



**Blessed  
Christopher Wharton**  
CATHOLIC ACADEMY TRUST



## **Associate Assistant Headteacher- Head of Catholic life**

Pay Scale: LDR 7 - LDR 9

Working Hours: Full time Permanent



The Blessed Christopher Wharton Catholic Academy Trust (BCWCAT) serves a diverse range of communities across Bradford and Keighley. A family of 17 Primary and 2 Secondary Schools, we are the city's only employer providing a high quality Catholic Education to almost 7000 children and young people.

As a Trust we work as a family to serve our school communities, families, staff and most of all our pupils to ensure that all our children and young people have a first-class Catholic education.

The Board of The Holy Family Catholic School, are seeking to appoint a practising Catholic as Associate Assistant Headteacher to lead the Religious Education Faculty and to be responsible for the development of Catholic life across the school. This position will enable strategic leadership of RE teaching and will drive school improvement by developing systems, and procedures, including leading the organisation of events related to the school's Catholic life and community.

We are looking for someone who will promote the wider Catholic Life of the school with enthusiasm and who will contribute to the school mission of ensuring that our students awaken minds, achieve dreams and serve others. As such the successful candidate would be expected to have full involvement with the wider aspects of school life and the local community.

To arrange a visit to the school and/or for further information and an application pack, please contact Michelle Clare, PA to Headteacher on 01535 210212 or email [mclare@holyfamilyschool.uk](mailto:mclare@holyfamilyschool.uk)

**Closing date for applications:  
Friday 2<sup>nd</sup> May 2025 at 09.00am**

**Interviews: asap**

please note Easter break is from Monday 7th April  
school reopens Tuesday 22nd April



*The School is committed to  
a rigorous implementation of our safeguarding policy.  
All successful applicants will be subject to pre-employment  
checks and an enhanced DBS check, prior to a formal offer of  
employment being made. This post is exempt from the  
Rehabilitation of Offenders Act 1974 and the amendments to  
the Exception Order 1975, 2013 and 2020*

# The Role

Reportable to the Deputy Headteacher

The Associate Assistant Headteacher leading on Catholic Life will take lead responsibility for leading the Religious Education Faculty. Additionally, the successful candidate will be key in promoting our Catholic Ethos based on the mission of the school. A key element of this role will be to oversee and develop Catholic Life across the school including preparation for section 48 inspections.



## Duties and responsibilities

### Strategic direction

- Develop and implement policies for Religious Education in line with our school's commitment to high-quality teaching and learning.
- Promote Religious Education, its importance, and the value that it brings across the school.
- Have a good understanding of how well Religious Education is being delivered and the impact this has on student achievement. Use this understanding to improve student outcomes.
- Promote students' spiritual, moral, social, cultural, physical, and mental development alongside British values in the teaching of the subject.
- Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims.
- Ensure the R.E. curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- Use additional staff in the subject areas to ensure there is a framework for deployment within the faculty and that teaching assistants are deployed effectively.
- Liaise with our COLDs Network of Religious Education Leaders on subject-related events, projects, and activities.

### Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject areas.
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress. Ensure the planned curriculum is effectively and consistently implemented across the school.
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning.
- Have an overarching responsibility for students' achievement and standards in the subject areas.

### Leading and managing staff

- Establish an effective team and hold regular meetings for Religious Education to keep staff informed on any developments or changes.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the Religious Education curriculum is being implemented and how it is delivered across the school.
- Provide feedback to staff based on the above visits to identify training needs and provide continuing professional development (CPD) in the subject area.
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
- Contribute to timetabling and manage setting students into attainment groups where appropriate. Help teachers to achieve constructive working relationships with students.
- Be responsible for inducting ECTs and new staff.
- Participate in Appraisal as required by the school policy and use the process to develop the personal and professional effectiveness of the staff.
- Take initial responsibility for the pastoral care and welfare of all departmental staff.

# Person Specification



QUALITIES AND KNOWLEDGE	Essential or Desirable
Be sympathetic to the Catholic ethos of our schools and model our values in their approach to the role.	E
Show a commitment to securing the best outcomes for all students	E
Ability to work under pressure and prioritise effectively	E
Be creative in generating opportunities for sharing best practice and brokering support.	E
Be a person with drive and ambition who is passionate about the success and wellbeing of all students	E
Value the diversity within our schools and their individual contexts.	E
Be a confident and positive leader with the ability to build relationships with all stakeholders.	E
Have the ability to motivate themselves and others.	E
Be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance.	E
Strong knowledge of national education policies, curriculum frameworks, and assessment strategies.	E
Have excellent communication, coaching, and mentoring skills.	E

# Person Specification

QUALIFICATIONS	Essential or Desirable
QTS Status.	E
As a protected position we require a practising catholic for this post	E
Degree.	E
EXPERIENCE	Essential or Desirable
Extensive experience in Catholic Secondary Education	E
Proven experience of successfully leading initiatives and improvements showing measurable impact on standards	E
Experience of challenging existing practices and levels of performance	E
Experience in data analysis and using evidence-based approaches to drive improvement.	E
Experience of strategic development of teaching and learning	E
Experience in preparing schools for Section 48 Inspections.	D
Experience in working within a Multi-Academy Trust	D





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## Unlocking Opportunities: Our Offer to You



### **Employee Assistance Programme:**

Telephone counselling and mental health support is available through our EAP app with Sonder.



### **24/7 GP Service:**

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



### **Excellent Professional Development Opportunities:**

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



### **Vivup Lifestyle Benefits:**

Enjoy a range of high street discounts through Vivup.



### **Excellent Pension Scheme:**

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



### **Regular Learning Days:**

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



### **Positive Work Environment:**

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



### **Opportunity to Make a Difference:**

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



### **Staff Awards:**

Annual Staff Awards where outstanding performance and acknowledged and awarded.