

Deputy Headteacher Application Pack

Closing date:

Monday 13th May 2024 (midday)

Shortlisting date:

Wednesday 15th May 2024

Holy Family Catholic
Primary School



Diocese of Lancaster
Education Service
Euntes in mundum

Welcome to

Holy Family Catholic Primary School

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at Holy Family Catholic Primary school in Preston and for requesting an application pack. Our current Deputy has been appointed Headteacher from September, hence this opportunity has arisen.

I believe that this is an excellent opportunity for an inspirational, enthusiastic, caring and strong individual to help to continue the excellent work carried out over the last few years. You would be working in partnership with the governors and staff to maintain, develop and enhance the many good aspects of the school, many of which were detailed in our 2022 Ofsted report, which reported the school as 'Good'.

Holy Family school is not yet a member of the Mater Ecclesiae Catholic Multi Academy Trust within Lancaster Diocese, but has begun the journey of entering. In conjunction with our Headteacher you will assist in leading us into the Academy in 2025, so for now the Trust will not be the employer, rather this task remains with the school governors.

We believe that the school is a very happy one, with hard working, enthusiastic staff providing sound and effective teaching and learning in all the year groups. This is allied to a strong Catholic ethos which has the welfare and happiness of pupils and all staff at its heart.

The school has strong links with the local community, alongside the church where worship is carried out regularly. A particular pleasing aspect for us as governors is the often repeated comment by parishioners of how well behaved the pupils are. They are a credit to themselves, their parents and not least to the teachers and support staff.

We are looking for an enthusiastic Deputy Headteacher who will be supportive and help to continue the excellent work of recent years and maintain the school as a happy place for children, to give them the foundations to develop into becoming the best they can be.

There is lots of information on our website, but I think the best thing to do is to visit! You will be welcomed and can see for yourself the attributes of the school. Any questions you have we will be happy to answer. Please read the job and person specification carefully. Should you feel you would like to join us we look forward to receiving your application.

Yours sincerely

Bernard Macklin

Chair of Governors

Welcome to Holy Family Catholic Primary School

Dear Candidate,

Thank you for your interest in our current vacancy for a Deputy Headteacher, I am delighted that you are considering applying to join our school family.

Holy Family is a happy and welcoming Catholic school where we love, serve and strive to do our best. The governors and staff of Holy Family Catholic Primary School are keen to appoint a Practising Catholic who is passionate about providing our children with the care and education they deserve.

We have a wonderful team of skilled and dedicated staff, and a supportive governing body who work together with the shared aim to do the very best we can for our children.

We are on an exciting journey and would like to appoint someone who is driven, self-motivated and who has the experience and personal qualities to have a positive impact on the further development of our school. There will be a teaching commitment as part of the role, and our new Deputy Headteacher will be an excellent and inspiring teacher and role model to children and staff. This is a key role in driving our school forward and building upon the school's current strengths as we continue to improve and become part of the Mater Ecclesiae Multi Academy Trust.

If you are interested in applying we encourage visits to school, please contact us to make arrangements. We look forward to hearing from you.

Yours sincerely

Lindsey Morrison

Appointed Headteacher from September 2024



"Leaders have created a warm environment that helps pupils to feel happy and safe."
Ofsted, March 2023

We
follow in
Jesus'
footsteps



A message from our Pupils



Holy Family Catholic Primary School

59 Whitby Avenue, Ingol, Preston, Lancashire PR2 3YP
Telephone: (01772) 727471 Fax: (01772) 725122 Email: head@holy-family.lancs.sch.uk
Website: www.holy-family.lancs.sch.uk
Headteacher: Mrs J Westray BA(Hons), NPQH

Dear Future Deputy Headteacher,

We would like to share some information about Holy family. Holy family school has really and respectful pupils who share and take care of each other. As Catholics, We follow in Jesus'

footsteps and we always try our best. Safety is important to us, by talking with a grown up, we feel reassured.

As pupils we would want our new Deputy Headteacher to be:

- Always on time
- Reliable
- Fair
- Kind hearted and approachable
- Confident
- Motivational person who helps children achieve their big ambitions.

A message from our Pupils continued



Holy Family Catholic Primary School

59 Whitby Avenue, Ingol, Preston, Lancashire PR2 3YP
Telephone: (01772) 727471 Fax: (01772) 725122 Email: head@holy-family.lancs.sch.uk
Website: www.holy-family.lancs.sch.uk
Headteacher: Mrs J Westray BA(Hons), NPQH

- Understands children
- Calm and committed
- Organised
- Tidy
- Well-prepared

Yours sincerely,

Pupil S.L.T

Hanna, Arvin, Daria, Ahmad

How to Apply

Prior to applying

Applicants are invited to visit the school and meet our staff and pupils.

Please contact the school office on 01772 727471.

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: bursar@holy-family.lancs.sch.uk.

Application process:

Please send your completed CES Senior Leadership application form (available on the CES website: <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms> or on the Lancashire County Council ("LCC") jobs website: <https://schooljobs.lancashire.gov.uk/>) to bursar@holy-family.lancs.sch.uk.

You will also be required to complete and submit a 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 attachments on LCC job advert webpage).

Closing date for applications: Monday 13th May 2024 at midday

Shortlisting date: Wednesday 15th May 2024

Interview date: Wednesday 22nd May 2024

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named references to inform them that if you are shortlisted, we will request a reference prior to interview. A faith reference from your parish Priest is required.

Job Description

Deputy Headteacher Job Description

Catholic Voluntary Aided Schools

Holy Family Catholic Primary School, Ingol

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 governing board of the school under the terms of the Catholic Education Service contract signed with the governors 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 Governing Board 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:

Job Description

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 or the Governing Board 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.

Job Description

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 Governing Board's 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

Job Description

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

Job Description

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 Board 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 Authority 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.

Job Description

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 To 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 Holy Family Catholic Primary School, Ingol, Preston

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.

Holy Family Catholic Primary School, 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	E		A/I/R
Involvement in parish community		D	A/I/R

Person Specification

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	E		A/I
Ways of developing religious education and worship	E		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.	E		A/I
How relationships should be fostered and developed between the school, parish and its community and Diocese of Lancaster	E		A/I
How relationships should be fostered and developed as the school becomes an academy and joins the Mater Ecclesiae Catholic Multi Academy Trust		D	A/I

[B] Qualifications

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

Person Specification

[C] Professional Development

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

Person Specification

[D] School leadership and management experience

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

Person Specification

[E] Experience and knowledge of teaching

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

[F] Professional Attributes

		Essential	Desirable	Source
1.	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.	E		I
2.	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.	E		I
3.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
4.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
5.	Show a good commitment to sustained attendance at work	E		A/I/R

Person Specification

[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

Person Specification

[I] Confidential References and Reports

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

The governors reserve the right in exceptional cases to seek additional references from other former employers 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.