

# APPLICATION PACK *for*



**GUMLEY HOUSE  
SCHOOL FCJ**



## DEPUTY HEADTEACHER

Full Time (1.0 FTE) – Required from  
Easter 2024 or September 2024

### Salary Scale:

Leadership L20-L24  
(£79,076 to 86,826)

*Vive ut Vivas*

We are seeking to appoint a committed and practising Catholic who has the experience, motivation, enthusiasm and skill set to work in partnership with the Headteacher and other stakeholders to help lead the future vision and development of the school.



020 8568 8692



[gumleyhouse.com](http://gumleyhouse.com)



[@gumleyhouse](https://www.instagram.com/gumleyhouse)

**Gumley House School FCJ**

Gumley Gardens | St. John's Road | Isleworth | TW7 6XF

# You're very welcome!

Thank you for your interest in joining our school community here at Gumley House.

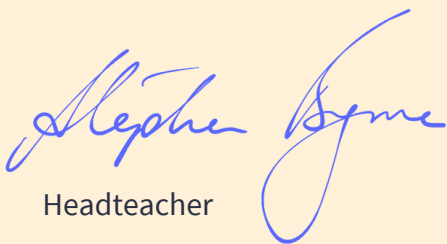
If you spend a day at Gumley House you'll understand what 'ethos' means. Our school really is distinctive in the way it delivers an innovative and impacting education for our students - and we hope you will see yourself joining our hardworking and caring community.

The governors are looking for someone with vision and drive, to help guide the school through its next stage of development in line with the FCJ charism. The success of our school is based on the FCJ values of companionship, dignity, justice, hope, gentleness, and excellence; these are the foundation of strong relationships, where staff are trusted and supported, and students are cared for.

Gumley House is a Catholic school and Sixth Form Centre committed to **academic and personal excellence** and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

Our school motto is 'Vive ut Vivas', which can translate to 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

  
Headteacher



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# ABOUT US

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by **Marie Madeleine d'Houet**, foundress of the **Faithful Companions of Jesus (FCJ)** an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of **companionship, dignity, justice, hope, excellence** and **gentleness** are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of **academic and personal excellence** prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning and our Sixth Form reflects the fact that our students are approaching adulthood and encourages independent study in an attractive environment.



Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers. Our students are supported by an outstanding pastoral team led by one of our Deputy Headteachers who work with Heads of Year, Pastoral Managers, Chaplains and school counsellors to provide a safe environment for all to flourish.

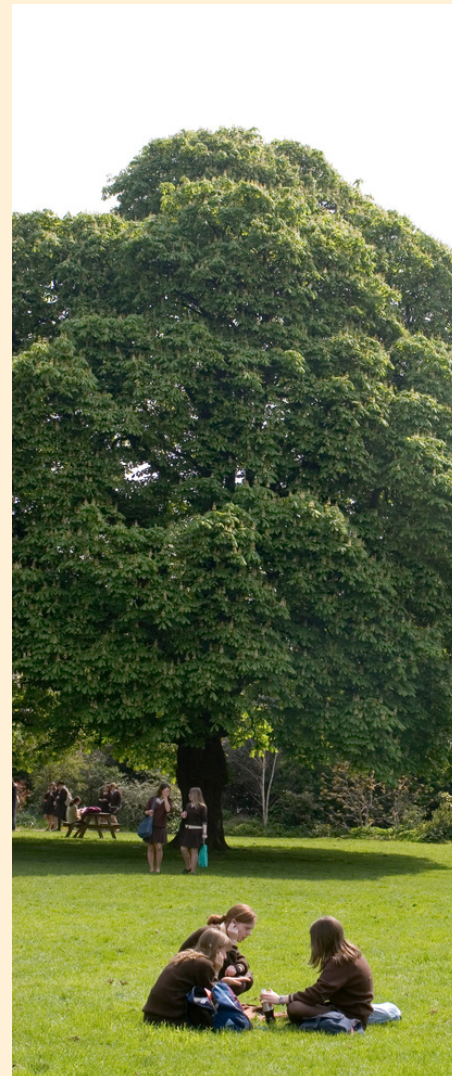


Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY, PwC and Lloyds of London.



At the heart of our education is the belief that whole person development is paramount. Thus, we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: '**Vive ut Vivas**' - 'Life in all its fullness' and grow into their best self.





**GUMLEY HOUSE  
SCHOOL FCJ**

# Vacancy Outline

## DEPUTY HEADTEACHER

(CURRICULUM & ATTAINMENT: QUALITY, PROGRESS AND STANDARDS)

Line Manager: Headteacher

Salary Scale: Leadership L20-L24 (£79,076 to 86,826) inclusive of OLWA

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### THE MAIN DUTIES OF THE ROLE ARE:

- Assist the Headteacher in leading and managing the school
- Support and represent the Headteacher at meetings as and when required
- Undertake the professional duties of the Headteacher during his/her absence
- Be able to work in successful partnership with the Headteacher and support the School's vision for raising standards across the school

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### WE ARE LOOKING FOR A COLLEAGUE WHO WILL:

- Uphold and contribute to our distinctive FCJ Catholic charism
- Demonstrate the knowledge, experience, skills and commitment to support in leading the school at the very highest level.
- Exhibit the determination and enthusiasm needed to be part of the leadership team, applying the school's vision and values
- Have the highest expectations of staff and students and the vision to continually develop and build a strong staff team and cohesive student body.
- Inspire and motivate all students and staff to develop in a well-disciplined and harmonious environment.
- Enable all students to achieve their potential during their time at the school, ensuring that they leave as mature, rounded, resilient individuals, ready to take their place as active citizens in the wider world.
- Lead on Curriculum, Attainment and Progress and be committed to the delivery of the highest standards of teaching and learning across the school.

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### WE CAN OFFER THE SUCCESSFUL CANDIDATE:

- A caring, happy school with a strong Catholic ethos
- Friendly and committed staff who are supportive and open to new ideas
- Enthusiastic and well behaved children who enjoy learning
- Close links and group support from other schools within the FCJ network and and Gaudete Trust in this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- A true commitment to Continuing Professional Development

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Prospective candidates are warmly invited to visit the school and meet with the Headteacher.

Please contact **Donna Godwin**, PA to Headteacher, by email to make arrangements:

[dgodwin@gumleyhouseschool.com](mailto:dgodwin@gumleyhouseschool.com)

## FURTHER INFORMATION:

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is valued in our school.

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## SAFEGUARDING:

This school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an **Enhanced Disclosure and Barring Service** check and online profile scrutiny.

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## A CATHOLIC SCHOOL:

The school has been designated by the Secretary of State as a school with a religious character. Its *Instrument of Government* states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trustees are the Faithful Companions of Jesus who work closely with the Roman Catholic Diocese of Westminster. At all times the school is to serve as a witness to the Catholic Faith in Our Lord, Jesus Christ. The role of Deputy Head Teacher therefore requires a practising Catholic who can show by example and from experience that he or she will work with the Head Teacher to ensure that the school is distinctively Catholic in all its aspects.

This appointment is subject to the current conditions of service for Deputy Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. The job description reflects the Headteacher's job description and is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (October 2020). It recognises the role of the Deputy Headteacher in sharing responsibility for the leadership of the school. The trustees and the governing body acknowledge the importance of the role of the Catholic Deputy Head Teacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

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## HOW TO APPLY:

Details are available on our website [www.gumleyhouse.com](http://www.gumleyhouse.com) where you can download an application form and email it to: Donna Godwin, PA to Headteacher at [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)

### **Deadline for applications:**

**1pm on Friday 16th February 2024**

**Shortlisting will be held on the 19th/20th February with  
interviews at the school on the 26th & 27th February 2024**

All appointments are subject to a satisfactory, enhanced DBS check.

The successful candidate will start in September 2024 or sooner, if possible.

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Prospective candidates are warmly invited to visit the school and meet with the Headteacher.

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# Job Description

## MAIN PURPOSE

The Deputy Headteacher is expected to work alongside the current Deputy Headteacher and deputise for and support the Headteacher with regard to internal organisation and management of the school, take a leading role in the coordination of the whole school and uphold, through personal example, the Christian FCJ values that determine the quality of school life for everyone. The successful candidate will have a proven record of strategic leadership with demonstrable impact in a senior post, alongside the ability to implement and embed best practice and professional standards in all aspects of the role. They will also be an outstanding practitioner who has a passion for culture for learning and inclusion, and has the tenacity and integrity to lead and inspire staff to achieve the best for all our students through quality first teaching.

The Deputy Headteacher will provide professional leadership for the school in the area determined in accordance with their experience and skillset agreed with the Headteacher, which secures success and continuous improvement in teaching and learning, ensures a high-quality education and school experience for all learners. Staff are the major resource upon which the school's continued success will be determined. The Deputy Headteacher will take a major role in supporting and developing all staff.

Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.

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## KEY AREAS OF RESPONSIBILITY

Under the direction of the Headteacher, the Deputy Headteacher will take a lead role in:

### Curriculum:

- The Deputy Headteacher will oversee the development, organisation and implementation of the school's curriculum.
- Ensure that the learning and teaching provided by the different faculty and teaching teams forms an ambitious and coordinated, coherent curriculum entitlement for all pupils.
- The writing of the school timetable and the management of the 'options' process, working closely with colleagues to ensure the right students are enrolled on the right courses.
- Undertake strategic, curriculum led financial planning to ensure the effective use of budgets and resources.
- Develop and monitor the implementation of school policies on curriculum.
- Keep up to date with accepted best practice in the fields of curriculum, advise and train others accordingly.

**Standards and Progress:**

- Ensure the school's FCJ charism is a lived experience of each students' daily encounter.
- The Deputy Headteacher will oversee the public examination system and school progress tracking
- Evaluate the performance of the school in key public examinations and monitor progress towards key targets through the provision of data systems to accurately track and strategically analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language.
- Ensure reporting systems allow staff to plan and implement effective interventions for those pupils who are not making expected progress and track impact from their starting points.
- Develop and monitor the implementation of school policies on recording and reporting.
- Oversee the public examination system ensuring that all relevant legislation is always adhered to.
- Ensure accurate, useful and timely data is published to parents regularly so they can monitor their child's progress.
- Keep up to date with accepted best practice, providing training and support for teachers and support staff.

**Teaching and Learning (Curriculum):**

- Model best practice for teachers by demonstrating excellent performance against the Teacher's Standards.
- Manage staff appraisal systems and outcomes.
- Line manage key departments to ensure effective outcomes for students and staff.
- Implement strategies and initiatives to support the development of collaborative approaches to learning and share best practice with others in the school, developing confidence and skills in others.
- Lead the development and delivery of training and support for staff in the areas of curriculum teaching and learning.
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Fully engage with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality of teaching and learning takes place across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

Under the direction of the Headteacher, the Deputy Headteacher will take a significant role in:

**School culture, behaviour and safeguarding:**

- Contribute dynamically to the spiritual ethos of the school, through assemblies, liturgical celebrations and in every opportunity for prayer and reflection.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
  - Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
  - Contribute to the appropriate training and annual updates of all staff (including external, catering and site staff) and keep rigorous and up to date records of the training and its impact.
  - Ensure compliance with current safeguarding regulations, guidance, and best practice.
  - Contribute to safeguarding audits and keep the headteacher and governors informed of outcomes, areas of strength and key areas of development.
  - Liaise with outside agencies such as social services, police and education welfare as required.
  - Set the tone for a caring and nurturing culture in which students feel confident to talk to someone if they have a problem and where staff feel able to pass on any safeguarding concerns they may have.
  - Contribute to the management of the safeguarding and supervision of students during break, lunchtimes, before and after school Managing staff:
  - The Deputy Headteacher will oversee the day-to-day deployment of teaching staff including those undertaking cover duties and invigilator teams supervising public examinations.
  - Assist with the selection and recruitment of new teaching and support staff.
  - Provide an effective induction programme for staff new to the school and those being trained within the school.
  - Work with the Headteacher to raise standards through staff performance management, including undertaking the performance management of middle leaders and where relevant members of the support staff team. This includes carrying out appraisals, providing professional development opportunities, holding staff to account to their performance and valuing excellent practice.
  - Create an ethos within which staff are motivated and supported to develop their skills and knowledge.
  - Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
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## **OTHER RESPONSIBILITIES**

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The Deputy Headteacher is expected to demonstrate the National Professional Qualification for Senior Leadership (NPQSL) standards and behaviours throughout their everyday school practice. In the absence of the headteacher, the deputy headteacher will also be expected to fulfill the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).





# Person Specification

The school's *Instrument of Government* states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Catholic Church. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.

Source: Application (A) Reference (R) Interviews (I)

<b>Faith Commitment</b>	Essential	Desirable	Source
Practising Catholic (Letter from priest confirming regular worship)	✓		A, R
Involvement in Parish community		✓	A, I

<b>To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School</b>	Essential	Desirable	Source
Leading worship	✓		A, I, R
Ways of developing religious education and worship	✓		A, I, R
A commitment of strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	✓		A, I, R

<b>Qualifications</b>	Essential	Desirable	Source
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificate (CTC)		✓	A

<b>Professional Development</b>	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher	✓		A
Evidence of recent leadership and management Professional Development	✓		A, I
Has successfully undertaken appropriate Safeguarding and Child Protection training	✓		A
Has successfully undertaken appropriate Designated Safeguarding Lead training		✓	A
Recent successful leadership as Senior Leader	✓		A

<b>School Leadership and Management Experience</b>	Essential	Desirable	Source
Recent successful leadership as Senior Leader	✓		A
Be able to demonstrate successful/effective leadership in school improvement	✓		A, I, R
Be able to demonstrate involvement in school self - evaluation and development planning	✓		A, I, R
To have a basic understanding of the financial management of a secondary school and the ability to learn more	✓		A, I, R
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		✓	A, I, R
To have had experience of and ability to contribute to staff development	✓		A, I, R
To have had responsibility for significant policy development and implementation	✓		A, I, R

<b>Experience and Knowledge of Teaching</b>	Essential	Desirable	Source
Experience of teaching in more than one school		✓	A
Experience of teaching in a Catholic school		✓	A
To be able to work effectively with the school's Governing Body	✓		A, I, R
Experience of providing professional challenge and support to others through the performance management process	✓		A, I, R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		A, I, R
Significant successful teaching experience within the secondary sector	✓		A, I, R
To be able to exemplify how the needs of pupils have been met through high quality teaching	✓		A, I, R

<b>Professional Attributes</b>	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this school and how these can be met	✓		A, I, R
To be able to demonstrate a clear rationale for behaviour and attendance management and a proven track record of the effective implementation of a range of behaviour and attendance management strategies	✓		A, I, R
Excellent written, verbal and IT communication skills (which will be assessed at all stages of the process)	✓		A, I, R
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	✓		A, I, R

## **Personal Qualities**

All of the following are considered to be essential for the post and will be assessed throughout the process. The Deputy Headteacher will be able to:

- Promote the strong educational philosophy and values of the school.
  - Demonstrate decisive leadership and develop a culture of empowering change. Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
  - Communicate clearly and effectively both orally and in writing in English.
  - Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
  - Build and maintain quality relationships through effective interpersonal skills and communication to successfully manage change.
  - Demonstrate personal and professional integrity including modelling values and vision.
  - Manage and resolve conflict.
  - Prioritise, plan and organise work.
  - Think analytically and creatively and demonstrate initiative in solving problems.
  - Be aware of the personal strengths and areas for development of others; listen to, reflect on and respond to their views.
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## **CONFIDENTIAL REFERENCES AND REPORTS**

Positive and supportive references are required from:

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic;
2. The applicant's present school or current employer
3. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school or college employer. Local agreements may prescribe that the second professional reference is provided by a SIP or local authority adviser whenever possible.