeguarding policies and procedures • Knowledge of effective pastoral systems • Knowledge of the barriers to learning that pupils may face • Tailoring plans and interventions to individual pupils and groups of children • An excellent understanding of how children develop and flourish • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils, parents and external agencies • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Able to use a variety of systems and to conduct analysis and produce reports for a variety of audiences • Good ICT skills, particularly using ICT to support learning
Abilities	<ul style="list-style-type: none"> • A commitment to the transformative power of education • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Highly ambitious for all students regardless of starting points • High expectations for the attainment and progress of young people • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding, equality and diversity

ENHANCED DISCLOSURE

Thank you for your interest in this position at St Bernard's High School. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced Disclosure and Barring Service disclosure.

The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offender's Act and any offer of employment will be subject to an Enhanced Disclosure. You must declare any convictions, including pending convictions, cautions, reprimands and warnings.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

Please return your completed application form (available on our website www.stbernardswestcliff.org.uk) to:

Mrs Zoe Booker / Mrs Julie Weald
St Bernard's High School
Milton Road
Westcliff on Sea
SS0 7JS

or

email it to recruitment@stbernards.southend.sch.uk

KEY FACTS AND STATISTICS

Type of School	Comprehensive Single Academy Trust (Group 6)
Location	Southend on Sea
Age Range	11-18
Denomination	Catholic
Gender	11-16 – Girls 16-18 – Mixed
Number of Students	1,025
Number of Teaching Staff	68
School Awards Achieved	Ofsted 'Good' CSI 'Outstanding'
Pupil Premium	16.8%
% of students with English as an additional language	18.2%
GCSE Results in 2024	Year 11 students at St Bernard's achieved a Progress 8 figure of +0.6, this placed St Bernard's in the top 20% of schools in the country. Underpinning this excellent outcome was an Attainment 8 figure of 56, with 87% of Year 11 students achieving a 4+ in English and Mathematics and 65% achieving 5+ in the same subjects, all well above the national average. At A Level, 44% of all grades were A*-B, with 84% of all A level grades at A*-C. The average grade per Level 3 qualification entry was C+. These figures continue to demonstrate the strong attainment and progress of our students.



St Bernard's High School

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