

**St Bernadette**  
**Catholic Secondary School**

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**Assistant Headteacher**  
**Application Pack**

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*Excellence in Faith and Learning*



# Welcome

Dear Applicant,

We are delighted that you are considering applying for the role of Assistant Headteacher for Behaviour, Pastoral and Personal Development at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths and confirmed us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment. We were also recognised as an Outstanding Catholic School in our 2022 Section 48 inspection.

This is an exciting opportunity to take operational and strategic ownership of behaviour across our school. Reporting to the Deputy Headteacher and Headteacher, you will be the school's lead on behaviour, ensuring that our 'Ready to Learn' culture creates a calm, purposeful and aspirational environment in which every child can flourish. You will also contribute to wider pastoral and personal development work as a valued member of our Senior Leadership Team.

We are looking for someone who is deeply committed to the Catholic ethos, who understands the transformative power of consistent, high-quality behaviour systems, and who can inspire staff, students and families alike. If you are an ambitious, compassionate and visionary leader, we would love to hear from you.

If you would like to discuss the role further or arrange a visit to the school, please contact Steph Lindley, Headteacher's PA at [lindleys@stberns.bristol.sch.uk](mailto:lindleys@stberns.bristol.sch.uk).

Best wishes,

**Edward Walker**

Headteacher

# Assistant Headteacher

## Behaviour, Pastoral & Personal Development

<b>Required:</b>	1st September 2026
<b>Salary:</b>	L10-L14
<b>Location:</b>	Whitchurch, Bristol
<b>Contract Type:</b>	Full Time
<b>Contract Term:</b>	Permanent
<b>Reports to:</b>	Deputy Headteacher and Headteacher

The Governing Body of this successful 11-16 school is seeking to appoint a highly motivated leader with vision and ambition to take operational and strategic responsibility for behaviour, pastoral care and personal development.

### We are looking for someone who is:

- Supportive of the Catholic ethos of the school, with a deep commitment to our mission
- An inspiring leader with a proven track record in behaviour management and pastoral care
- Committed to building and sustaining a 'Ready to Learn' culture where every young person can thrive
- Able to lead operationally and strategically on behaviour, creating a calm, purposeful and aspirational learning environment
- An excellent communicator who can inspire and enthuse staff, students, parents and the wider community
- An excellent classroom practitioner who can consistently deliver and model best practice
- Able to plan strategically and deliver on ambitious targets
- An experienced leader with a proven record of successful leadership

### Contact us:

**Email:** [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

**Website:** [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

Application forms are available on the CES website or by emailing the address above.

**Closing date: 9am Thursday 14<sup>th</sup> May 2026**

**Interviews: week of 18<sup>th</sup> May 2026**

# About our School

St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterise our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

## Key Features of St Bernadette's:

- Ofsted 'Good' rating maintained in all areas (January 2025)
- Graded 'Outstanding' Catholic School in 2022 Section 48 inspection
- A commitment to academic excellence and personal development
- Strong systems of care, support, and guidance for all students
- A vibrant and inclusive community with a focus on mutual respect and collaboration
- Over 90% of parents consistently recommend the school and we are oversubscribed in all year groups
- An ambitious curriculum underpinned by Rosenshine's Principles and evidence-based teaching
- A centralised behaviour system creating a calm, structured and aspirational environment

## A Community of Faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. All curriculum areas support and contribute to the faith life of the school, and our pupils put their faith into action by helping others and raising thousands of pounds for charity each year.



# The Role

At St Bernadette's, our culture and ethos are what set us apart. Our Assistant Headteacher for Behaviour, Pastoral and Personal Development will be at the heart of school life, the person who owns and drives our behaviour systems and ensures every young person is supported to become the best version of themselves.

Reporting to the Deputy Headteacher and Headteacher, this is a rewarding, high-profile role for someone who thrives on making a difference to young lives every single day.

## Primary Responsibility: Behaviour

As the school's operational and strategic lead on behaviour, you will own the Ofsted Attendance and Behaviour evaluation area and be responsible for:

- Leading and embedding the school's 'Ready to Learn' behaviour culture, ensuring consistently high expectations across all year groups and from all staff
- Overseeing the school's rewards and recognition programme, promoting positive attitudes to learning
- Leading the day-to-day operational management of behaviour, including sanctions, detentions, Curriculum Enrichment Days and suspensions
- Developing strategy to address low-level disruption and promote inclusive behaviour approaches
- Monitoring and analysing behaviour data to identify trends, intervene early and report to the Deputy Headteacher, Headteacher and Governing Body
- Working with families, external agencies and partner organisations to support pupils whose behaviour presents a barrier to learning
- Leading on the management of social times, including duty rotas and supervision

## Pastoral and Personal Development

Alongside your primary responsibility for behaviour, you will also lead on:

- Tutor teams and tutor time programme, ensuring high-quality pastoral provision and positive relationships across all year groups
- Significant responsibility in attendance and safeguarding.
- PEPs (Personal Education Plans) for designated pupils
- Contributing to a raising achievement T group, supporting targeted pupil progress
- Primary liaison and KS2 to KS3 transition, ensuring a smooth and supportive start for new pupils joining Year 7

## Wider Contribution to the Senior Leadership Team

As a member of the Senior Leadership Team, you will also:

- Contribute to whole-school improvement priorities and self-evaluation
- Hold a Year-House link responsibility (Year 7, Verity House) and associated duty day
- Attend and contribute to the Mission and Pastoral governance committee
- Support the day-to-day operational running of the school
- Act as a deputy DSL.
- Deputise for the Deputy Headteacher or Headteacher as required

## Line Management

The post holder will line-manage:

- Pastoral Team Leader
- ARC (Assessment, Reflection and Correction) provision
- ACCOs (Associate Curriculum and Community Officers)

## Budget Responsibility

The post holder will hold budget responsibility for Pastoral and Rewards.

*This is a genuinely exciting opportunity to join a thriving, well-supported school at a key moment in its journey. You will report directly to the Deputy Headteacher and Headteacher, with the freedom to lead and the backing to make a real difference. If this sounds like you, we would love to hear from you.*



# Why Work for Us?

## Our 2025 Ofsted inspection highlighted:

- The safe, welcoming, and inclusive environment created for all pupils, ensuring they feel valued and supported
- The high expectations set for behaviour, leading to a calm and orderly learning environment
- The broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time
- The strong support for pupils with SEND, ensuring they can access learning effectively
- The impact of our careers and personal development programme, preparing pupils well for their next steps
- The strong leadership and governance ensuring that the shared vision for the school is clearly understood and supported

## In addition we offer:

- A strong Catholic ethos, judged 'Outstanding' in our 2022 Section 48 Inspection
- Happy, friendly and talented students who are our greatest ambassadors
- Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support
- A commitment to professional and personal development, including instructional coaching and collaborative CPD
- Strong partnerships within the Aquinas Group, the Diocese of Clifton, and with St Brendan's Catholic College
- A school on an exciting improvement journey with great ambition



# Job Specification

## Purpose

The core purpose of this post is to provide professional leadership in making real the school's Mission Statement, so as to secure high quality learning, achievement and care for all students within a caring and stimulating community of faith and learning.

The post holder will be the school's operational and strategic lead on behaviour (Ofsted: Attendance and Behaviour evaluation area), and will also hold responsibility for pastoral care and elements of personal development. Reporting to the Deputy Headteacher and Headteacher, the Assistant Headteacher will support and assist the senior leadership of the school in:

- Promoting and developing St Bernadette's distinctive Catholic identity through the pursuit of excellence
- Providing dynamic and professional leadership of behaviour, pastoral care and personal development
- Sharing and modelling the school's vision and values
- Driving excellence and high standards in behaviour and pastoral provision across the school
- Providing professional leadership and management of the behaviour and pastoral teams
- Contributing to the strategic direction of St Bernadette's as a member of the Senior Leadership Team

*The finalised key responsibilities will depend upon the strengths of the successful candidate.*

## Behaviour (Primary Responsibility)

- Lead the development, implementation and review of the school's behaviour policy and 'Ready to Learn' culture
- Provide day-to-day operational leadership of behaviour across the school, including the centralised behaviour system
- Set the strategic direction for behaviour and rewards, ensuring consistency and high expectations
- Lead on positive attitudes to learning and strategies to address low-level disruption
- Develop and sustain inclusive behaviour approaches across the school
- Lead and line-manage behaviour and pastoral support staff, ensuring effective deployment and accountability
- Monitor and analyse behaviour data, reporting to the Deputy Headteacher, Headteacher and Governing Body
- Lead on suspensions, CEDs and exclusions processes
- Work with families, external agencies and partner organisations to support pupils whose behaviour presents a barrier to learning
- Ensure compliance with current behaviour legislation and DfE guidance
- Oversee social times, duty rotas and supervision arrangements

## Pastoral Care and Personal Development

- Lead the tutor teams and tutor time programme, ensuring high-quality pastoral provision
- Lead on primary liaison and KS2 to KS3 transition
- Oversee PEPs for designated pupils
- Act as a deputy DSL.
- Significant responsibility in attendance and safeguarding.
- Contribute to a raising achievement T group, supporting targeted pupil progress

# Job Specification (continued)

## Qualities and Knowledge

- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Support with the day-to-day management of the school
- Keep up to date with developments in education, particularly in behaviour, pastoral care and personal development
- Seek training and continuing professional development to meet own needs

## Pupils and Staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching and pastoral support in the school, including through training and development for staff
- Establish a culture of openness as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

## Systems and Processes

- Ensure that the school's behaviour systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of behaviour and pastoral staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the Governing Body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support the distribution of leadership throughout the school

## The Self-Improving School System

- Support an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives

## Other Duties

- Safeguard and promote the welfare of children and young people
- Follow school policies and the staff code of conduct
- Undertake such other duties as may reasonably be expected by the Governing Body

*This appointment is with the St Bernadette Board of Governors under the terms of the Catholic Education Service contract with the Governing Body as employer. It is subject to the current conditions of service for Teachers contained in the School Teachers' Pay and Conditions Document and other referenced standards including the National Standards of Excellence for Head Teachers (2020), the Teachers' Standards (2021) and the Personal and Professional Code of Conduct, which applies to all school staff.*

# Person Specification

## A. Faith Commitment

Criteria	Essential	Desirable
Fully supportive of the faith life of the school	✓	
A secure understanding of the distinctive nature of the Catholic School	✓	
Ability to demonstrate care, compassion and reconciliation	✓	
A practising and committed Catholic		✓
Experience of working in a faith school		✓
Ability to show leadership in the spiritual development of members of the school community		✓

## B. Qualifications

Criteria	Essential	Desirable
Qualified Teacher Status	✓	
Good Honours Degree	✓	
Recent and relevant CPD	✓	
Higher degree		✓
Further professional qualification linked to education and/or leadership		✓
NPQSL or equivalent leadership qualification		✓

## C. Experience

Criteria	Essential	Desirable
Evidence of excellent classroom practice	✓	
Proven track record of leading improvement and raising student achievement	✓	
Experience of leading behaviour management at a whole-school or senior level	✓	
Robust self-evaluation and quality assurance procedures	✓	
Leadership of teams	✓	
The ability to inspire, develop, empower and sustain individuals and teams	✓	
Evidence of supporting and challenging colleagues through performance management	✓	
Ability to use data effectively to assess prior attainment, track progress and set student targets	✓	
Experience of leading pastoral care		✓
Experience of leading and delivering CPD		✓
Experience of more than one school		✓
Experience of working with the wider community		✓
Leadership of a key whole school area		✓

# Person Specification (continued)

## D. Skills, Knowledge and Aptitudes

Criteria	Essential	Desirable
Ability to develop excellent relationships with young people	✓	
Outstanding teaching to students with a range of abilities and attitudes	✓	
Analysis and interpretation of data and target setting	✓	
An emotionally intelligent approach to work with students, parents and colleagues	✓	
Well-developed interpersonal and communication skills	✓	
Knowledge of the requirements for excellent student progress and personal development	✓	
Understanding of leadership skills and practical examples of their application	✓	
Knowledge of behaviour management frameworks and current DfE guidance	✓	
Curriculum innovation		✓
Evidence of leading improvements in teaching and learning		✓
Outstanding ICT skills and ability to improve student achievement using new technologies		✓
Thorough understanding of current education legislation, priorities and trends		✓

## E. Personal Qualities

Criteria	Essential	Desirable
Ability to think strategically and translate vision into reality	✓	
Commitment to own personal and professional development	✓	
Passionate belief in the potential of all young people to aspire and achieve	✓	
Relentlessly positive attitude towards young people	✓	
Ability to model mutual respect for and trust of students and adults	✓	
Ability to provide inspirational leadership to students, staff and community	✓	
Energy and enthusiasm	✓	
Ability to delegate responsibility effectively	✓	
Ability to deal sensitively with people, negotiate effectively, influence and resolve conflicts	✓	
Resilience and a strong moral compass	✓	
Strong belief in the vision and ethos of Catholic schools		✓

# How to Apply

If, having read about our school, you would like to apply to be Assistant Headteacher of St Bernadette's, please complete and return the CES application form along with a covering letter of no more than two sides of A4.

## Contact us:

**To discuss the post:** Edward Walker, Headteacher

**School address:** St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol BS14 9LS

**Phone:** 0117 377 2050

**Email:** [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

**Website:** [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

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**Closing date:** 9am Thursday 14<sup>th</sup> May 2026

**Interviews:** w/c 18<sup>th</sup> May 2026

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*St Bernadette's is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. St Bernadette'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.*

*Excellence in Faith and Learning*