



"Love one another as I have loved you"



ST BERNARD'S HIGH SCHOOL

**DEPUTY HEADTEACHER - PASTORAL
& SAFEGUARDING**

HEADTEACHER'S WELCOME

Dear Applicant,

Re: Deputy Headteacher – Pastoral & Safeguarding

I am delighted that you are considering the role of Deputy Headteacher for Pastoral & Safeguarding at St Bernard's. In this role, you will have the opportunity to shape and lead the school's strategic development in these vital areas, ensuring that all students feel valued, supported, and inspired to reach their full potential.

St Bernard's is a Catholic school, and our mission "Love one another as I have loved you" lies at the centre and heart of all our decisions. Every policy we implement, every initiative we launch, and every interaction with our students is guided by this principle. We believe that nurturing the whole child academically, socially, and spiritually is essential to helping them thrive and reach their full potential.

The senior team at St Bernard's has a collaborative and supportive culture. We have a well-developed School Improvement Plan that clearly sets out our priorities, ensuring that every decision and initiative contributes to making the school the very best it can be. We are seeking a passionate and visionary leader who will drive innovation and excellence in inclusion and personal development, while further strengthening the impact of the leadership team.

We have high aspirations for all our students and are committed to creating a learning environment where every individual is nurtured, encouraged, and empowered. At St Bernard's, we offer a rich and varied curriculum both inside and outside the classroom, ensuring students have the opportunities to develop academically, socially, and personally.

Teaching and learning is a strength of the school, with innovative approaches to inclusion, high-quality challenge, and feedback embedded in every lesson. Our strong and dedicated staff work tirelessly to achieve the best possible outcomes for all students. This is an exciting opportunity to make a tangible difference in the lives of our students and contribute meaningfully to the school's mission and values.

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
Headteacher

INFORMATION ABOUT ST BERNARD'S

History & Ethos

- Educational provision on site since 1875; formally established by the Bernadine Sisters in 1910.
- Strong Catholic ethos: spiritual, academic, and pastoral development at the heart of school life.
- Inclusive, respectful, and supportive community where every student can thrive.

School Structure & Size

- Bilateral school for girls in Years 7–11, with 175 students per year group.
- Vibrant mixed Sixth Form.
- Offers extensive academic, extracurricular, and leadership opportunities.

Academic Performance – GCSE 2025

Subject	Grade 4+	Grade 5+
English	95%	86%
Maths	84%	61%

- Consistently above national averages in core subjects.
- Strong progress and attainment underpin the school's reputation for academic excellence.

Academic Performance – A-Level 2025

Measure	Percentage
Pass Rate (A–E)	99%
A*–A	11%
A*–B	38%
A*–C	67%

- Strong outcomes in the Sixth Form reflect high-quality teaching and academic support.

Ofsted Inspection – March 2023: Good

Key highlights from our report:

- Welcoming and inclusive environment with high expectations.
- Pupils are engaged, focused, and ambitious.
- High participation in English Baccalaureate (EBacc) subjects.
- Excellent enrichment and extracurricular opportunities, including Duke of Edinburgh.

Catholic School Inspection (CSI) – May 2024: Outstanding

Key highlights from our report:

- Calm and respectful atmosphere, mission “Love one another...” reflected in daily life.
- Strong parish links supporting students' faith journeys.
- Religious Education department well-led, delivering high-quality outcomes.
- Students actively involved in charity work and youth ministry, demonstrating service and leadership.
- At St Bernard's High School, we are always looking for ways to improve. We continually evaluate our teaching, curriculum, and pastoral support to ensure that every student can achieve their full potential.

Our focus remains on raising outcomes for all pupils, enhancing learning experiences, and developing a school environment where students thrive academically, socially, and spiritually.

Location

Address: Milton Road, Westcliff-on-Sea, Essex SS0 7JS

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 on site available for SLT members.

JOB DESCRIPTION

Title of Post:	Teacher: Deputy 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. To provide strategic leadership for Catholic life across the school. Promoting a strong faith ethos through collective worship, liturgy and the integration of Gospel values into daily life.
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:	L20 – L24 (£82,654 - £90,255)
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. Lead the strategic development, implementation and ongoing review of the pupil premium strategy, ensuring funding is effectively targeted to raise attainment and close achievement gaps for disadvantaged students.

JOB DESCRIPTION (Continued)

	<ul style="list-style-type: none"> • Monitor impact through data analysis, regular reports to senior leaders and governors, and deliver staff training to ensure consistent, high quality implementation of evidenced informed practices around the school.
To ensure the highest standards of safeguarding and pastoral care.	<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 SENCO 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. • To ensure all PEP's are completed by the deadline and liaise with the Virtual School for all LAC's.
To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources.	<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.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Safeguarding children	<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.
Additional duties	<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.
Other specific duties	<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

The School's 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 Catholic Church and the Trust Deed of the Diocese of Brentwood. 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.

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

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

Criteria	Essential
Ethos	<ul style="list-style-type: none">Practising Catholic
Qualifications	<ul style="list-style-type: none">Qualified Teacher StatusDegree or equivalentFurther 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 experienceExperience of strategic planning, monitoring and evaluation for school improvement and delivering interventions for pupilsSubstantial and successful experience in pastoral careSome experience of effectively supporting colleagues to develop and improve practiceAbility to role model effective practice for others and coach colleagues where neededSome experience in delivering impactful training
Knowledge	Knowledge of: <ul style="list-style-type: none">Knowledge of safeguarding policies and proceduresKnowledge of effective pastoral systemsKnowledge of the barriers to learning that pupils may faceTailoring plans and interventions to individual pupils and groups of childrenAn excellent understanding of how children develop and flourishAbility to adapt teaching to meet pupils' needsAbility to build effective working relationships with pupils, parents and external agenciesKnowledge of guidance and requirements around safeguarding childrenKnowledge of effective behaviour management strategiesAble to use a variety of systems and to conduct analysis and produce reports for a variety of audiencesGood ICT skills, particularly using ICT to support learning
Abilities	<ul style="list-style-type: none">A commitment to the transformative power of educationA commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolHighly ambitious for all students regardless of starting pointsHigh expectations for the attainment and progress of young peopleAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding, equality and diversity

How to apply:

Completed applications should be sent to recruitment@stbernards.southend.sch.uk. CVs will not be accepted, and only *shortlisted candidates will be contacted*.

Please note that Priest References will be requested and must be obtained before the interview date.

Closing date for applications: Monday 11 May 2026, 9.00am

Shortlisting: Monday 11 May or Tuesday 12 May 2026

Interviews: Thursday 21 May 2026