ST JOSEPH’S CATHOLIC PRIMARY SCHOOL, PRESTON



‘You are precious in My eyes’

DEPUTY HEADTEACHER APPLICATION PACK

L7 to L12

|  |
| --- |
| Welcome letter  May 2023  Dear Prospective Candidate,  I would like to thank you for your interest in the post of Deputy Headteacher at St. Joseph’s Catholic Primary School. I believe this is an excellent opportunity for a strong, inspirational, and caring leader to work in partnership with the Headteacher to develop and improve this good school, which was last inspected in 2019 and judged to be good in all aspects.  The school has recently become a founding member of the new Mater Ecclesiae Catholic Multi-Academy Trust within Lancaster Diocese and as such will play a significant role in the development of the Academy as more schools are recruited. Whilst this position is for Deputy Headteacher at St. Joseph’s, the Mater Ecclesiae Trust will be the employer.  Since September 2016 the school has been led by an experienced and successful Headteacher. This vacancy has arisen because of the promotion of the current Deputy Headteacher to Headship, testimony to the excellent training and development that he has experienced during his four years at St. Joseph’s. The school has a strong senior leadership team who work alongside the Head and Deputy, as well as an enthusiastic team of capable teachers. They are supported by a large team of dedicated support staff and a committed and able governing body.  We are looking for a dynamic Deputy Headteacher who will promote high standards, role model good teaching and learning and be a strong team player; whilst at the same time preserving the integrity of our Catholic ethos which has always had the welfare and happiness of our pupils and staff at its heart.  You will find lots of information on our website, however the best way to find out about our school is to come and see us. The Headteacher would love to show you round and answer any questions you may have. Please contact school and ask to speak to Mrs Catherine Monaghan.  Yours sincerely,  E McGrath Mia Barlow  Mrs E McGrath Mrs Mia Barlow  Chair of Governors Interim CEO of MECMAT |



Headteacher letter

Dear applicant,

I should like to extend to you a very warm welcome and thank you for expressing an interest in the post of Deputy Headteacher.

St Joseph’s is a Good School. (Ofsted September 2019). Its staff and leaders are confident in the strong teaching and learning opportunities they are providing for the children as well as having a clear vision, and direction for further improvement.

Our school is vibrant and dynamic where everyone is encouraged to achieve their best. In addition to raising academic achievement, we also aim to develop character, embed important values for life and build confidence and self-esteem. Our aim is to enrich the lives of our children and to provide a breadth of opportunities for everyone.

St Joseph’s has wonderful children who want to learn, and dedicated, caring adults who always put the children first. Our staff team are a happy team with the children at the forefront of our minds in everything we do.

The successful candidate for this post will have the drive, determination and leadership skills necessary to make a significant contribution to the further development of our school. They will have a strong commitment to Catholic education and the distinctive Catholic ethos of our school. They will have strong communication skills, the ability to analyse and evaluate evidence, and the skills needed to identify effective solutions. They will be a strong classroom practitioner and be able to work strategically and effectively as a member of our senior leadership team.

This is an exciting time to join our school, as we have recently become part of the Mater Ecclesiae Multi Academy Trust, which brings new opportunities to work collaboratively with other schools.

I wish you well in your application.

Yours sincerely,

CMonaghan

Mrs Catherine Monaghan

Headteacher







Job Description



Deputy Headteacher Job Description

St Joseph’s Catholic Primary School, Preston in the Mater Ecclesiae Catholic Multi Academy Trust

The school has been designated by the Secretary of State as a school with a religious character. Its 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 diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for 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.

This appointment is made by the trust board and local governing body of the school under the terms of the Catholic Education Service contract signed with the trust as employers. It is subject to the conditions of service for deputy Headteacher contained in the current School Teachers’ Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Trust and Local Governing Body is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

* Undertake the normal responsibilities of the class teacher;
* Be a member of the senior management team;
* Assist the Headteacher in managing the school;
* Support and represent the Headteacher at meetings as and when required;
* Undertake such duties as are delegated by the Headteacher;
* Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher, CEO or the Local Governing Body shall require.

MAIN TASKS:

*The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.*

1. Class teacher responsibilities

1.1 To carry out the duties of a schoolteacher as set out in the current School Teachers’ Pay and Conditions Document.

1.2 To carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including the provision of cover for absent teachers.

1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

2.1 To have specific responsibilities to be agreed upon appointment.

2.2 To contribute to:

* Fulfilling the school’s Mission Statement
* Maintaining and developing the Catholic ethos, values and overall purposes of the school
* Formulating the aims and objectives of the school and policies for their implementation
* A development plan which will translate school aims and policies into actions
* Monitoring and evaluating the performance of the school and its achievements as a Catholic school
* Implementing the Trusts policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
* The efficient organisation, management and supervision of school routines

3. Curriculum Development

3.1 To contribute to:

* The development, organisation and implementation of the school’s curriculum
* School policies on curriculum, teaching and learning styles, assessment, recording and reporting
* Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
* Ensuring that the Diocesan policy on Religious Education is fulfilled
* Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
* Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
* Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
* Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
* Ensuring that the individual pupil’s continuity of learning and effective progression of achievement are provided
* The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

* The development, organisation and implementation of the school’s policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
* The effective induction of pupils
* The determination of appropriate pupil groupings
* The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
* The development among pupils of self-discipline
* The handling of individual disciplinary cases

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

* The induction of new and newly qualified teachers and other staff
* The provision of professional advice and support and the identification of training needs
* Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

6.1 To contribute to the formulation of the school’s policies and procedure concerning resource management in accordance with the school’s Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

7.1 To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with Diocesan and Trust officers and support services.

7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children’s education.

7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.

7.5 To assist liaison with other professional bodies, agencies and services.

7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

* To promote a positive image of the school
* To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

7.7 Create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to deputy Headteacher.*

Person Specification



Person Specification/Selection Criteria for Deputy Headteacher

at St Joseph’s Catholic Primary School in Mater Ecclesiae Catholic Multi Academy Trust

*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 Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. 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.*

*This school, St Joseph’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

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

*Source Key: A = Application Form I = Interview R = References CC = Checking Certificates*

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

[A] Faith Commitment

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Source |
| Practising Catholic |  |  | A/I/R |
| Involvement in parish community |  |  | A/I/R |

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Source |
| Leading school worship |  |  | A/I |
| Ways of developing religious education and worship |  |  | A/I |
| A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school*.* |  |  | A/I |
| How relationships should be fostered and developed between the school, parish and its community and Diocese of Lancaster |  |  | A/I |
| How relationships should be fostered and developed within the Mater Ecclesiae Catholic Multi Academy Trust |  |  | A/I |

[B] Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Source |
| Qualified teacher status |  |  | A/CC |
| Degree |  |  | A/CC |
| CCRS/CTC or commitment to obtaining the certificate |  |  | A/CC/I |

[C] Professional Development

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Source |
| Evidence of appropriate professional development for the role of Deputy Headteacher |  |  | A |
| Evidence of recent leadership and management professional development |  |  | A |
| Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people |  |  | A |
| Has successfully undertaken Designated Safeguarding Lead Training |  |  | A/I/CC |
| Has completed the Catholic Middle Leadership Programme |  |  | A/I/CC |
| Has completed the Catholic Senior Leadership Programme or has a commitment to doing so |  |  | A/I/CC |

[D] School leadership and management experience

|  | Essential | Desirable | Source |
| --- | --- | --- | --- |
| To have substantial and current experience as a senior leader in a primary school |  |  | A/I/R |
| To have had active and effective leadership of a team / department/ key stage/ curriculum area |  |  | A/I/R |
| To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum |  |  | A/I/R |
| To have involvement in or an understanding of financial management in a school |  |  | A/I/R |
| To have implemented and developed a whole school initiative |  |  | A/I/R |
| To have had responsibility for policy development and implementation |  |  | A/I/R |
| To have had experience of and ability to contribute to staff development across the primary/secondary range. (E.g. coaching, mentoring, INSET for staff) |  |  | A/I/R |
| To have worked positively with parents and carers |  |  | A/I/R |
| To demonstrate an awareness of current national educational policy |  |  | A/I/R |

[E] Experience and knowledge of teaching

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Source |
| Experience of teaching in more than one school |  |  | A/I/R |
| Experience of teaching in a school in similar circumstances/ serving a similar community |  |  | A/I |
| Significant teaching experience and proven excellence in teaching pupils within the primary phase |  |  | A/I/R |
| To have a knowledge and understanding of all Key Stages in the primary phase |  |  | A/I/R |
| Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement |  |  | A/I/R |
| To be able to exemplify how the needs of all pupils have been met through high quality teaching |  |  | A/I/R |

[F] Professional Attributes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Essential | Desirable | Source |
|  | To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met. |  |  | I |
|  | To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies. |  |  | I |
|  | To have excellent written and oral communication skills (which will be assessed at all stages of the process) |  |  | A/I |
|  | To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice |  |  | A/I/R |
|  | Show a good commitment to sustained attendance at work |  |  | A/I/R |

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers’ Standards (England) which are set out in detail in the current School Teachers’ Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Plan and teach well-structured lessons
* Adapt teaching to respond to the strengths and needs of all pupils
* Make accurate and productive use of assessment
* Manage behaviour effectively
* Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

* Continue to promote the school’s strong educational philosophy and values
* Inspire, challenge, motivate and empower teams and individuals to achieve high goals
* Inspire trust in the school community
* Communicate clearly and effectively both orally and in written English
* Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
* Build and maintain quality relationships through interpersonal skills and effective communication
* Demonstrate personal and professional integrity, including modelling values and vision
* Manage and resolve conflict
* Prioritise, plan and organise themselves and others
* Think analytically and creatively and demonstrate initiative in solving problems
* Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
* Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

|  |  |
| --- | --- |
| A positive and supportive faith reference from a priest where the applicant regularly worships. |  |
| Positive recommendation from all referees, including current employer. |  |
| A further supportive professional reference |  |

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, *following the guidance outlined in section G above.*

*The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.*

Safeguarding Information

Introduction

The Mater Ecclesiae Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including ‘Keeping Children Safe in Education’ guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other preemployment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee’s suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee’s suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

MECMAT recognises the value of, and seeks to achieve a diverse workforce. MECMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

MECMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including ‘sensitive personal data’ as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.







How to apply

Applicants are warmly invited and encouraged to visit the school and meet our staff and pupils. Please contact Mrs Coupland in the school office on 01772 796112

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact: [head@sjps.lancs.sch.uk](mailto:head@sjps.lancs.sch.uk)

Application process:

Please send your completed CES application form to : [head@sjps.lancs.sch.uk](mailto:head@sjps.lancs.sch.uk)

The application form is embedded in this document below and also available on the school website www.sjps.lancs.sch.uk and/or the Trust website [www.mater-ecclesiae-trust.org](http://www.mater-ecclesiae-trust.org))



You will also be required to complete and submit:

Recruitment Monitoring Form and a Rehabilitation of Offenders Act Disclosure form.

There are guidance notes supplied to assist in the completion of the forms (see applicant notes on at the end of this pack).

Closing date for applications: 12pm Monday 12th June

Shortlisting: 4pm Mon 19th June

Interview dates: Monday 10th July and Tuesday 11th July





Additional Documentation

* Application form notes to applicants
* Guidance on Practising Catholics
* Recruitment Monitoring form \*\*
* Rehabilitation of offenders form \*\*
* SLT applicant declaration \*\*
* Equality Act- reasonable adjustments statement
* Consent to obtain references form

The forms are embedded below \*\* are for signing

  

