



# DEPUTY HEADTEACHER FOR ST MARTIN de PORRES CATHOLIC PRIMARY SCHOOL

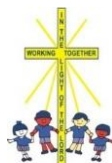
CANDIDATE BROCHURE

ST THOMAS CATHOLIC ACADEMIES TRUST  
C/O ST JOSEPH'S CATHOLIC HIGH SCHOOL  
SHAGGY CALF LANE  
SLOUGH, BERKSHIRE  
SL2 5HW  
REGISTERED COMPANY NUMBER: 9660515





Organisation	St Martin de Porres Catholic School
Address	Pastures Way Luton LU4 0PF
Website URL	<a href="http://www.stmartindeporresluton.co.uk">www.stmartindeporresluton.co.uk</a>
Headteacher	Mrs N Morgan
Type of School	Primary
Year range	R-6
Location	Luton
Denomination	Catholic
Co-educational or single sex	Co-educational
Number on roll	441
Average class size	30
Attendance	90.9%
Date school established	1969
Number of teaching staff	21
Teacher turnover rate	10% (2020-21)
% of newly qualified teachers	4% (2020-21)
% of children on free school meals	16%
SEND % in the school	8%
% English as an additional language	60%



# STCAT

## Vision and Purpose

The St Thomas Catholic Academies Trust was formed in 2020 following the merger of the St Alban Catholic Academies Trust and St Peter's Catholic Academies Trust. The Trust seeks to provide outstanding education to the children across the South of the Diocese of Northampton. We are committed to obtaining the very highest standards of achievement through excellent teaching and by focusing on the development of the whole child; spiritually, morally, socially and culturally as well as academically.

St Thomas Catholic Academies Trust (STCAT) includes:

- Central Beds
  - St Mary's Catholic Primary School
  - St Vincent's Catholic Primary School
- Luton
  - Cardinal Newman Catholic School
  - St Margaret of Scotland Catholic Primary School
  - St Martin de Porres Catholic Primary School
- Slough
  - St Anthony's Catholic Primary School
  - St Ethelbert's Catholic Primary School
  - St Joseph's High School

## OUR MISSION:

"The glory of God is a human being fully alive!"

## OUR VISION:

Human flourishing and the uniqueness of every individual as a child of God is at the heart of our Catholic educational enterprise. In this context, a human being fully alive is one who is open to faith – to love – to joy – and to learning. They are daily becoming the person God created them to be and they are ready to delight in their God-given gifts, and to use them in the service of the Common Good.

## OUR SIX STRATEGIC AIMS:

1. Our Catholicity is at the core of everything we do.
2. Every child will receive an excellent education
3. We will recruit, develop and retain the best people (click [here](#) for more information about careers and training).
4. We will support our schools by providing exceptional central services.
5. We are financially robust and provide value for money.
6. We will maintain high levels of service whilst expanding.

## Growth Strategy for STCAT

Our trust will continue to grow under the direction of the Diocese of Northampton. It is the stated vision of the Diocese that all schools should join either the 'south MAT', the St Thomas Catholic Academies Trust, or the



‘North MAT’, Our Lady Immaculate Catholic Academies Trust. The Trust will grow to 14 schools in the autumn of 2021 and will eventually be home to 20 Catholic schools.:

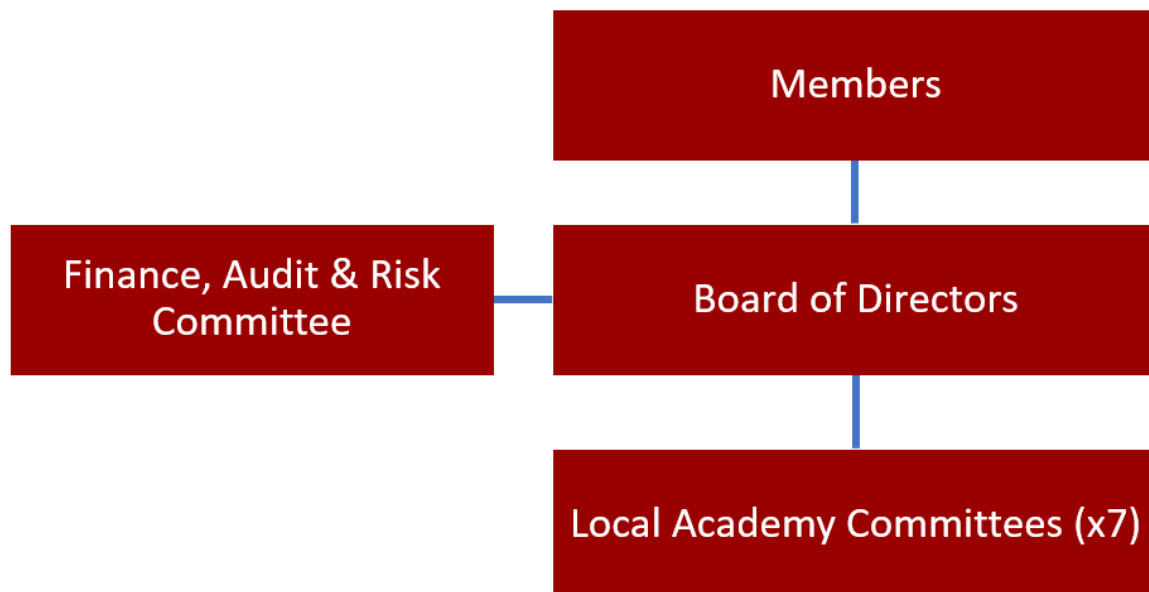
- There is a high quality Professional Development programme across the Trust for staff at all levels.
- A first class School Improvement Team that works across the schools, including the development of Local and Specialist Leaders of Education.
- There is a commitment to maximising value for money through efficiency savings, joint procurement and some centralised administrative services as the Trust grows. This will help us to function efficiently in times of austerity.
- There is high quality governance focused on strategic direction, development of excellence in teaching and learning, decision making and accountability.
- We create exciting opportunities for pupils to network across the Trust.
- We provide the security of working closely together in collaboration while maintaining the autonomy of each school.

### Governance structure and arrangements

i. Duns Scotus Trust

DunsScotus Trust is the Trust established by the Bishop and Trustees of the Northampton Diocese to oversee the development of its Catholic Multi Academy Trusts. The Directors of each MAT report to the Duns Scotus Trust regularly through the Chair to develop the overall provision of Catholic education across the diocese. Currently one third of the schools are members of MATs, and the vision of the diocese is for all schools to become members of MATs within the foreseeable future.

ii. The Structure of the Trust:



## **The Board of Directors**

The Directors empower the Local Academy Committee (LAC) for each school to scrutinise, support and challenge the work of each school. They achieve this in three ways:

1. The Board oversees all areas of school operations that must be generic across the Trust (e.g. Pay, Appraisal, Financial regularity). They do this through the work of the Finance, Audit and Risk Committee which monitors and reports on school operations. This frees each LAC to look more closely at individual school performance. Each LAC sets its own school budget and decides on the use of the school's Dedicated Schools Grant.
2. The Board of Directors supports, challenges and monitors the effectiveness of each LAC and so monitor their effectiveness. The Board of Directors commissions and receives executive summaries on school performance from each school over the course of the academic year to monitor performance. Many of these reports will be completed with the support of an independent external professional body / person to ensure that Representatives and Directors have a reliable overview of school performance (e.g. Aspire data analysis, SEND audit; H&S audit; CEIAG audit; Safeguarding audit). To facilitate easy analysis from school to school, the Trust will seek to adopt standardised reporting proformas wherever possible.
3. The Board of Directors retains a proportion of the Education Services Grant each year to ensure the Trust has the capacity to respond to areas of emerging concern in any one of the schools across the Trust. This includes commissioning professional support when required.

## **The Local Academy Committee**

The LAC acts on behalf of the Trust to scrutinise the performance of their school.



## St Martin de Porres Catholic Primary School



*“Working together in the light of the Lord”*

At St Martin’s we acknowledge that we are all called to be witnesses of the Lord and our Mission Statement, “Working together in the light of the Lord”, reflects our belief in the importance of partnership between home, school and parish. This relationship enables us to achieve a family atmosphere providing a secure, happy environment with Christ at the centre. By endeavouring to live the Gospel so that it influences everything that happens throughout the school day.

At St Martin’s: ‘Leaders have high expectations of both staff and pupils. There is a very strong ethos of tolerance and respect for others, that is felt throughout the school. The school’s work to promote pupils’ personal development and welfare is outstanding.’ (Ofsted Inspection December 2018)



### St Martin de Porres – School Aims

#### Aim 1

Value every member of the school community and develop the potential of each individual.

#### Aim 2

Create an educational environment in which we are encouraged to enjoy our work whilst aspiring to the highest standards of achievement and behaviour.

#### Aim 3

Give children the experience of being part of, and active members in, a Catholic community which celebrates through word and deed the unique, God-given nature of each individual.

#### Aim 4

Support parents and parishes in developing the children’s knowledge and understanding of the Catholic faith.

#### Aim 5

Develop a caring community which recognises that each member is equally deserving of respect, tolerance, understanding and opportunity, regardless of ability, gender, race, age or creed.



## Deputy Headteacher Job Description and Person Specification

<b>Job Title</b>	<b>Deputy Headteacher, St Martin de Porres Catholic Primary School</b>
<b>Reporting to</b>	The Headteacher, St Martin de Porres Catholic Primary School
<b>Accountable to</b>	The Board of Directors of St Thomas Catholic Academies Trust (MAT)
<b>Context</b>	In partnership with the Headteacher provide vision and leadership for the school, creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning and leading the school, in the further development of their strong Catholic Christian identity. To ensure that the aims of the school are implemented in accordance with the policies of the governing body, so that the school's mission is fulfilled.

The role of Deputy Headteacher of St Martin de Porres Catholic Primary School is an exciting opportunity for an experienced leader to make a real difference.

STCAT is the springboard for schools to improve, releasing new energy and facilitating new ways to develop the Catholic Christian distinctiveness at the heart of our curriculum. Excellence and the Catholic life of our schools are fundamental priorities for each school in the MAT. Our schools have a vital role in living out the Church's mission in ways appropriate to an educational setting.

The successful candidate will report directly to the Headteacher and will have the support and the professional challenge that he or she needs to succeed.

### Main Purpose of the Role

To work with the Headteacher to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context

### Key Responsibilities

The professional duties of the Deputy Headteacher are contained in the School Teachers' Pay and Conditions Document and the key areas of headship are contained in the DfES National Standards for Deputy Headteachers.

### Catholic Purpose and Identity of the School

The Deputy Headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. She/he must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular, in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, the Trust and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.





## Leadership in Catholic Education

The Deputy Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Deputy Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Deputy Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

## Shaping the Future

To work with the Governing Body to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The 'preferred future', expressed in the strategic vision and development of the Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and the school improvement plan. The Deputy Headteacher, working with the Governing Body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

- a) To ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- b) To ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- c) To lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision.
- d) To work within the school community to translate the vision into agreed objectives and operational plans which will promote and help sustain school improvement.
- e) To create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- f) To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- g) To ensure that policies and practices take account of national, local and school data and inspection research findings.
- h) To develop and maintain the educational partnership currently existing between the school and parents, governing body, schools within the local Catholic partnership cluster schools, the Diocesan Education Service, the Trust, the local community and other agencies including the health authority and social services.
- i) To ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

## Leading Learning and Teaching

To raise the quality of teaching and learning and for pupils' achievement.

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Deputy Headteacher, supported by the Governing Body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations





and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

- a) To create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- b) To determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those Special Educational Needs and English as an additional language, and to ensure that appropriate provision is made for the more able pupils.
- c) To establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- d) To monitor and evaluate the curriculum provision, classroom practice, achievement of all pupils, the setting of challenging, realistic targets for improvement.
- e) To manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience by all pupils.
- f) To maintain and develop curriculum continuity with high/middle/first schools and to encourage curriculum links through learning networks with other schools and the Trust.

### Developing self and working with others

To establish effective relationships and communications, building a professional learning community that enables others to achieve.

In a Catholic school the role of Deputy Headteacher is one of leadership of a learning community rooted in faith. The Deputy Headteacher's leadership should take Christ as its inspiration. The Deputy Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Deputy Headteachers must manage themselves and their relationships well. The Deputy Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through performance management and effective continuing professional development practice, the Deputy Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them. Deputy Headteachers should be committed to their own professional development.

- a) Give a clear lead to all staff in the development and the continuing of the school's Catholic identity.
- b) Support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- c) To create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect.
- d) To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- e) To implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- f) To motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- g) To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- h) To maintain and develop a senior management team and wider management structure and culture which enables effective communication, involvement and development.
- i) To regularly review own practice, set personal targets and take responsibility for own personal development.
- j) To manage own workload and that of others to allow for an appropriate work/life balance.



## Managing the Organisation

To provide effective organisation and management of the school to maintain an efficient, effective and safe learning environment.

- a) Ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.
- b) To create and organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.
- c) To produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- d) To work with governors and senior colleagues to recruit, retain and deploy staff and appropriately, managing their workload to achieve the vision and goals of the school.
- e) To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters, in partnership with the governing body.
- f) To manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- g) To promote an attractive environment which stimulates learning and enhances the appearance of the school.
- h) To manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- i) To use and integrate a range of technologies effectively and efficiently to manage the school.

## Securing Accountability

The Deputy Headteacher is accountable for ensuring that pupils enjoy and benefit from high quality education, promoting collective responsibility within the whole school community.

- a) Ensure that governors are welcomed into the school and invited to share in its Catholic life.
- b) To provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- c) To create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- d) To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- e) To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the LA, Trust directors, the local community, OFSTED and others, to enable them to play their part effectively.
- f) To reflect on personal contribution to school achievement and take account of feedback from others.
- g) To ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, can understand realistic and challenging targets for improvements and contribute to achieving them.

## Strengthening Community

To work collaboratively at both strategic and operational levels with all connected with the school community for the well-being of all children.

- a) Recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.



- b) To promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- c) To create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment.
- d) To ensure that learning experiences for pupils are linked into opportunities provided in the wider community.
- e) To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- f) To create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- g) To seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- h) To contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives.

### Relationship with the other Schools and Agencies

The Deputy Headteacher is required to work in partnership with the Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Local Authority/Trust where appropriate and other relevant organisations.

**St Martin de Porres Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Personal Qualities and Attributes

- Highly effective and experienced Catholic leader, who inspires the respect and support of others and has an open and transparent leadership style.
- Active and demonstrable commitment to Catholic Education and collaborative working; exhibiting drive, innovation and integrity.
- Highly effective communicator, who can use his/her skills to draw out the best in others, stimulating support for change and responding appropriately to criticism or challenge.
- Excellent self-management, to include time management, working under pressure and working to deadlines
- Strong analytical and problem solving skills, with the ability to tactfully challenge assumptions and identify effective approaches to resolving difficulties.
- Commitment to their own personal, professional development and the further professional development of others in order to secure a highly skilled workforce and sustainable leadership for the Trust schools



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teaching Status.</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent.</li> <li>CTC/CCRS or equivalent.</li> <li>Evidence of further professional study.</li> <li>Willingness to study NPQH.</li> </ul>
<b>Faith Commitment</b>	<ul style="list-style-type: none"> <li>Practicing Catholic.</li> <li>Well presented, well-structured application.</li> <li>Good interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiasm.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of six years teaching experience.</li> <li>Experience of leadership in Primary Education.</li> <li>Recent, demonstrable successful experience in a management role.</li> <li>Evidence of relevant professional development.</li> <li>Ability to lead initiatives within the school.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Academy Trust sector.</li> <li>Teaching experience in a similar size school.</li> <li>Experience of collaboration with other schools and appropriate agencies.</li> <li>Experience of working with children from diverse backgrounds.</li> </ul>
<b>Competencies</b>	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>Appropriate motivation to work with young people.</li> <li>Ability to form appropriate relationships with young people.</li> <li>Ability to liaise and work with outside agencies.</li> <li>Ability to influence and persuade.</li> <li>Ability to communicate clearly, both orally and in writing, with all stakeholders.</li> <li>Understanding of the role of Governors in a Trust School.</li> <li>Ability to promote the school to parents and other stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding the role of Governors in a Trust School.</li> <li>Membership of a Governing Body.</li> </ul>

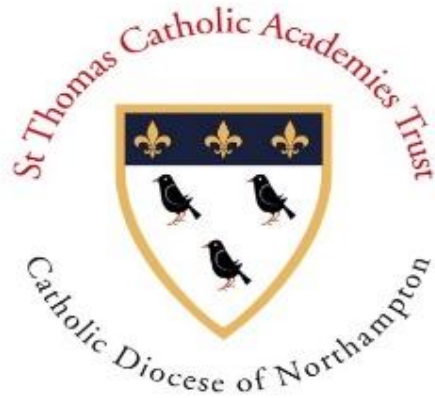


<b>Communication/ Liaison</b>	<ul style="list-style-type: none"> <li>• Ability to liaise and work with outside agencies.</li> <li>• Ability to influence and persuade.</li> <li>• Ability to communicate clearly both orally and in writing with all stakeholders.</li> <li>• Understanding of the role of Governors in a Trust School.</li> <li>• Ability to promote the school to parents and other stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the role of Governors in a Trust School.</li> <li>• Membership of a Governing Body.</li> </ul>
<b>Philosophy of Education</b>	<ul style="list-style-type: none"> <li>• A clearly articulated understanding of the Catholic vision of education.</li> <li>• Understanding of current educational developments/legislation.</li> <li>• Committed to educating the whole child.</li> <li>• Expectation of high individual achievement and development.</li> <li>• Ability to lead and develop a whole school learning culture.</li> <li>• Ability to develop the partnership between school, parish and community.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Clear expression of Christian leadership and management style.</li> <li>• Ability to provide a strategic vision.</li> <li>• Ability to motivate and effectively manage all staff.</li> <li>• Proven experience of successful team leadership.</li> <li>• Proven ability to deal with difficult situations.</li> <li>• Demonstrate a complete understanding of Safeguarding. Ability to assess risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing national initiatives.</li> <li>• Evidence of leading and implementing effective CPD.</li> </ul>



<b>Management</b>	<ul style="list-style-type: none"> <li>• Minimum of four years as a Head, Deputy Head or Senior Manager.</li> <li>• Good interpersonal and communication skills.</li> <li>• Ability to manage human and material resources.</li> <li>• Ability to manage budgets.</li> <li>• Ability to solve problems and make decisions.</li> <li>• A clear understanding of the Deputy Headteacher's role in monitoring and managing performance.</li> <li>• Ability to lead effective self-evaluation.</li> <li>• Ability to meet effectively statutory documentation requirement.</li> <li>• ICT literate.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of OFSTED at SMT level.</li> <li>• Experience of managing change.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Knowledge of the curriculum from Foundation to Key Stages 1 and 2.</li> <li>• Good understanding of curriculum planning, development and review to support high standards.</li> <li>• A coherent view of teaching, learning, standards and curriculum delivery including provision for individual development needs.</li> <li>• Ability to effectively monitor and evaluate to raise standards.</li> <li>• Ability to use and communicate data effectively to raise standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching across the Primary age range.</li> </ul>





St Thomas Catholic Academies Trust

Registered Office:

St Joseph's Catholic High School

Shaggy Calf Lane

Slough

SL2 5HW

REGISTERED COMPANY NUMBER: 9660515

If you would like further information or to arrange a school visit,  
please contact Cheryl Harris.

Tel: 01582 617600

Email: [admin@smdpluton.co.uk](mailto:admin@smdpluton.co.uk)

All applications to be sent to Cheryl Harris by Sunday, 2<sup>nd</sup> May  
2021.

