



ST MARY'S MENSTON

CANDIDATE INFORMATION PACK

Assistant Headteacher

APPLICATION PACK

Contract: Permanent

RECRUITMENT TIMELINE

Key Dates

Closing Date Monday 20 April 2026 @ 12:00 noon



TOGETHER WE FLOURISH
AMBITION . OPPORTUNITY . FAITH



Welcome to St Mary's Menston



The opportunity to serve this school community and provide an outstanding educational experience for all our pupils is a rare privilege. We have a deeply committed, thriving, successful, and caring community, united in witnessing our Mission. Our staff and governors work together as a team, constantly seeking to improve, bringing enthusiasm, commitment, and enjoyment to every day.

Our Mission recognises that the journey towards human flourishing takes time and is like a pilgrimage, where we are united in our purpose to challenge and nurture our pupils on their journey of self-discovery and personal growth. Ambition, opportunity, and faith are fundamental principles within our Mission, with our Christian faith as its cornerstone.

St Mary's is a school with a distinct and strong ethos, providing an outstanding, progressive, and well-rounded education, with a rich and diverse curricular and extra-curricular offer. We value constructive feedback and continually reflect on our practice, evolving in an ever-changing world and enabling our pupils to develop the skills needed to prepare them for the wider world and to achieve academic and personal excellence.

I am tremendously proud to lead this school community. I welcome you wholeheartedly and hope you enjoy browsing our website to find out more about us and what we stand for.



Miss Margaret Hattersley
Headteacher



OFSTED FEBRUARY 2025

"Inclusivity is at the heart of this exceptional school."

"Pupils display an enthusiasm for learning and a thirst for knowledge,"

"Pupils form excellent relationships with staff."

"The school's personal development offer is exceptional."

Welcome to St Mary's Menston

MESSAGE FROM THE ACADEMY COUNCIL CHAIR



Dear Prospective Applicant

I am extremely proud to be the Chair of the Academy Council at St Mary's and on behalf of all our Governors I thank you for your interest in becoming our Assistant Headteacher and for your time in exploring this exceptional opportunity to join with us in making a real difference to the lives of our students and our community.

St Mary's is an oversubscribed Catholic secondary school with a strong reputation and relationship with its various stakeholders and partners; locally, trust-wide, city-wide, throughout the diocese and with our wider Catholic community.

An Assistant Headteacher is critical to ensuring the very best, spiritual, social, and academic leadership for our staff and students. We are looking for a talented and successful individual who has the strategy and confidence to build on the excellent work that has brought St Mary's to where it is today. While we want someone who will promote what is unique and best about our school, we also want someone who will bring new gifts and talents to inspire and stretch our community, providing steady leadership on our continuing journey.

If you think this could be you, we would be delighted to hear from you and to receive your application.

Mr Chris Billington

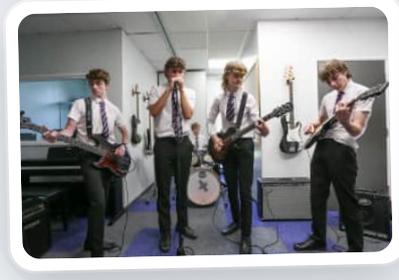
Academy Council Chair



Welcome to St Mary's Menston



**TOGETHER WE FLOURISH
AMBITION . OPPORTUNITY . FAITH**





LETTER FROM THE TRUST CEO/CHAIR

Thank you for your interest in the post of Assistant Headteacher at St Mary's Menston, which is one of the 16 schools which make up The Bishop Wheeler Catholic Academy Trust.

Formed in 2013, The Trust currently includes schools in the Catholic Diocese of Leeds and the local authority areas of Leeds, Bradford, North Yorkshire and Lancashire:

- Barkston Ash Primary, Tadcaster
- Holy Name, Cookridge
- Sacred Heart Primary, Ilkley
- Ss Peter and Paul, Yeadon
- St John Fisher, Harrogate
- St Joseph's Primary School, Barnoldswick
- St Joseph's Primary School, Harrogate
- St Joseph's Primary School, Otley
- St Joseph's Primary School, Pudsey
- St Joseph's Primary School, Tadcaster
- St Mary's Menston
- St Mary's Primary School, Horsforth
- St Mary's Primary School, Knaresborough
- St Robert's Primary School, Harrogate
- St Stephen's Primary School, Skipton
- St Wilfrid's Primary School, Ripon

The overall plan is that the Trust will eventually comprise of 18 schools, being responsible for the education of more than 5,000 pupils.

The organisational architecture is in place to support this expansion and BWCAT has been invited by the DfE to support and mentor other trusts.

Our schools are highly rated and high-achieving and our mission remains to work together as a family of schools to offer the highest quality Catholic education for all our pupils providing spiritual, moral, intellectual and personal development for the well-being of all.

We have made significant progress in recent years, developing school improvement processes, staff development opportunities and a range of central services to support our schools.

Our schools Flourish in Partnership to Build a Better World.

We are therefore a group of schools working in a strategic, structured and collaborative manner, in order to improve the quality of Catholic education for all of our pupils.





The current BWCAT Strategic Plan highlights the actions that we will take to enhance the quality of education across Our Trust, improving each of Our Schools and impacting positively on all of Our Pupils.

In order to achieve this, we have identified 5 key strategic areas for development, including:

OUR FAITH JOURNEY

Advance **Our Faith journey** becoming leaders in developing Character Education and Virtues across our schools, where our pupils will impact positively on local, national and international communities, helping build a better world.

OUR EDUCATIONAL STANDARDS

Further develop our **Educational Standards** through high quality adaptive teaching and an ambitious, broad and inclusive curriculum that challenges and inspires all pupils. This is achieved through our evidence informed school improvement strategy, built on the spirit of collaboration at all levels.

OUR PEOPLE

Developing Our People through the implementation of the BWCAT People Strategy, recruiting, developing and retaining the best people, withing a supportive and formative culture driven by ethical leadership, making a positive difference in education.

OUR ORGANISATION

Provide high quality and cost-effective services to enhance **Our Organisation**, including continuing to strengthen our finances, HR systems and processes, Estates management, IT systems and support for governance.

OUR WORLD

Contribute to **Our World**, through strengthening external engagement and partnerships, creating the conditions for human flourishing across the wider community, along with being an environmentally sustainable organisation.

As a Trust, we are now at a significant stage of our development and the Assistant Headteacher at St Mary's Menston will be expected to contribute to our future strategy and collaborate with staff and school leaders across our schools.

The Assistant Headteacher will be supported by a CEO, a strong Trust central Team, Trust Board and Academy Council, working together to enhance the quality of education for all of our pupils.

Mrs Helen Mills

Chair, Bishop Wheeler Catholic Academy Trust



Job Description

Assistant Headteacher

St Mary's Menston

Permanent



Job Title

Assistant Headteacher L14 to L18 (£71,330 - £78,702) – full time and permanent

Contract Type

Permanent

SECTION 1: ETHICS AND PROFESSIONAL CONDUCT

Assistant Headteachers in a Catholic school are expected to demonstrate consistently high standards of principled and professional conduct exemplified by the self-cultivation of virtues and qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom.

Assistant Headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Assistant Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Assistant Headteachers are custodians of diocesan schools and as such support the abundant hope the Church has placed in education.

Assistant Headteachers are entrusted with the task of human formation in conformity with the teachings of the Church and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Assistant Headteachers:

- build relationships of mutual respect and observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and the Church's Social Teaching
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel

Dialogue and Proclamation, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

Compendium of the Social Doctrine of the Church, 2004, Vatican.

Job Description

Assistant Headteacher

St Mary's Menston

Permanent



As leaders within a Catholic school community and profession, Assistant Headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

SECTION 2: ASSISTANT HEADTEACHERS' STANDARDS

1. SCHOOL CULTURE

Assistant Headteachers assist in:

- supporting the Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and diocese
- supporting the Headteacher in creating a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- upholding ambitious educational standards which reflect the distinctive characteristics of Catholic education and which prepare pupils from all backgrounds for their next phase of education and life
- promoting positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity
- ensuring a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. TEACHING

Assistant Headteachers assist in:

- establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensuring teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains, and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full
- ensuring effective use is made of formative assessment

The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles.

The Gospel of John 10:10

Job Description

Assistant Headteacher

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3. CURRICULUM AND ASSESSMENT

Assistant Headteachers assist in:

- ensuring a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establishing effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and diocesan networks and communities
- ensuring that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensuring valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. BEHAVIOUR

Assistant Headteachers assist in:

- establishing and sustaining high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensuring high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implementing consistent, fair and respectful approaches to managing behaviour
- ensuring that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Assistant Headteachers assist in:

- ensuring the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social teaching
- establishing and sustaining ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensuring the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensuring the school fulfils its statutory duties with regard to the SEND code of practice

The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

Job Description

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6. PROFESSIONAL DEVELOPMENT

Assistant Headteachers assist in:

- ensuring staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritising the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensuring that professional development opportunities draw on expert provision from beyond the school, as well as within it, including diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. ORGANISATIONAL MANAGEMENT

Assistant Headteachers assist in:

- ensuring the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensuring staff are deployed and managed well with due attention paid to workload
- establishing and overseeing systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensuring rigorous approaches to identifying, managing and mitigating risk

8. CONTINUOUS SCHOOL IMPROVEMENT

Assistant Headteachers assist in:

- making use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- developing appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensuring careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. WORKING IN PARTNERSHIP

Assistant Headteachers assist in:

- forging constructive relationships beyond the school, working in partnership with parents, carers, the Parish, Trust, diocese and the local community
- committing their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establishing and maintaining working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Job Description

Assistant Headteacher

St Mary's Menston

Permanent



10. GOVERNANCE AND ACCOUNTABILITY

Assistant Headteachers assist in:

- understanding and welcoming the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establishing and sustaining a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensuring that staff know and understand their professional responsibilities and are held to account
- ensuring the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church.

Person Specification

Assistant Headteacher

St Mary's Menston



INTRODUCTION

St Mary's Menston is a Catholic Academy School with a strong religious character. Their Memorandum and Articles state that they are part of the Catholic Church and are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities required of an Assistant Headteacher in a Catholic school and the leadership contribution expected in supporting the Headteacher, staff and wider school community in the mission of the Church in education.

The core purpose of an Assistant Headteacher is to support professional leadership and management at senior level. In our Catholic school, that leadership is exercised within a community rooted in the Catholic faith. Candidates should therefore recognise the opportunities and challenges of Catholic education and demonstrate the ability to support the school's mission, ethos and strategic direction in practice.

The governing body and the Diocese acknowledge the importance of senior leadership and will actively offer support, encouragement, affirmation and realistic challenge to the successful candidate. The successful applicant will be encouraged to participate in diocesan and trust leadership development opportunities as appropriate.

Where relevant, candidates who have not completed the CCRS course in Catholic Education or equivalent may be supported in doing so as part of their professional formation and contribution to leadership within the school.

Person Specification

Assistant Headteacher

St Mary's Menston



1. QUALITIES AND KNOWLEDGE

Criteria	Essential / Desirable	Evidence
Practising Catholic	D	A, S, R
Qualified Teaching Status	E	A
Degree (or equivalent)	E	A
NPQH or similar	D	A
CCRS (Catholic Certificate in Religious Studies)	D	A
Recent Senior Leadership experience in a Catholic school	D	S, I
Lead by example and be a positive role model with excellent communication skills	E	S, I
Ability to articulate a clear vision and purpose within the mission of a Catholic school	E	S, I
Personal impact and presence	E	S, I
Participation in a Parish Community	D	S, I, R
Ability to lead the spiritual development of staff and pupils	E	S, I
Understanding of current educational provision and the wider school systems	E	S, I
Political and financial awareness	E	S, I

2. PUPILS AND STAFF

Criteria	Essential / Desirable	Evidence
Have ambitious standards and high expectations for all pupils	E	S, I
Excellent understanding of high-quality teaching and learning	E	S, I
Promote the development of the whole child	E	S, I
Use data analysis to effectively drive whole school improvement	E	S, I
Encourage all staff to develop their unique potential	E	S, I
Identify emerging talent, develop excellence and clear succession planning	E	S, I

Person Specification

Assistant Headteacher

St Mary's Menston



3. SYSTEMS AND PROCESS

Criteria	Essential / Desirable	Evidence
Efficient strategic leadership and prudent financial planning	E	S, I
Ensure the safety of all staff and pupils at all times	E	S, I
Promote excellent behaviour and positive attitudes to school life including attendance	E	S, I
Systems for performance management to hold staff to account	E	S, I
Ability to challenge under-performance	E	S, I
Understanding of strong governance to hold the school to account	E	S, I
Ensure budgets and resources are deployed in the best interests of pupils	E	S, I
Promote distributed leadership throughout the organisation	D	S, I

4. SELF IMPROVING SCHOOL

Criteria	Essential / Desirable	Evidence
Knowledge and experience of working with other schools and organisations	D	S, I
Effective partnerships with a range of professionals	E	S, I
Use well evidenced research to achieve excellence	D	S, I
Provide high quality opportunities for staff development	E	S, I
Confident, entrepreneurial, and innovative approach to school improvement	E	S, I
Source of inspiration and encouragement for all in the school community	E	S, I
Collaborate and communicate with a wide range of audiences including parents, pupils, colleagues, governors, Diocese, Local Authority and other schools, academies and colleges	E	S, I

Person Specification

Assistant Headteacher

St Mary's Menston



5. APPLICATION FORM AND LETTER

Criteria	Essential / Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria	E	S

6. CONFIDENTIAL REFERENCES AND REPORTS

Criteria	Essential / Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships	D	R
A positive recommendation and reference from current employer or Headteacher	E	R
A second professional reference	E	R



Leadership Support and Wellbeing

Support for senior leaders in Catholic schools

- The Diocese and Trust are committed to supporting senior leaders in their vocation and professional formation.
- Assistant Headteachers benefit from working within a wider Catholic leadership community shaped by mission, service and collaboration.
- Senior leaders may access diocesan and trust-wide professional development, networking and formation opportunities.
- Opportunities are available to strengthen leadership capacity, deepen understanding of Catholic education and support long-term succession planning.

Professional formation and development

- Assistant Headteachers may take part in diocesan leadership programmes, trust development activity and wider Catholic school networks.
- These opportunities are intended to support both the practical responsibilities of senior leadership and the distinctive mission of Catholic education.
- Formation and development should help leaders sustain their wellbeing, strengthen resilience and grow in confidence as they support pupils, staff and the wider school community.

Working in partnership

- Senior leaders are encouraged to build strong professional relationships with parish, trust, diocese and the wider school family.
- This shared culture of support helps schools to flourish and ensures that leadership is never undertaken in isolation.

Should a candidate be appointed, the school, Trust and Diocese will work together to support induction, ongoing professional development and leadership formation appropriate to the role.

THE BISHOP WHEELER CATHOLIC ACADEMY TRUST

St Mary's Menston is part of The Bishop Wheeler Catholic Academy Trust, a charity and a company limited by guarantee, registered in England and Wales.



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CHAIR OF THE TRUST BOARD Mrs Helen Mills



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Diocese of Leeds
VICARIATE FOR EDUCATION