



St Mary's Catholic Primary School

Deputy Head (September 2024)



Job Information Pack

A message from the head

“We are very proud of our school, which is a loving and welcoming community that provides a nurturing and healthy environment for all. As a Catholic school, we welcome children of all faiths and beliefs who are ready to embrace our mission statement and values. We aim to educate the whole child and help our pupils to be kind and responsible members of the community.”



Dear Applicant,

Thank you for expressing an interest in our full-time **Deputy Head** vacancy. This is a permanent, class based appointment with one day non-contact for leadership responsibilities from September 2024, and it is a superb opportunity for the right candidate to join our happy, friendly family.

We seek a new deputy who shares our vision and is keen to work in close partnership with our pupils, staff team, governors, parish, diocesan partners and me. Each pupil at St Mary's is cherished as an individual and we would like someone to join us who shares this commitment whilst enriching our community with their talents, skills and experience.

St Mary's has a strong and enthusiastic team who often go the extra mile to ensure that pupils enjoy and succeed in their learning. Our governing body is extremely supportive and has a clear vision for the school. It is an exciting time for our new deputy head to join us as we are an active member of the Camino Partnership of Catholic schools, who have committed to the formation of a multi-academy trust over the coming year.

Inside this pack you will find the relevant information for the post, including the job description and person specification. You can also download an application form and find out about the school via our [website](#). Please note that the CES leadership application form should be used for this vacancy.

Shortlisting will take place following the closure for applications which is midnight on **Thursday, 16th May**. We will contact shortlisted applicants on **Friday 17th May** to give arrangements for interviews which will be held on **Thursday 23rd May**. Please make sure you include the best telephone number and email address to reach you on in your application form.

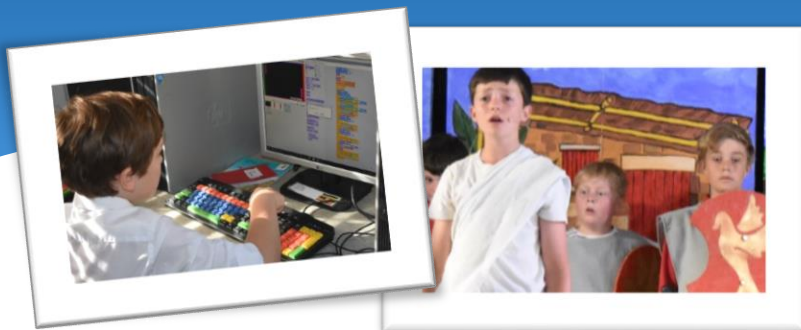
Visits to our school are warmly welcomed and highly encouraged. These can be arranged by contacting our school office team on 01225 429030 or emailing at admin@st-marys.bathnes.sch.uk.

I look forward to receiving your application.

Yours sincerely,

Mrs N Pecchia

A message from the governing body



May we warmly thank you for your interest in applying for the post of Deputy Head at St Mary's.

We are very proud of our school, which is a loving and welcoming community that provides a nurturing and healthy environment for all. As a Catholic school, we welcome children and staff of all faiths and beliefs who are ready to embrace our mission statement and values. Our team aims to educate the whole-child and they are committed to helping our pupils to be kind and responsible members of the community.

We are closely linked to our community through our parents and by our long-standing relationship with St Mary's Parish Church on Julian Road.

Ours is a happy school with a very distinctive ethos rooted in the Christian values and we are keen to find the right deputy head to contribute towards and enhance this.

If you are successful in your application you will join a team of enthusiastic and dedicated staff team, supportive parents and a governing body who work in partnership to ensure that each child is happy, safe, supported and encouraged in all they do.

We are looking for a Deputy Head Teacher who will support the Head Teacher in carrying out our vision for the school's future development. You will be an active member of the Senior Leadership Team and will lead, support and encourage collaboration to help the school meet and exceed its objectives.

St Mary's enjoys its location in the vibrant, heritage city of Bath and the opportunities that this brings. To summarise, St Mary's is a great place to work and you will be warmly welcomed. We all wish you the best of luck in your application.

The Governing Body of St Mary's Catholic Primary School

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

A bit about us...

Type of school Voluntary Aided
Catholic Primary

Age Range 4 to 11 years

Location Penn Hill Road
Weston
Bath

Number of children 189 children
Children

Number of classes 7 (EYFS – Y6)

Date school established 1885

% of children free school meals 12.6%

% of children with SEND 15.1%

% of children with English as an additional language 26.8%



“The leadership team has maintained the good quality of education...”

About St Mary's...



St Mary's has been providing families in the City of Bath with a primary education since the late nineteenth century.

Enjoying its close relationship with the parish of Our Lady, Help of Christian on Julian Road, the first school opened on the same campus as its church and in the '70s moved to its current site in the Weston area of the city as it grew in popularity.

The school sits in beautiful grounds and is overlooked by the rolling Lansdown Hills. It enjoys its village school feel whilst being a short walk into the centre of the world heritage city which has a significant amount of galleries, museums and other places of interest.

The school is an active member of the Camino Partnership which is a federation of Catholic schools, state-maintained and independent, who work closely together.

A dedicated governing body supports and challenges the leadership team and the school is recognised by its community as being a happy school that provides an inclusive and holistic education to all pupils. Its most recent Ofsted inspection (October 2018) saw the school maintain its 'good' grading and in March 2022 the school was awarded 'Outstanding' for its Section 48 denominational inspection.

St Mary's team members are friendly and supportive, and they see their job as being vocational. They care profusely about each child and have a strong commitment towards the school, often going the extra mile.

Most importantly, the children are really what make St Mary's and they are happy and joyful with beaming smiles on their faces. Pupils are inquisitive and take great delight in learning as well as enjoying the various trips, residential visits and other exciting activities on offer.

“Oh! Who can ever be tired of Bath?”

Jane Austen, ‘Northanger Abbey’

Our school enjoys its position on the north west edge of the glorious City of Bath. Bath, surrounded by stunning countryside, often features in top ten lists of cities to live and it isn't difficult to see why.

Built for pleasure and relaxation, beautiful Bath has been a wellbeing destination since Roman times. This city has something on offer for everyone and it is overflowing with places to eat and drink, plus some of the finest independent shops in Britain.

Bath is famous for its remarkable collection of museums and galleries, and enjoy year-round festivals, theatre, music and sports. There is always something going on!

The city of Bath is within easy reach of Bristol, South Gloucestershire and Wiltshire making it an ideal place to commute to due to excellent public transport options.



“Someone who is nice and looks out for us”

“Helps us to enjoy our learning”

“Guides us to do what is right”

“Thoughtful and helpful”

“Keeps an eye on everyone”

What sort of deputy
head do the children
want?

“Creative
and
bubbly”

“Polite, sensible and well-behaved”

“Helps us if we don’t understand”

“Smiles and tells good jokes!”

“Listens to us and is kind”



Pupil Voice

Deputy Head - Job Description

Post Title: Deputy Head

Grade: Leadership (L4-L8)

Responsible to: Head Teacher



We believe that everyone is a child of God. As a Christian community we try to live like Jesus by:

- *being kind and helping each other*
- *using our gifts to the very best of our ability*
- *celebrating God in everyone and everything*

Purpose of Job

The Deputy Head is a lead professional, who provides a significant role model within their Catholic community. Working in support of the Head Teacher, their values and ambitions drive school improvement to ensure the best possible outcomes for all children whether spiritually, socially or academically. The Deputy Head plays a key role in promoting and demonstrating the school's distinctive Catholic identity and that of its partners within the Camino Partnership. This is underpinned by the school's vision in providing a nurturing, loving and sustainable environment where every child is happy and provided with exemplary and inspirational learning; instilling the confidence and Christian values and beliefs that will enable them to thrive and be responsible members of their community for life. The primary purpose of this post is to support the Head Teacher in creating, developing, monitoring and evaluating the aims and objectives of the school in partnership with pupils, staff, governors and parents/carers. The Deputy Head will also carry out the duties of a class teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Head Teacher.

The Deputy Head is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the School's Trust Deed, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.

The contract of Employment between the Governing Body and the Deputy Head will be the current Contract of Employment for a Deputy Head issued by the Catholic Education Service (CES).

Principal Responsibilities and Accountabilities

Working with the Head Teacher to provide Catholic leadership for, and management of, all staff and children and specifically to be accountable for:

- Teaching & Learning
- Curriculum & Assessment
- Behaviour & Attitudes
- Personal Development and Safeguarding of pupils

The post holder will be expected to promote the vision and values of St Mary's Catholic School, showing enthusiasm, working collaboratively and demonstrating a forward-thinking approach with all stakeholders, including pupils, parents, staff, governors, parishioners and the wider community.

Job Description Contd.

Leadership and Management

- Undertake the professional duties of the Head Teacher in the event of the Head Teacher's absence from the school.
- Undertake any professional duties of the Head Teacher reasonably delegated by the Head Teacher; deputise for the Head Teacher and share in all aspects of day-to-day 'operational' management.
- Play a major role, under the direction of the Head Teacher, in formulating the vision, aims and objectives of the school (via School Development and Improvement Plans) - to develop and maintain a caring Catholic school community which is fully inclusive and seeks to achieve consistently high standards of opportunity, attainment and behaviour for all pupils. Through:
 - o Establishing and monitoring policies
 - o Managing staff and resources
 - o Monitoring progress towards their achievement;
- To promote a positive Catholic ethos in school in which all individuals feel safe, valued and where personal endeavour and responsibility are encouraged. Ensuring the promotion of a Catholic environment of high-quality pastoral care for children and staff, including close liaison with parents/carers/external agencies.
- To be the class teacher of an assigned class, and to carry out all related duties effectively; by example provide an outstanding professional model as a classroom practitioner.

NB. OTHER SPECIFIC RESPONSIBILITIES ARE LISTED IN THE APPENDIX

Dedicated Time

The Deputy Head's post will carry an entitlement to appropriate leadership and management time. This time will be used to meet with the Head Teacher and members of the school's leadership team, as well as fulfil other leadership duties. This time is in addition to PPA time.

Review

The job description sets out the principal responsibilities of the post but it does not describe each of the tasks that it may be necessary to carry out. This document will be reviewed at appropriate intervals, normally annually and in line with the school's appraisal cycle, in order to address changing circumstances or priorities within the school.

Safeguarding

The post holder will be subject to a full Disclosure and Barring Service check to satisfy Safer Recruitment/Child Protection requirements. This post is exempt from the provisions of the Rehabilitation for Offenders Act and all convictions/cautions must be declared. The post holder will be expected to take on the role of the Designated Safeguarding Lead for the school and has a responsibility to implement, promote, monitor and safeguard all elements relating to the safety and welfare of children and adults in accordance with the school's Safeguarding policies and procedures.

Job Description Contd.

Appendix:

1. Teaching and Learning/Curriculum and Assessment

To share responsibility with the Head Teacher for the overall quality of teaching and learning in the school:

- i. As Teaching and Learning Lead; developing and maintaining through regular review, a high quality, broad and balanced curriculum within the context of revised National Curriculum requirements and Governing Body, Local Authority and Diocesan curriculum statements.
- ii. Ensuring the needs of all pupils are met through implementing and overseeing an effective annual Monitoring Cycle; scrutinising planning, lesson observations, book trawls, learning walks, quality of intervention, pupil interviews, strategic and day-to-day use of assessments.
- iii. To enable pupils to access the highest standards of achievement, minimising disadvantage for those pupils identified as 'vulnerable' to learning.
- iv. Supporting the work of Subject Leaders and have a strategic overview of the curriculum; be involved in the formulation of policy statements in conjunction with Subject Leaders, and monitoring of standards. Modelling and developing effective Subject Leadership across the school.
- v. Resourcing of planning and provision in school. In consultation with the Head Teacher, plan spending priorities in line with school's overall targets.

2. Further Responsibilities

To contribute towards effective school improvement and support the Head Teacher as:

- i. Partner in strengthening and nurturing all elements of the Catholic Life of the School; reviewing and upholding the school Vision, Mission and Values.
- ii. Designated Safeguarding Lead with responsibility for Child Protection.
- iii. Managing annual Action Plans to uphold and review policy and systems in school as well as attending regular statutory training, training staff and communicating with parents/carers, governors and Local Authority representatives
- iv. Lead the appraisal cycle and performance management for designated staff in line with the school's agreed policy and practice.
- v. Monitoring pupil progress, assessment tracking and data analysis across the school, in partnership with Core Subject Leaders.
- vi. To inform school evaluation procedures in consultation with the leadership team.
- vii. To assist in the co-ordination and development of appropriate CPD for all staff.
- viii. Assist in the Induction of new staff, supply staff and trainee teacher placements.

3. General Management

To support the Head Teacher in the 'day-to-day' running of the school:

- i. Support, manage and hold staff accountable in the execution of their duties. To embed clear lines of communication to keep staff informed of relevant changes and innovations in all matters regarding the school's development.
- ii. Close liaison with the Head Teacher for the support of all staff, the resolution of any problems or individual difficulties that may arise.
- iii. To maintain overall responsibility for stock and resource allocation and ordering.
- iv. Preparation and Management of timetabling for staff PPA time, playground duties, assemblies etc.
- v. To share the responsibility for Collective Worship, Spirituality, Catholic Social Teaching, pastoral care, etc.
- vi. To meet regularly with the Head Teacher and to attend formal weekly meetings during allocated management time to develop all areas of strategic planning.
- vii. To share responsibility for behaviour management within the framework of the whole school policy and school's Christian ethos.
- viii. To be concerned with ensuring the good health and welfare of all children and staff throughout the school.
- ix. To attend, as required, full Governing Body meetings, Committee Meetings, as well as Local Authority Senior Leader meetings, cluster and Camino Partnership meetings.
- x. To maintain and continue to strengthen links with all stakeholders and cluster groups through regular communication and information sharing.
- xi. To attend school events and contribute as fully as possible to the life of the school.

Deputy Head - Person Specification

Applicants must be able to demonstrate the following:

Requirements

Threshold – no candidate will be considered further if they do not meet these criteria.

- * Committed Catholic.
- * Registered with the DfE Teaching Agency with Qualified Teacher Status.

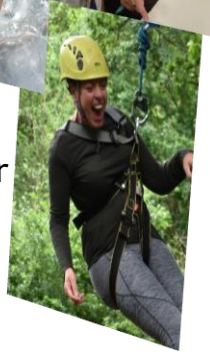
	Essential	Desirable
1. Qualifications	<ol style="list-style-type: none"> 1. Qualified Teacher Status. 2. DfE Teaching Agency registration number. 	<ol style="list-style-type: none"> 1. Catholic Teachers' Certificate / CCRS (or equivalent) 2. Evidence of further qualification, training and/or relevant studies, eg. further degree, NPQH training etc.
2. Catholicity	<ol style="list-style-type: none"> 3. Committed Catholic. 4. Committed to Catholic education and Catholic schools. 5. Ability to articulate a clear understanding of Catholic ethos as a driver for school improvement. 	<ol style="list-style-type: none"> 3. Experience of working within one or more Catholic schools. 4. Actively involved in local parish or Diocesan life.
3. Leadership and Management	<ol style="list-style-type: none"> 6. Experience of an effective TLR or Middle Management post. 7. Proven ability to drive improvement in a subject area of school priority. 8. Ability to uphold and actively strengthen Catholic ethos through school. 9. A commitment to and understanding of effective staff development (non/teaching staff). 10. Evidence of successfully managing change in whole-school issues. 11. Ability to use whole school data to identify and plan effective provision for pupils vulnerable to learning. 12. Experience of contribution to self and whole school evaluation processes. 13. Ability to work with Governors and all other stakeholders. 14. An awareness of current issues in education and their likely impact. 	<ol style="list-style-type: none"> 5. Experience of leadership in training/supporting colleagues. 6. Experience of using data RAISE online/ASP/Target Tracker and other data sources to monitor and inform school improvement. 7. Experience of managing curricular budgets. 8. Experience of leading improvement in more than one curriculum area.

Deputy Head - Person Specification

4. Teaching Practice	<ol style="list-style-type: none">15. Outstanding example of a passionate, dynamic classroom practitioner – able to share good practice.16. Strength in personalising appropriate provision for those pupils 'vulnerable to making progress'.17. Confident in providing appropriate challenge for all pupils.18. Exemplary practice in effective feedback and marking techniques to drive further progress.19. Inspirational ability to nurture learning skills and qualities in and out of the classroom.20. Up to date working knowledge of the National Curriculum, Strategies and Catholic RE requirements; and their implications in school.21. Ability to work collaboratively in effective target setting, assessment and data analysis in order to ensure individual, groups, cohort and whole school improvements.22. Ability to use ICT effectively in the management of school.23. An understanding and commitment to Safeguarding policy and procedures.24. A desire and ability to involve parents in their children's learning.	<ol style="list-style-type: none">9. Experience of teaching in both Key Stages.10. Experience in teaching and preparing a class for Statutory Assessment Tests (SATs).11. Safeguarding Training Level 2.
5. Personal Qualities	<ol style="list-style-type: none">25. Motivation to work collaboratively with colleagues, parents, governors and stakeholders to drive forward school improvement.26. Excellent communication and interpersonal skills to lead, challenge and support others.27. Demonstrate an understanding of team dynamics and its impact on learning.28. Flexibility, inspiration, enthusiasm, willingness to learn.29. Efficiency in organisation, prioritising and managing time.30. Reflective on a personal and professional level – able to identify need and keen to grasp opportunities to further self-improvement.31. Ability to clearly articulate a personal philosophy of Learning and Leadership.	<ol style="list-style-type: none">12. Experience of parent / community involvement.13. Proven ability to initiate change and lead or manage staff.14. Ability to inspire a coherent programme of extra – curricular experiences contributing to school life.

Want to join our team?

“They (staff members) are proud to work at the school”
(Ofsted 2018)



Job Title:

Deputy Head Teacher

Other Info:

Class based with one day non-contact for leadership responsibilities.
Commencing September 2024

Salary Info:

Leadership Scale (4-8)

Closing Date:

Thursday, 16th May at midnight

Interview Day:

Thursday 23rd May

As well as completing the **CES Senior Leadership Application Form** and **other recruitment forms**, we ask you to please write a **cover letter** of no more than 2 sides of A4 showing us how you meet the essential/ desirable person specification criteria instead of the supporting statement section of the application form.

Completed applications can be submitted electronically to admin@st-marys.bathnes.sch.uk, by hand or in the post. The closing date for this vacancy is **Thursday, 16th April.**

References are requested for all candidates prior to the interview day. Please read our **Safer Recruitment & Selection Policy** for further information about the processes that we follow.





St Mary's Catholic Primary School
Penn Hill Road, Weston, BATH BA1 4EH

Tel: 01225 429030
Email: admin@st-marys.bathnes.sch.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**A FUTURE
FULL OF
HOPE**