



St Paul's CE Primary School

CANDIDATE PACK
DEPUTY HEADTEACHER
For
St Paul's CE Primary



St Paul's CE Primary School

St Paul's Road, Withington, Manchester M20 4PG

Miss Abi Lee

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Dear Candidate

Thank you for your interest in the role of Deputy Headteacher and SENDCo at St Paul's CofE Primary school, Withington, Manchester. We are seeking to appoint a dynamic and considerate leader who will build on the success and excellent recent performance of the school while maintaining an inclusive, happy and caring environment.

We would invite you to visit our website to find out more about our school - <https://www.stpaulswithington.co.uk> and would also encourage and welcome a visit to experience our vision and values in action.

This is an exciting and challenging opportunity for an exceptional candidate with senior leadership and SEND experience in diverse primary schools. The Deputy Headteacher will lead on strategic areas alongside the Headteacher. Leadership responsibility will include taking the role of SENDCo, teaching and learning development, safeguarding, teaching assistant professional development and new initiatives. Initially there is a 2 day a week teaching commitment covering PPA and working with groups.

St Paul's is a diverse, urban primary school in South Manchester, we are 1 ½ form entry school with approximately 350 children on roll with a full-time nursery. Our school has a diverse mix of pupils. 34% of pupils are EAL speakers with 26 languages spoken in addition to English. 35% of pupils are pupils premium and 15% are SEND.

OFSTED visited in 2023 where we maintained our good judgment with clear recognition of the outstanding behaviour and attitudes.

We are fully inclusive and take a holistic approach that celebrates individual success. We are aspirational which is seen in our results that are above national in all core subjects at both expected and greater depth with progress measure being celebrated year on year.

As a UNICEF Rights Respecting Gold standard school we are recognised for our inclusive and equitable approach to learning and respectful community environment.

We have a very low turnover of staff who are praised by visitors, outreach workers and parents for their welcoming and ambitious approach to continuing school improvement and offer a wide variety of CPD to all staff.

I look forward to meeting potential candidates on your arranged visits.

Abigail Lee

Head teacher

Our Vision

'Flourishing in Faith, Hope and Love'

The vision of St Paul's Church of England Primary School is to serve our community by delivering the highest quality education and creating an ethos that values and welcomes every individual into a safe, inclusive, caring, respectful, aspirational, and joyful environment. We aim to inspire all to flourish and realise their full potential through a holistic approach that celebrates bravery and innovation, guided by the Christian foundation of our school.

Our vision is underpinned by our Christian values of:

- **Love**
- **Hope**
- **Forgiveness**
- **Thankfulness**
- **Respect**
- **Justice**

We will achieve our vision by:

- Inspiring all individuals to achieve their full potential and flourish
- Offering a progressive, balanced, and aspirational curriculum
- Collaborating to provide an education of the highest quality within the framework of Christian belief and practice
- Cultivating an awareness of the spiritual dimension of life
- Nurturing care for each other and the world created by God for us all
- Being inclusive and respectful of all stakeholders
- Celebrating diversity and promoting equality

Our path will be one of collaboration and adaptability, allowing for continual development and growth with numerous twists and turns along the way.

Key details

Employment start date: January 2025

Salary range: L10- 14

Closing date: September 27th 2024

Shortlisting: September 27th

First stage assessment: Week of 30th September

Second stage assessment/interview: Friday 4th October

Assessments will consist of the following tasks:

Stage 1

- Lead a small assembly/worship focussing on one of our school values – observed by panel
- Completing a lesson observation and giving feedback to staff member – observed by 2 members of panel
- Written response to case study
- Unseen task

Stage 2

- Presentation to panel answering a question posed to you
- Written task – school improvement
- Interview

The interview panel will consist of 3 and will include a member of our governing body

How to apply

Your completed application form and any supporting documents should be submitted to:-

admin@st-pauls-pri.manchester.sch.uk

St Paul's CE Primary School

Deputy Headteacher Job Description

Reports to: Headteacher and Governors

Salary Grade: L10 – L14

Professional Responsibilities

The post holder will be required in accordance with the STPCD to:

- Take on the professional duties of the headteacher when they are absent
- Act in accordance with the requirement of the relevant paragraphs of the School Teachers' Pay & Conditions Document and to undertake the professional duties of a deputy head teacher as set out in the document.
- Undertake any professional duties of the headteacher reasonably delegated by the headteacher
- Act in accordance with other legislation affecting the conduct of the school, with particular reference to diversity, inclusion and the urban context.
- Report directly to the headteacher and governors as required.

Status of the post

This position includes **supporting the headteacher in creating the strategic direction of the school**; taking on the role of DSL alongside the headteacher and **leading on SEND** across the school, this role includes:

- Leading on the strategic development of the special educational needs (SEND) policy and provision in the school
- Responsibility for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability
- Providing professional guidance and training to colleagues, working closely with staff, parents and other agencies

The role includes initially teaching for 2 days a week, providing cover and working with small groups.

Main Responsibilities

- To assist the Headteacher in the leadership and management of the school and to work with the staff team to promote the Christian vision and values of the school by ensuring:-
 - Learning and school improvement is at the centre of strategic planning.
 - Our Christian vision enables pupils and adults to flourish

- A consistent and continuous focus on pupil achievement using data and benchmarking to monitor the progress of every child.
- To assist the Head teacher and all staff in maintaining strong pupil relationships, excellent behaviour and a positive school culture.
- To support the headteacher in ensuring all safeguarding policies and procedures are robust and followed.
- Fulfil the responsibilities of a teacher as set out in the STPCD modelling good practice for all staff.
- To play a major role in:-
 - formulating the aims and objectives of the school
 - Establishing the policies through which the aims and objectives will be achieved
 - Monitoring standards and outcomes
 - Managing staff and resources to meet the school's aims and objectives
 - Monitoring progress towards achieving the aims and objectives

Person Specification – Deputy Head & SENDCo

AF: Application Form	I: Interview	Q: Certificates/Qualifications	R: Reference
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Qualifications & Experience	Essential	Desirable	How Identified
Qualified Teacher Status (QTS)	X		AF/CQ
Evidence of continuing and relevant professional development in school leadership and management	X		AF/CQ
National Professional Qualification for Senior Leadership (NPQSL)		X	AF/CQ/I
Experience of supporting and deputising for headteacher or deputy headteacher		X	
Skills and experience			
Successful experience as a Senior Leader or Deputy Head in a primary school	X		AF/I/R
A highly effective teacher with proven good/outstanding teaching over time in the primary classroom	X		AF/I/R
Have excellent organisational skills which maintain the day to day rhythm of the school whilst maintaining a focus on the long term vision	X		AF/I
Experience of leading SEND across school		X	
Experience of planning and delivering interventions for pupils	X		
Experience and knowledge of the EHCP process	X		
A clear understanding of how to work effectively with a large outreach team	X		
Good understanding of how to support teaching assistants and teachers to ensure all pupils access the curriculum	X		
Experience of teaching in more than one school and across the Primary range		X	AF/R
Good understanding of national curriculum and its associated assessments	X		AF/I
Experience of leading change effectively	X		AF/I/R
Leadership and sustainability of the school			
Ability to build, communicate and implement a coherent vision for the school in consultation with stakeholders	X		AF/I
Proven record of inspiring, challenging and motivating others to achieve agreed aims	X		AF/I/R
Ability to sustain excellence in everything we do with a clear sense of what strategies might be effective for pursuing that objective	X		AF/I

A clear understanding of working productively with the Governing Body with proven examples and an understanding of its statutory duties including challenge and support.		X	AF/I
Proven record of being transparent, approachable and accountable to parents/carers, Governors, relevant external bodies and the local community	X		AF/I/R
Knowledge of legal requirements affecting schools	X		AF/I
Proven ability in leading and motivating teams	X		AF/I/R
Proven ability to lead and inspire staff , pupils and parents/carers	X		AF/I/R
Effective communication skills, with experience of handling a variety of audiences and media	X		AF/I/R
Proven experience of managing people, data & processes to contribute to school improvement	X		AF/I/R
The ability to work in partnership with other schools and organisations	X		AF/I/R
Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a finite budget whilst taking account of competing and challenging budget demands.		X	AF/I/R
Experience of staff performance reviews and acting effectively on any associated issues	X		AF/I/R
Quality of Education			
Experience of setting and achieving challenging goals and targets for staff and pupils	X		AF/I/R
Knowledge and understanding and proven experience of how to raise achievements across the school	X		AF/I/R
Proven experience of analysing pupil performance data to identify trends to inform school improvement decisions that improves teaching & learning outcomes	X		AF/I/R
Experience of developing a consistently high standard of teaching through rigorous assessment, monitoring, evaluation and support	X		AF/I/R
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils	X		AF/I/R
Strategic view of SEND and EAL provision across a school	x		AF/I/R
Ability to engage parents and carers to ensure they play their part in their child's learning (both in and out of school)	X		AF/I/R
Sustainability of the school			
Ability to create a strong culture of safeguarding within the school	X		AF/I/R
Ability to ensure an ethos which promotes good behaviour and enables all pupils to aspire and achieve success	X		AF/I
Commitment and ability to work in partnership with parents and the wider community	X		AF/I

Experience of working with external agencies to support and enhance the opportunities for pupils in the school	X		AF/I/R
Personal Qualities			
Open, honest, approachable and enthusiastic	✓		I/P/R
Enjoys teaching and respects children	✓		AF/I
Able to command the respect of all stakeholders	✓		AF/I
Willing to accept support from others including colleagues, Governors, and outside agencies	X		AF/I/R
A strong intellect, able to exercise creativity and	✓		AF/I/R
Ability to communicate positively and appropriately	✓		AF/I
Adaptable to change, able to assess new ideas and embrace them if they improve children's learning	X		AF/I
A creative and imaginative problem solver	✓		AF/I/R
Ability to exercise good judgement and take decisive action to deal with unforeseen circumstances	X		AF/I
Values and Commitment			
An understanding of the Christian values that underpin the inclusion, encouragement and support for all pupils	X		AF/I/R
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	X		AF/I/R
An understanding of the Deputy Headteacher's position as role model	X		AF/I/R
A determination to achieve the highest personal and educational achievement for every child	X		AF/I/P