



# Deputy Head Teacher

## St Peter and St Paul Catholic Primary School

Ref: SPSP/869

Closing date: 9 am on Monday, 11<sup>th</sup> October 2021



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**Address-** St Peter and St Paul Catholic Primary School,  
Compton Street, Goswell road  
London EC1 0EU

**Email:** [admin@stpetersstpauls.sch.uk](mailto:admin@stpetersstpauls.sch.uk)

**Contact-** Tel- 020 7253 0839

Fax- 020 7336 7226

## Letter from the Headteacher

**Dear Candidate,**

Thank you for your enquiry regarding the teaching vacancy at St Peter and St Paul Catholic Primary School. Please find attached a teacher application form for your completion, job description and personal specification.

Closing date for applications is: 9 am on Monday, 11<sup>th</sup> October 2021

Interviews will be held week beginning: 18<sup>th</sup> October 2021

In line with current safe recruitment guidelines, references will be taken prior to interview.

If you haven't already done so, visits to the school are very welcome and can be arranged through the: [parentsupport@stpetersandstpauls.islington.sch.uk](mailto:parentsupport@stpetersandstpauls.islington.sch.uk).

I look forward to receiving your application form.

Yours sincerely

**Tracey Peters**  
Head teacher

**St Peter and St Paul Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. This position is subject to enhanced Disclosure and Barring Service check.**

## About the School



- ✓ Are you looking for a school that embodies their mission statement 'To love one another'
- ✓ Do you put children at the forefront of every decision you make in school?
- ✓ Are you professional, approachable, enthusiastic and organised?
- ✓ Are you an existing Senior Leader in a primary school?
- ✓ Are you aspiring to Headship in the future?
- ✓ Are you ready for an exciting new challenge?
- ✓ If so, then this could be the next job for you.

St Peter and St Paul Catholic Primary School is a one form entry primary between the Barbican area and Angel looking to recruit our next Deputy Head, following the successful appointment of our current Deputy Head to Headship at another school.

St Peter and St Paul Catholic Primary School was judged to be good by Ofsted at its last inspection in 2018. Stating that the pupils:

*'are attentive to their teachers .....and proud of their achievements.'*

### **We will offer you:**

- A caring, welcoming school where Christ is at the centre and underpins all that we do
- Amazing children who are engaged, enthusiastic and ready to learn
- A friendly, enthusiastic, ambitious and supportive staff
- A determined and passionate Head teacher and Senior Leadership Team
- A strong commitment to your professional development
- Supportive parents



## Advert



### Deputy Head Teacher

Required for January 2022

**Salary: L8 – L13 (58,132 – 64,700 per annum)**

**Contract: Permanent**

St Peter and St Paul is a successful, one-form entry Catholic primary school situated in the vibrant and diverse borough of Islington. We strive to bring out the best in all of our pupils; they demonstrate an excellent attitude to learning and attain high academic standards. The Governing Body is seeking to appoint a highly motivated and creative Deputy Head Teacher to join our team.

The successful candidates will:

- Support the Catholic ethos of the school
- Have high expectations of pupils and be excellent classroom practitioners
- Be able to communicate effectively with children, parents and staff
- Be able to work as part of a friendly and successful team

**We offer:**

- Enthusiastic, hardworking pupils who have 'outstanding' behaviour

- Excellent teaching and learning resources
- Supportive parents and School Governing Body
- Opportunities for continuing professional development

We strongly encourage all interested applicants to visit our school community, facilities and outdoor space. Visits to the school are very welcome and can be arranged through 020 7253 0839 or [parentsupport@stpetersandstpauls.islington.sch.uk](mailto:parentsupport@stpetersandstpauls.islington.sch.uk)

To apply for this post, please visit [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need assistance, please email HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting job reference **SPSP/869**.

The closing date for applications is **9am on 11<sup>th</sup> October 2021**.

Interviews: **18<sup>th</sup> October 2021**

## Job Description



**POSITION** Deputy Head Teacher

**SCHOOL** St Peter and St Paul Catholic Primary School

**RESPONSIBLE TO**

**Head Teacher**

**GRADE**

**Leadership (inner London)**

**This job description should be read alongside the range of duties and responsibilities of Deputy Head teachers as set out in the annual Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to the above post.**

### **Core Purpose of the Post**

- Be a practising Catholic, committed to their faith development and the faith development of all members of the school community.
- To have the ability to lead a school community of faith and to be a visible witness
- The Deputy Head Teacher, like the Headteacher, has a day-to-day expectation to deal with all eventualities, which present themselves.

The Deputy, with the active support of the Headteacher and Senior Staff, would lead in matters of assessment, record keeping, planning and Inclusion.

### **Leadership**

- To deputise for the Headteacher in the administration and management of the school
- To be a member of the Senior Management Team, and to contribute to all management decisions
- Support the Headteacher in ensuring that professional duties are fulfilled as specified in the terms and conditions of teachers
- To play a lead role in implementing the school's appraisal cycle
- To support the Head teacher and Staff in maintaining high expectations of teaching and learning and behaviour within the school

- To attend Governor's meetings, and be part of various sub-committees as requested

### **Management**

- To have excellent communication skills
- To ensure that the school is properly timetabled
- To lead on inclusion within the school
- To lead on Assessment, record keeping and planning
- To play a lead role in implementing the school's appraisal cycle
- To work with the Headteacher to manage the effectiveness of curriculum leads and their structure within changing priorities

### **Teaching and Learning**

- To play a leading role in implementing and following the school's policies on planning, assessment and record keeping throughout the school
- To play a leading role in curriculum development
- To keep abreast of new educational developments and ensure that we try to respond appropriately

- To be an excellent class teacher to whom others can look to as an example of good practice
- To have excellent IT skills and the ability to use systems, SIMS and social media platforms.
- To be proficient on the Google classroom and lead/trouble shoot for this.
- To be able to liaise with the school parish priest and external agencies
- To be DLS trained
- To be able to deliver targeted interventions
- Have the ability to lead INSET to develop staff knowledge and expertise
- Mentor & induct new members of staff, students and Early Career Teachers
- Have the ability to support and monitor the work of teaching assistants
- To assist in the planning and conducting of acts of collective worship
- To keep abreast of new educational developments and ensure the school responds appropriately

**Commitment**

- To be aware of all Equal Opportunities implications within our school, and lead on their continued development
- To ensure that the school's customer care standards are met and adhered to.

**Personal Responsibilities**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.

- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- To carry out general portorage duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.



## Person Specification



**POSITION** Deputy Head Teacher

**RESPONSIBLE TO**

Headteacher

**SCHOOL** St Peter and St Paul Catholic Primary School

**GRADE**

Leadership (inner London)

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.*

Criteria	Essential	Desirable
Catholicity	<ul style="list-style-type: none"><li>Be a practising Catholic, committed to their faith development and the faith development of all members of the school community.</li><li>Ability to lead a school community of faith and to be a visible witness</li></ul>	Experience of working in a Catholic school
Qualifications	<ul style="list-style-type: none"><li>QTS</li><li>Degree/Other professional qualification</li></ul>	Catholic Teacher's Certificate or Catholic CPD
Ethos, Philosophy and Practice	<ul style="list-style-type: none"><li>Ability to demonstrate and communicate a clear vision of Catholic education</li><li>Additional information to show clear and detailed views in this area</li></ul>	

Experiences	<ul style="list-style-type: none"> <li>▪ Recent and successful experience of leadership and management in areas of school development</li> <li>▪ Evidence of major whole school responsibilities and experience of turning policy into effective practice</li> <li>▪ Experience of assessment, evaluation and target setting in a management role</li> <li>▪ Recent CPD in one or any of the following: <ul style="list-style-type: none"> <li>➤ Senior/Middle leadership training</li> <li>➤ Data training</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of teaching and managing across the primary age range</li> <li>▪ Experience of presenting curriculum issues to parents or governors</li> <li>▪ Experience of dealing with outside agencies</li> </ul>
Professional knowledge, skills and attributes	<ul style="list-style-type: none"> <li>▪ Exemplary teacher</li> <li>▪ Leadership of a significant area or phase or inclusion including responsibility for raising standards across the school</li> <li>▪ The ability to work with all in the strategic and pastoral management of the school</li> <li>▪ The ability to build good relationships and, in partnership with the Headteacher, to work to foster a team spirit and a sense of common purpose</li> <li>▪ The ability to lead, manage and inspire colleagues to achieve agreed goals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some understanding of budget procedures</li> <li>▪ Knowledge of recent developments within the local and national education climate</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Contribute effectively to the work of the Head teacher and the Senior Leadership Team</li> <li>▪ The ability to deal successfully with difficult situations that may include conflict management</li> <li>▪ Knowledge and expertise of leading more than one curriculum area</li> <li>▪ Demonstrate a clear understanding of effective teaching and learning, assessment and evaluation strategies</li> <li>▪ Ability to analyse data and create effective action plans</li> <li>▪ Up to date knowledge of Safeguarding procedures</li> </ul>	
Personal Skills and attributes	<ul style="list-style-type: none"> <li>▪ Excellent communicator to a range of audiences and in a range of media</li> <li>▪ Inspire, challenge, motivate and empower others to carry our school family vision forward</li> <li>▪ Solution seeker / positivity</li> <li>▪ Creative</li> <li>▪ Can prioritise, plan and organise themselves and others</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Flexible</li> <li>▪ Sense of humour</li> <li>▪ Approachable</li> <li>▪ Think creatively to anticipate and solve problems</li> <li>▪ Reflective</li> <li>▪ Ability to demonstrate high level ICT skills in personal and educational situations</li> <li>▪ Commitment to furthering own professional development</li> </ul>	
References	<ul style="list-style-type: none"> <li>▪ Three fully supportive references including one from their Parish Priest, which cover the candidate's professional, personal and leadership qualities</li> </ul>	

# How to apply

## Application Deadline

Completed application forms must be received by **9am, Monday 11 October 2021**. Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted.

## To apply

Please apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need any assistance, please contact Schools HR at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **SPSP/869**.

## Further enquiries

If you have read the job description and meet the essential requirements identified in the person specification, please apply on line. For an informal discussion of the role, please contact the Headteacher at the school contact number.

## School visits

Visits to the school are very welcome and can be arranged through the School Office on 020 7253 0839 or [admin@stpetersandstpauls.islington.sch.uk](mailto:admin@stpetersandstpauls.islington.sch.uk)

## Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

## Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders and Governors. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

We are planning the selection process to take place on **18 October 2021**. The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.



Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

### **References**

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.