

Bellerive FCJ Catholic College  
**HEADTEACHER**  
CANDIDATE PACK



# LETTER TO APPLICANTS



Dear Candidate,

Thank you for your interest in applying for the position of Headteacher of our wonderful school. As Chair of Governors, I am delighted to share some details of what makes Bellerive such a unique learning environment.

Bellerive is a popular and oversubscribed Catholic school for girls. We are conveniently located in a pleasant area of the city of Liverpool, adjacent to two parks.

Bellerive was founded in 1844 by the FCJ Sisters, led by an inspiring French woman Marie Madeleine D'Houet. Her aim was to provide Catholic education for girls so that they had the same educational opportunities as boys. At Bellerive, we value achievement in its widest sense: academic, personal, social and cultural. The heart of the school is rooted in a strong Catholic tradition and we seek to nurture the spiritual development of each individual student.

Our Catholic mission is lived out each and every day in school where our young people are encouraged to be their best self, to embrace life and all its opportunities. We seek to inspire each student to have the courage and confidence to go out into the world, inspired by the values of the Gospel, and make a positive contribution in all that they do.

Our students join us from over 60 primary schools throughout the city and beyond. We are an inclusive and diverse school and our Bellerive family includes students from a wide range of different cultural and religious backgrounds. We welcome students of all faiths into our school and 24 different languages are spoken.

Much has changed over the years, especially our buildings and facilities that we continue to improve. However, our FCJ values and ethos are as strong today as they have ever been. Marie Madeleine's prayerful wish continues to be as relevant today as it was in 1830.

## **“Courage and confidence, but above all great confidence”**

We are proud of our school, not just for its academic achievements, but also for the way in which students and staff live out our FCJ values of excellence, companionship, dignity, justice, hope and gentleness.

**The Governing Board is seeking someone who can help us fulfil our current priorities which include:**

- 1. Building upon the existing successes of the school to continue our School Improvement journey**
- 2. Actively exploring options to improve retention of year 11 students into the sixth form to enable Bellerive to offer a full education pathway from year 7 to year 13**
- 3. Ensuring that Bellerive continues to work in partnership with the FCJ family of schools and the wider community to continue its contribution to the Church's mission of education.**

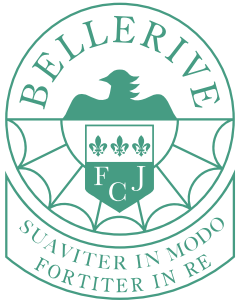
This is a particularly exciting time for a new Headteacher to join Bellerive. We are looking for a leader who can build upon our academic successes, and embody our FCJ values - a forward thinker who is willing to rise to the challenge of making impactful decisions on behalf of the school.

You are warmly invited to visit Bellerive to form your own impression of our vibrant school community.

We look forward to hearing from you and hopefully meeting you soon.

**Brenda Wallace fcj Ph.D. OBE.**

Chair of Governors



## Who we are

Bellerive FCJ Catholic College has been educating young women in Liverpool since 1844. We are proud to be under the trusteeship of the Society of the Faithful Companions of Jesus. The first FCJ school in Liverpool opened at number 3, Great George's Square in 1844 offering instruction in **'geography, use of globes, botany, history, writing, arithmetic and French and Italian languages.'** The Foundress wished to establish a boarding school, partly to finance the work among the poor of the city and partly as a means 'of doing good among those who would be in a position to influence others later on.'

The original Bellerive convent building still remains and over the years we have continually improved the site to become the one you see today.

170 years on, we remain rooted in the values that inspired Marie Madeleine to found the school. We are proud of our history, but determined to prepare our students for the challenges of the world today and in the future.

The 2021 Ofsted report remarked that Bellerive continues to be a good school. In particular, they noted that **"leaders including governors, do all that they can to ensure that pupils and students are well prepared for their future lives. Students in the sixth form, receive an effective quality of education. They achieve well"**

## Our vision and aims

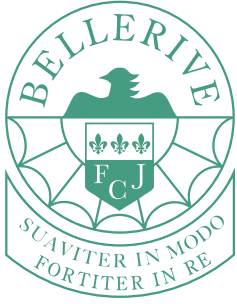
Inspired by the Gospel and true to Marie Madeleine's founding ideal, our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

**Underpinning all that we do are the FCJ values of Companionship, Dignity, Excellence, Fairness, Gentleness and Hope.**





## The FCJ story

Marie Madeleine d'Houet became a religious sister and foundress of a group of Catholic sisters known as the Faithful Companions of Jesus, which was formed in France in 1820. The first companions worked with women and children in Amiens, and Marie Madeleine founded poor schools, day schools and boarding schools, orphanages, night classes for women and retreat centres.

As the Society developed, Marie Madeleine travelled extensively founding communities in France, England, Ireland, Italy and Switzerland, and today it is spread across the world, including Sierra Leone, Indonesia and Bolivia.

Bellerive FCJ is one of the family of schools run by the Faithful Companions of Jesus, which also includes Upton Hall School FCJ in Wirral. The Bellerive Mission Statement states we aim to be a "worshipping community". We are lucky to have a beautiful school chapel for classes to use for meditation or guided prayer during the school day.

Morning Prayer takes place in the chapel during Advent, Lent and at times when issues in our world need prayer. School masses take place in the school hall and are one of the highlights of school life. These are prepared by the school Liturgy Group, which is made up of representatives from the vast majority of departments and our school chaplain.

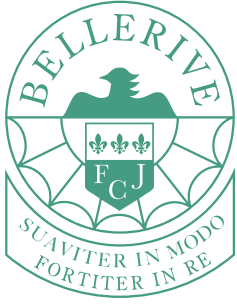
In the Ignatian spirit that inspired Marie Madeleine, we endeavour to find God in all aspects of life and learning, using languages, art, drama, music and other diverse and creative methods to enable the students to reflect and pray.

Mass is not the only Liturgy students experience at Bellerive FCJ. Penitential services, reflections and even baptisms have been part of our faith experience. Liturgy is for everyone, prepared by everyone and we value the participation of all and the companionship of the priests who love working with our community.

Ofsted have written ***"Pupils understand and value each other's differences. They told inspectors about the strong relationships that they have with each other. Pupils feel confident to be themselves because staff foster a positive culture of tolerance and respect."***

***"Pupils' response to and participation in Collective Worship is outstanding. Many pupils are confident to participate and to lead. Formal and personal prayer are meaningful experiences for students. They appreciate the whole varied and creative expression of prayer, which in their judgement has something for everyone."*** (Section 48 inspection)





**WHAT DO STUDENTS SAY ABOUT BELLERIVE:** *What do you love about this school?*

*Yes, we get loads of support and classes to go to. There are loads of opportunities. Our Head of Year is so supportive and says we can always go to her to get things off our mind or release stress.*

*I love the amount of support we have in Y11 including after school revision sessions.*

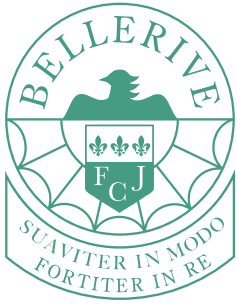
**We have so many extra-curricular activities too. All the girls have the opportunity to really use their environment and do stuff outside of school.**

*We have a really peaceful environment here and all the teachers are really helpful.*

**I love that it's an all-girls education. Less drama!**

*I love how diverse our school is. There are so many people from different cultures and countries. We had an amazing Diversity Day yesterday when people dressed up in traditional clothing from their country and performed dances etc. We learned lots and were really inspired!*

*We all feel so welcome here. We have more independence too so we can decide what we do. We are really listened to.*



## WHAT DO STUDENTS SAY ABOUT BELLERIVE:

*What kind of headteacher would you like to see here?*

*I'd like someone bubbly and happy so not too serious that we are too scared to talk to them.*

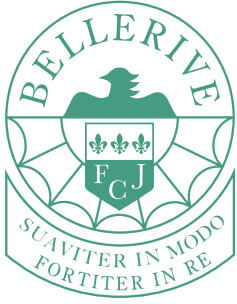
*A good role model who shows that they are respectful through little actions and knows how to deal with any difficult situations.*

*A headteacher who sees how positive this school is. You see people happy and smiling and talking to each other, so we'd like them to join in.*

*I'd like to welcome someone who is an outgoing person that engages with the students.*

*Someone who understands our environment and the girls they are around. Everyone has and shows respect for everyone else here.*

*I'd like a new headteacher who is committed and will stay a long time with us to take us on our journey. Someone who is organised and has the best intentions for the students. Someone willing to really be involved in school life.*



## WHAT STAFF SAY ABOUT OUR SCHOOL

What makes us special is our consistency and fairness to everyone. We strongly support the dignity of the human person and this comes through in the way we treat each other.

The ethos and behaviour amongst our students are very impressive.

*There is a great richness and diversity about our city, so our spirited young people full of character and personality are very proud and protective of it. There is a balance here between academic growth and spiritual nourishment. A really strong sense of community.*

*What kind of headteacher does Bellerive need?*

We'd like someone who will take risks but be themselves with clarity of vision and confident in who they are. We are looking for a headteacher who will listen to us and bring some 'va va voom!'

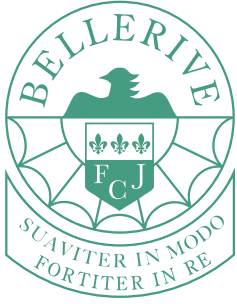
*We would love to welcome someone who is prepared to actively listen to us to get a sense of where people are at plus the journey our school has been on.*

*It's such a lovely place to work. Our girls are so well behaved, and I love the diversity of our school. The FCJ values are interwoven into life at Bellerive.*

*Ultimately our school embodies how our young people and staff have made this their home where they belong. People very quickly become emotionally invested in our FCJ charism and how this is lived out through relationships and how people deal with each other here. We all go over and above without even being asked.*

Someone who will embody and model the FCJ values. Someone who is clear and consistent in terms of standards. Someone who is dynamic and enthusiastic, who can drive us forward from good to outstanding. We'd like a headteacher who is willing both to support and challenge us.

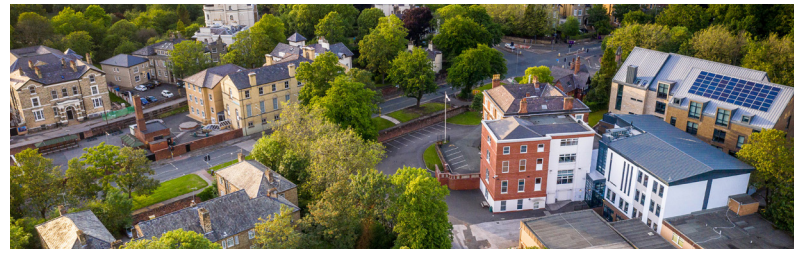
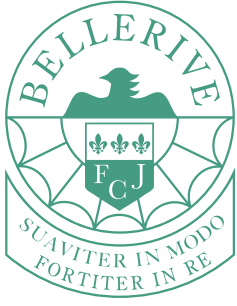
We are looking for leadership by personal example, servant leadership with humility as a sign of great strength. We don't need initiative overload but will welcome a fresh pair of eyes to help us see our next steps.



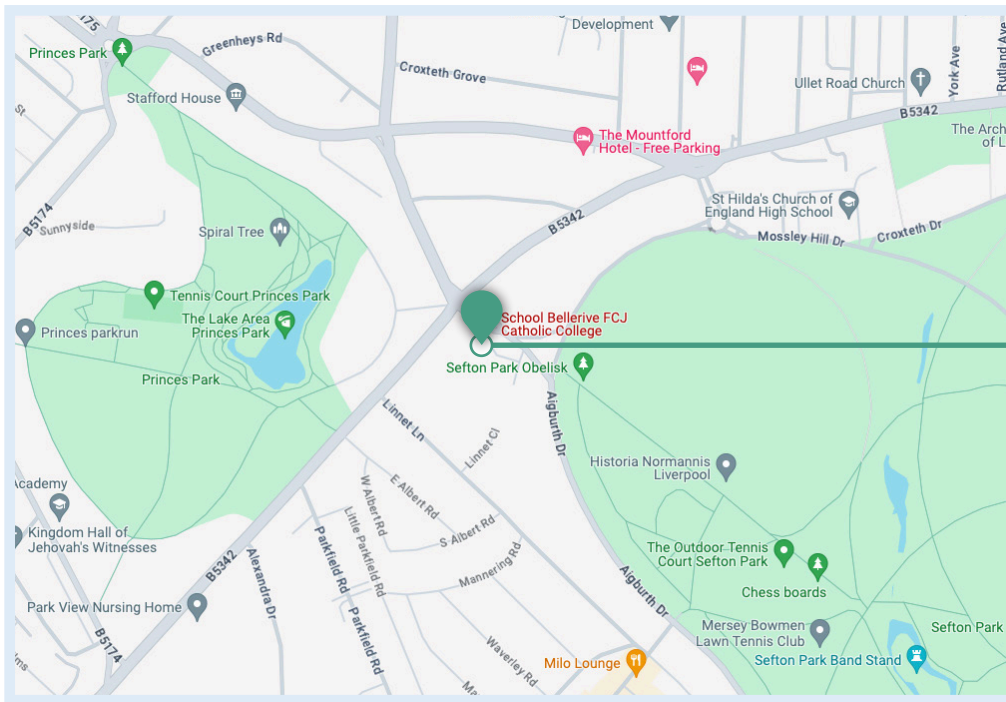
## Key Information

<b>STATUS:</b>	Single Academy
<b>LAST OFSTED:</b>	October 2021
<b>OFSTED JUDGEMENT:</b>	Good
<b>LAST SECTION 48 INSPECTION:</b>	Monitoring visit January 2020
<b>SECTION 48 JUDGEMENT:</b>	Outstanding
<b>FORMS OF ENTRY:</b>	6 forms of entry
<b>TYPE OF SCHOOL:</b>	Mainstream Secondary
<b>AGE RANGE:</b>	11-18
<hr/>	
<b>NUMBER OF STUDENTS ON ROLL:</b>	903
<b>NUMBER OF STUDENTS IN SIXTH FORM:</b>	107
<b>% OF SEND STUDENTS:</b>	16.72%
<b>% OF EAL STUDENTS:</b>	15.94%
<b>% OF FSM STUDENTS:</b>	29.56%
<b>% OF PUPIL PREMIUM STUDENTS:</b>	31.46%

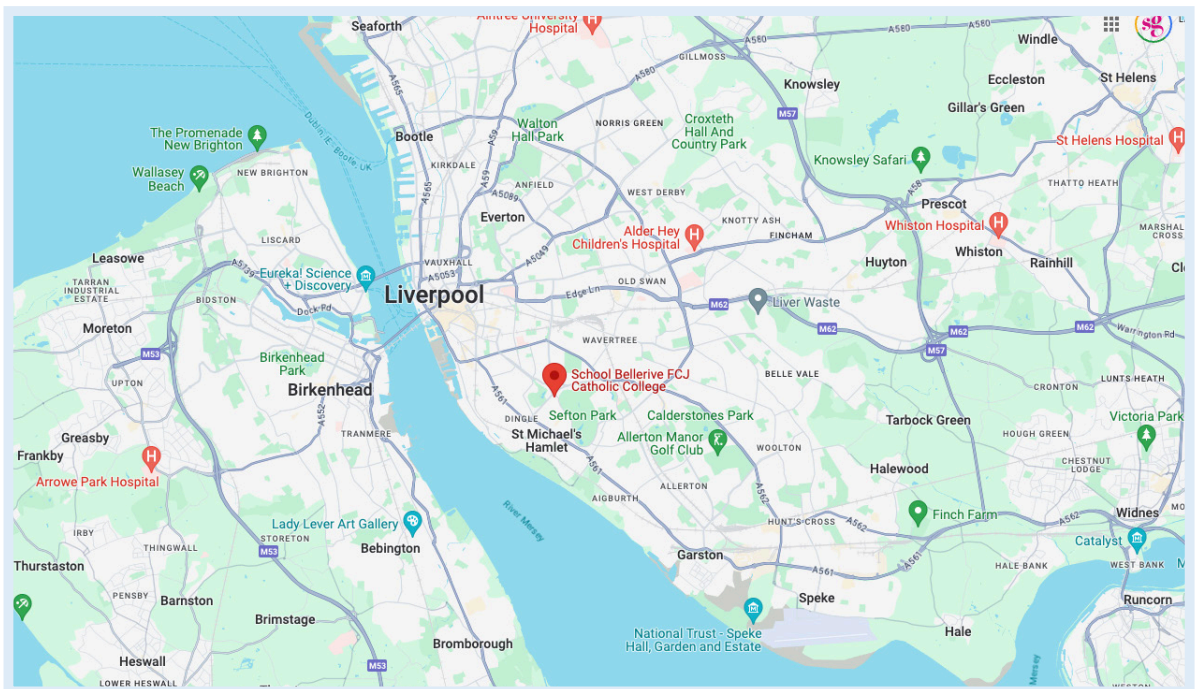


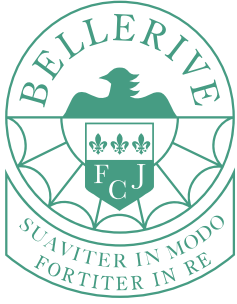


# Location



BELLERIVE FCJ  
CATHOLIC COLLEGE  
1 Aigburth Drive,  
Sefton Park,  
Liverpool, L17 3AA  
[www.bellerivefcj.org](http://www.bellerivefcj.org)  
[contactus@bellerivefcj.org](mailto:contactus@bellerivefcj.org)  
0151 727 2064





# Job Description

## GOVERNANCE

This appointment of the Headteacher is made by the Governors of the College under the Trusteeship of the Faithful Companions of Jesus. It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, when appropriate: the Board, the Trustees, the Archdiocese, the staff of the College and the parents of its students.

This job description is based on the key areas identified in the National Standards of Excellence for Headteachers published by the Department for Education (2020).

The Board and the Trustees acknowledge the importance of the role of the Headteacher and will actively offer long-term support, encouragement, affirmation, and realistic challenge to the successful candidate.

The Board and the Trustees are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and the Headteacher gives the highest priority to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

## PURPOSE

The core purpose of the Headteacher is to provide professional leadership and management for the College. This will promote a secure foundation from which to achieve high standards in all areas of the College's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character. The Headteacher will provide leadership in accordance with the Three Domains of Excellence as specified in the National Standards of Excellence for Headteachers published by the Department for Education (2020) as follows:

- **Culture and ethos.**
- **Curriculum and teaching.**
- **Organisational effectiveness.**

Within this National framework, and aligned to the College's purpose, the Headteacher's role is as follows.

## 1. SCHOOL CULTURE

- promote and sustain the school's Catholic identity within the context of the FCJ ethos, and the strategic direction in partnership with those responsible for governance and through consultation with the school community.
- demonstrate Christian leadership that seeks to serve the community and provide a positive role model for staff and students. "You have to see yourselves as apostolic leaders and not merely as professionals." - Marie Madeleine
- articulate a compelling school vision to create an energising learning environment for all and where students and staff experience a positive and enriching school life.
- ensure a culture of high staff professionalism, leading by example with integrity, creativity, resilience and clarity, in which every staff member feels that they and their contributions are valued.
- uphold ambitious educational standards which prepare all students for their next phase of education and life, including faith and spiritual development.
- promote positive, caring and respectful relationships across the school community and a safe, orderly, nurturing and inclusive environment, rooted in Gospel values.
- promote strong relationships with other FCJ schools and the schools within the family of The Gaudete Trust.

## 2. TEACHING

- promote and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn.
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- ensure effective use is made of formative assessment.

## 3. CURRICULUM AND ASSESSMENT

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught within the framework of a Catholic education and in accordance with statutory requirements.
- create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- ensure that all students are taught to read through the provision of evidence-informed approaches to reading.
- ensure that the curriculum is diverse and responsive to the needs of all students including those with special educational needs or other additional needs such that all students can reach their potential.
- ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum.

#### 4. BEHAVIOUR

- promote and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students.
- ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy and the ethos of Catholic education.
- implement consistent, fair, respectful and effective approaches to managing behaviour.
- ensure that adults within the school model and teach the behaviour of a good citizen, reflecting the distinctive and inclusive values of the Gospel.

#### 5. ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

- ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities.
- promote, enable and sustain a culture and practices that enable all students to access the curriculum and learn effectively.
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate.
- ensure the school fulfils its statutory duties with regard to the SEND code of practice.

#### 6. PROFESSIONAL DEVELOPMENT

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs, including Catholic Education Service (CES) and Diocesan INSET.
- prioritise 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 (2016).
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning, including Catholic professional qualifications.



## 7. ORGANISATIONAL MANAGEMENT

- ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care and in line with current legislation.
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- ensure staff are deployed and managed well with due attention paid to workload and capacity development.
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently, reflecting Gospel values.
- ensure rigorous approaches to identifying, managing and mitigating risk to staff, students and the College community, property and reputation.

## 8. CONTINUOUS SCHOOL IMPROVEMENT

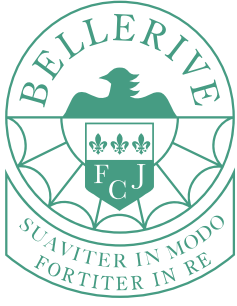
- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement, including spiritual and faith development.
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time, in keeping with statutory requirements and a whole-student approach to promote full and rounded development for every individual.

## 9. WORKING IN PARTNERSHIP

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community and churches.
- commit the College to work successfully with other schools, parishes and organisations in a climate of mutual challenge and support.
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students.
- Develop strong relationships with other schools in The Gaudete Trust.

## 10. GOVERNANCE AND ACCOUNTABILITY

- understand and welcome effective governance and trusteeship, upholding their obligation to give account and accept responsibility.
- establish and sustain a transparent, effective and productive professional working relationship with those responsible for governance.
- ensure that staff know and understand their professional responsibilities and are held fairly to account ensure the College effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties, including its Archdiocesan and CES obligations.



# Person Specification

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that they meets all of the essential criteria listed below and at least some of the desirable criteria.

**Key:**

**E: Essential D: Desirable A = Application Form L = Letter/Statement R = References I = Interview**

CRITERIA	ESSENTIAL	DESIRABLE	IDENTIFIED
<b>QUALIFICATIONS</b>			
Degree	E		A
Qualified teacher status	E		A
Good honours degree		D	A
Postgrad/Higher degree		D	A
<b>PROFESSIONAL DEVELOPMENT</b>			
NPQH or equivalent qualification, enrolled on a programme or serving Headteacher in a school		D	A/R
Catholic Certificate in Religious Studies CCRS		D	A
<b>PERSONAL AND PROFESSIONAL QUALITIES AND VALUES</b>			
Practising Catholic	E		A/R/I
Participation in parish community		D	R/I
Commitment to Catholic Education	E		A/R/I
Appreciation of creating a positive ethos	E		R/I
Passion for teaching and learning	E		A/R/I
Ability to model outstanding teaching		D	A/R
Excellent presentation and communication skills	E		A/R/I



CRITERIA		
Ability to articulate vision and share it	E	A/R/I
Clearly articulated vision for an effective Catholic school with evidence of having successfully translated that vision into reality at whole-school level	D	A/R/I
High expectations of pupils, staff and self	E	R/I
Ability to utilise data for increasing progress	E	A/R/I
Enabling others to use data effectively	D	A/R/I
Empathy and ability to listen to others	E	R/I
Strength to hold others to account	E	R/I
Enabling others to manage underperformance	D	A/R/I
Ability to address an audience and make a compelling argument	E	R/I
Resilience and the energy and ability to manage demanding workload	E	R/I
Effective powers of delegation	D	A/R/I
Desire and commitment to embrace the FCJ Vision and Values and lead the school community in living them	E	A/R/I
Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools	E	A/R/I
Knowledge and understanding of the CSI Framework, Religious Education Directory and Prayer and Liturgy Directory.	E	A/R/I

# EMMAUS LEADERSHIP

WE BELIEVE IN CHURCH SCHOOLS.

*finding*  
**GREAT  
LEADERS**

## *How to Apply*

We have appointed Emmaus Leadership to manage the recruitment of the Headteacher at Bellerive FCJ Catholic College.

Emmaus Leadership offer a highly personalised service; they are happy to discuss any aspect of the role and aim to provide you with every assistance in helping you discern whether this is the right opportunity for you. Emmaus will always respect your right to confidentiality and to that end, your name and details will not be shared with Bellerive FCJ Catholic College until such times as you give your permission for Emmaus to share them with us.

In the first instance, please make contact with Sarah Barreto who is managing the recruitment process for us, for more information about this opportunity and for an Application Form:

**Sarah Barreto**

**Mobile: 07525 157599**

**sbarreto@emmausleadership.me**

## *Key Dates:*

**Closing date: Tuesday 7 May at 11am**

**Shortlisting: Wednesday 8 May**

**Interviews: Wednesday 15 & Thursday 16 May**

Please submit your completed application form via email to:

[sbarreto@emmausleadership.me](mailto:sbarreto@emmausleadership.me)

Emmaus makes the recruitment of school and MAT leaders more cost effective and successful. To find out more, visit our website or telephone Liam Dowds, our Managing Director, today.

[www.emmausleadership.me](http://www.emmausleadership.me) | 01737 652 043 | [enquiries@emmausleadership.me](mailto:enquiries@emmausleadership.me)