



GREYFRIARS
CATHOLIC SCHOOL

Deputy Headteacher

Dear Applicant

Thank you for your interest in the role of Deputy Headteacher at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and the Archdiocese of Birmingham. This is an exciting opportunity to shape the future growth of our school with enthusiasm, expertise, and a shared commitment to excellence.



Greyfriars Catholic School is a transformed and thriving community. Over recent years, we have embarked on a rapid and ambitious journey of improvement, securing the highest standards and fostering a culture where every student is championed to achieve their full potential. We are proud to be a school driven by excellence, innovation in teaching, and an unwavering commitment to ensuring our students flourish both individually and collectively.

Our vision is clear: we are a Catholic school that champions each and every student. We champion students through excellent teaching, holding them to account with guidance and support when needed and through fostering an environment rooted in love and joy. Championing students means creating an environment where learning is disruption-free, with the highest expectations and ambition for all. We know that working hard and being kind helps students feel personally and academically successful.

The Deputy Headteacher role is pivotal in continuing this transformation. We are seeking an inspirational and aspirational individual to join us at this exciting time and play a key part in leading our school to further success. This position offers genuine scope to shape the future of Greyfriars and to be part of an ambitious team driving positive change.

As a Catholic school, our vision and ethos mean that applicants must be practising Catholics. The successful candidate will be deeply passionate about religious education, understanding its scope and reach to students of all faiths and none, and committed to placing Catholic Life at the heart of the school. As this is a Catholic leadership role, this job specification comes from the Birmingham Diocese Education Service.

The Deputy Headteacher at Greyfriars will be a key strategic leader, working collaboratively with staff to maintain the highest expectations and lead the school through a period of dynamic change. Effective leadership in schools requires optimism and resilience, but at Greyfriars, we approach this with an emphasis on the joy in this work. We are deeply committed to fostering a culture where all students and staff feel valued and supported. The Deputy Headteacher will exemplify this spirit, promoting teamwork, celebrating success, and leading with warmth and integrity.

The role will also focus strongly on safeguarding, with the Deputy Headteacher overseeing the school's safeguarding practices, including ensuring compliance with safer recruitment procedures and acting as a key point of contact for safeguarding concerns. They will work closely with the full-time, non-teaching Designated Safeguarding Lead to maintain high

standards of safeguarding throughout the school. Additionally, the Deputy Headteacher will manage behaviour for learning, including overseeing exclusions and major investigations, working closely with the Headteacher to ensure a consistent approach to discipline.

To ensure alignment with the school's ethos, the Deputy Headteacher will oversee the Pastoral Board and ensure the delivery of a robust personal development curriculum, including the administration and oversight of the assembly programme. They will also liaise with both internal and external pastoral agencies, such as IYFAP, and ensure the smooth running of PSHE and RSE programmes. Furthermore, the Deputy Headteacher will be actively engaged in fostering student and parent voice, ensuring that the perspectives and feedback of both groups are heard and valued in shaping the school's direction.

This is an exceptional opportunity for a practising Catholic leader who is passionate about securing the very best for our students and who shares our belief that all young people can thrive when championed with both challenge and care. Whether you are an experienced senior leader or seeking your first Deputy Headteacher role, we welcome applications from individuals who are driven to make a lasting impact and who see this as an opportunity to grow personally and professionally in their leadership journey. Leading change at such a pivotal time will offer extensive professional development, making this an ideal opportunity for someone aspiring to headship in the future.

Please do not hesitate to contact us to seek further information. I would encourage you to visit in advance and I would be delighted to show you our wonderful school and discuss this opportunity in more detail.

Yours faithfully

Ms Lyndsey Caldwell
Headteacher



Application Details

We hope you are interested in this unusual and exciting opportunity and would like to submit an application.

To apply for the post of Deputy Headteacher, please:

- Fully complete the CES Leadership application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).
- Support your application with a covering letter (max. 2 sides of A4) addressing the following:
 - ◆ How your leadership experience to date best fits you to the requirements of the person specification and your readiness to take on the role as outlined in the Job Description.
 - ◆ How your particular strengths and your experience to date has prepared you for the role of Deputy Headteacher. Please use relevant examples from your work during the last 3 years.
 - ◆ Any further information that you feel is relevant to the role.

For further information please contact the Headteacher's PA, **Fiona Easton** via: f.easton@gfcs.uk or Tel: 01865 749933

Application submission: by 11am 14th March

Interview dates: 20th & 21st March

Job start: September 2025

Greyfriars Catholic School

Deputy Headteacher Job Description

Indicative Salary Range:	Leadership Scale (20 – 24)
Responsible to:	The Headteacher
Responsible for:	Pastoral Care and Safeguarding

Introduction

This appointment is with the directors of the academy under the terms of the Catholic Education Service contract signed with the directors as employers. The directors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the Headteacher and the Deputy Headteacher and will be reviewed as part of the appraisal process.

Core Purpose of the Deputy Headteacher

To set the context, the core purpose of the Headteacher is to provide professional leadership and management for a 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 Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

At Greyfriars, the core purpose of the Deputy Headteacher is to support the Headteacher in ensuring that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;

- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

Additionally, at Greyfriars, the Deputy Headteacher plays a pivotal role in championing our core mission:

- To ensure that each and every student can flourish individually and collectively, guided by Christ's teachings and example.
- To uphold our values of Knowledge, Care, and Ambition by embedding them into the daily life of the school.
- To foster a culture where the dignity of every person is valued, and where students are encouraged to grow in mind, body, and spirit.

General Duties and Responsibilities

To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay & Conditions Document and the requirements of the role in Greyfriars as leader of Pastoral Care and safeguarding. .

Key Areas of Responsibility

Shaping the Future

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan. For Greyfriars, this is championing all students so they flourish individually and collectively. Our curriculum is about nourishing the mind, body and soul.

Actions

The Deputy Headteacher supports the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all. The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Working within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.



- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governors and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.
- Ensuring that Greyfriars' mission to champion every student is central to all future planning and decision-making.

Leading Learning and Teaching

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. Our Greyfriars curriculum is whole school and is distinctive and innovative.

Actions

The Deputy Headteacher supports the Headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
- Securing high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establishing creative, responsive and effective approaches to learning and teaching.
- Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and personal development and furthering the distinctive Catholic nature, purposes and aims of the school.
- Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance.
- Determining, organising and implementing a diverse, flexible curriculum and implementing effective assessment framework.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.



- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.
- Placing Greyfriars' values and mission at the heart of learning and teaching.

Greyfriars Catholic School

Deputy Headteacher Person Specification

Faith Commitment

- A practising and committed Catholic
- Secure understanding of the distinctive nature of the Catholic school and Catholic education
- Understanding of leadership role in spiritual development of pupils and staff
- Understanding of the school's role in the parish and wider community and in promoting community cohesion

Desirable:

- Experience in leading acts of worship in Catholic schools
- Evidence of participation in faith life of the community

Qualifications

- Qualified teacher status

Desirable:

- Postgraduate level qualification
- NPQH award or Leadership Pathways certification
- CCRS or equivalent

Experience

- Successful experience of leading one or more subject areas
- Substantial, successful teaching experience

Desirable

- Recent experience in a Catholic voluntary aided school or academy
- Experience as assistant headteacher
- Teaching experience in at least 2 of the 3 key stages: KS3, KS4 and post 16



- Curriculum leadership in one or more core subjects
- Experience of teaching in more than one school

Professional Development

- Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning

Desirable

- Evidence of continuing professional development relating to Catholic ethos, mission and religious education
- Experience of working with other schools/organisations /agencies
- Experience of leading/coordinating professional development opportunities
- Ability to identify own learning needs and to support others in identifying their learning needs

Strategic Leadership

- Ability to articulate and share a vision of secondary education within the context of the mission of a Catholic school
- Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education
- Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement
- Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these
- Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils
- Understanding of and commitment to promoting and safeguarding the welfare of pupils

Desirable:

- Evidence of having successfully translated vision into reality at whole-school level
- Knowledge of the role of the governing body in a Catholic voluntary aided school or academy

Teaching and Learning

- A secure understanding of the requirements of the National Curriculum
- Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils
- A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning
- Experience of effective monitoring and evaluation of teaching and learning



- Secure knowledge of statutory requirements relating to the curriculum and assessment
- Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management

Desirable

- A secure understanding of the requirements of the Curriculum Directory for Religious Education
- Understanding of successful teaching and learning in religious education across the key stages
- Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management

Leading and Managing Staff

- Experience of working in and leading staff teams
- Ability to delegate work and support colleagues in undertaking responsibilities
- Experience of performance management and supporting the continuing professional development of colleagues
- Understanding of effective budget planning and resource deployment

Desirable

- Experience of working with governors to enable them to fulfil whole-school responsibilities
- Successful involvement in staff recruitment, appointment/induction, understanding needs of a Catholic school
- Understanding of how financial and resource management enable a school to achieve its educational priorities

Accountability

- Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, parishioners and clergy
- Experience of effective whole-school self-evaluation and improvement strategies
- Ability to provide clear information and advice to staff and governors
- Secure understanding of strategies for performance management
- Experience of presenting reports to governors

Desirable

- Understanding the criteria for the evaluation of a Catholic school
- Leading sessions to inform parents
- Experience of offering challenge and support to improve performance



Skills, Qualities & Abilities

- High quality teaching skills
- Strong commitment to the mission of a Catholic school
- Commitment to their own spiritual formation and that of pupils
- High expectations of pupils' learning and attainment
- Strong commitment to school improvement and raising achievement for all
- Ability to build and maintain good relationships
- Ability to remain positive and enthusiastic when working under pressure
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- Empathy with children
- Good communication skills
- Good interpersonal skills
- Stamina and resilience
- Confidence
- Optimism and the ability to recognise that schools can be challenging places to work, but that joy is rooted inherently in this work

References

- Positive and supportive faith reference from priest where applicant regularly worships
- Positive recommendation in professional references
- Satisfactory health and attendance record

Desirable:

- Faith reference without reservation
- Professional reference without reservation

NOTE:

- The panel are advised to focus on determining whether the candidates meet the requirements in relation to the ten broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- The panel may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School. It is not intended to be a comprehensive listing of every task that a Greyfriars Catholic School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

It will be reviewed at least once every two years, in the appraisal process, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: _____

Date: _____

Employee Signature: _____

