

Our Lady Queen of Martyrs Catholic Primary School & Nursery, York



DEPUTY HEADTEACHER RECRUITMENT PACK



**St Margaret
Clitherow**
Catholic
Academy
Trust

BELIEF · COURAGE · LOVE



Welcome from OLQM Head, Emma Barrs

I would like to thank you for your interest in becoming our new Deputy Head Teacher. This is a very exciting opportunity for the right candidate. At OLQM, we all aspire to progress spiritually and academically so that every child and adult is enabled to achieve their full potential. We live by our Mission Statement: "Living, Loving, Learning - Christ at the Centre" and our vision is to provide an outstanding Catholic education for all of our children. We are passionate about making our School the very best it can be.

We are looking for someone to join us who shares this vision and is keen to work in close partnership with myself, our Staff Team, our Trust and Governors. We care deeply about our School and would like someone to join us who shares that commitment and drive, who can contribute with confidence and flair.

We have a strong and enthusiastic Staff who are dedicated to achieving the best from and for our pupils. We work collaboratively with other Schools in our Trust and are proud to be an integral part of the Saint Margaret Clitherow Multi Academy Trust, in the Diocese of Middlesborough. In addition we are a member of the Polaris Teaching Alliance. Our School is supported by two Parishes and a local community of wonderful children and families. We are the largest

Primary School in the Diocese, and we are proud to maintain a genuine family feel. We often refer to ourselves as the OLQM Family. Our families know we care about and support them, especially in these current challenging times.

On a personal note, I am particularly excited about the opportunity to appoint someone with whom I can work closely, establishing a working relationship based on loyalty and trust, who has the best interest of our children and the highest aspirations for them at heart.

In "normal times" we encourage and warmly welcome visits to our School. However due to the current situation with Coronavirus we need to do this in line with our Covid Protocols and Risk Assessments. If you would like to arrange a visit please email Mrs Robinson, our Office Manager at: arobinson@olqm.smccat.org.uk who will explain our Protocols and arrange a time for you to visit. If you live out of the area, or Covid restrictions prevent a visit in person, please contact Mrs Robinson, to arrange a video call.

Mrs Emma Barrs
Headteacher



To learn more about us please visit us at: <https://www.olqm.co.uk/>



Welcome from the Trust CEO, Amy Rice

Thank you for your interest in working with our wonderful team at St Margaret Clitherow Catholic Academy Trust.

Our Trust was established in the summer of 2019 and brings together 17 schools - 15 primaries and two secondaries from within the Roman Catholic Diocese of Middlesbrough. We have plans to welcome a further secondary school into the Trust in due course.

What makes our Trust special is the relationships between the people who form our Trust family. We are ambitious for our children and want to be at the cutting edge of new ideas and anything that can give our children and our staff new and exciting opportunities, but we also hold true to our values and we find strength and comfort in our Catholic faith. The support we provided as a Trust and the bonds that we formed through the last year and a half have shown that our values define us. I am immensely proud of what we have achieved in this, the most challenging of times; and I am excited about what we can go on to achieve together. We have great people and an organisation that is built to let them thrive.

Despite the challenges we have all faced we have gone from strength to strength as a Trust and I have been

humbled by the innovation I have seen and delighted by the partnerships we have forged to give our schools, our staff and our children even greater access to opportunities and community that they had before the Trust came into being.

The Board and the Executive of the Trust are passionate about getting the right people into our schools and as such we place huge emphasis on what matters to our people. We can promise opportunities not only to make a difference in your own school but to have impact across the Trust in a way that suits you. We are keen to hear about your passions and what matters to you - and you will be joining a talented, committed and loving community of professionals who can help you make something wonderful happen.

These are truly exciting times and the opportunity to make a difference has never been greater. If you have passion, drive, a love for what you do and relish the thought of being part of a great team that's determined to be exceptional, join us.

Amy Rice
CEO



To learn more about us please visit our website at: <https://www.smccat.org.uk/>



Welcome from the Chair of Local Governing Board, Stephen Tighe

Welcome to Our Lady Queen of Martyrs Roman Catholic Primary School, part of the Saint Margaret Clitherow Catholic Academy Trust. The school was formed by the merger in 2011 of the primary schools of the neighbouring parishes of Our Lady's and English Martyrs, a merger which represented a consolidation of almost two hundred years of Catholic education in York.

Whilst steeped in history, the largest Catholic primary school in the Middlesbrough Diocese is housed in state-of-the-art facilities opened in 2012. A two-form entry school, it is usually oversubscribed.

In normal times links with our constituent parishes are maintained both formally, for example through Masses in school and Advent services in church, and informally through parishioners reading with children, contributing to the PTFA and Governing Body, and so on. This network provides continuity over time and reinforces the sense of community summed up by a pupil, quoted by Ofsted, that "It is like one big family here".

During the pandemic the school has striven to provide the best possible ongoing education to pupils both in

school and online, and also to meet the additional needs of our school community through an on-site food bank, which has received strong support from our parishes. We intend to strengthen these links further.

Appointed in 2018, our Headteacher Emma Barrs has led the drive to implement the vision for our school - namely, to be recognised as an outstanding Catholic school by pupils, parents, staff and Ofsted alike. The pandemic has presented obstacles, but with the right leadership and the enthusiasm and commitment of our staff this vision is still on track.

Active and engaged, the local governing board of OLQM is supportive and challenging, and seeks an ambitious candidate to support Mrs Barrs, build on current successes and help achieve the vision for the school.

Thank you for showing an interest in OLQM. You are very welcome to come and visit. I look forward to receiving your application in due course.

Stephen Tighe
Chair of Local Governing Board
Our Lady Queen of Martyrs RC Primary
School





Welcome from Rev. John Bane, Parish Priest, Parish of the English Martyrs

Thank you for your interest in the post of Deputy Headteacher at Our Lady Queen of Martyrs School.

Before the building of the English Martyrs Church (1932), parishioners celebrated mass in the upstairs hall chapel of English Martyrs School, The Crescent, York (1885). The school re-located to Hamilton Drive in (1967/8) and amalgamated with Our Lady's School in (2012) in new buildings on the Hamilton Drive site to form Our Lady Queen of Martyrs School - approximately 10 minutes' walk from English Martyrs Church. While buildings and locations have changed, the cherished relationship between parish and school has remained very strong.

As both Chaplain and Governor since 2010, I have witnessed first hand the dedication of staff to both professional excellence and Catholic life; the enjoyment of children learning and praying; and the support of parents for the school socially and as Governors. I have also seen the children's learning and praying develop thereafter at the local Catholic senior school, All Saints, where I am also both Chaplain and Governor.



English Martyrs Parish is blessed with many fine families who, over twenty odd years, have developed excellent Children Liturgy and Teen Lit groups which feed into and feed off the good work of the schools. Similarly, the parish liturgy is enhanced significantly by musicians and cantors from primary age upwards.

The Bar Convent, the oldest living convent in England (1686) and which lies within English Martyrs Parish, also maintains an active interest in Our Lady Queen of Martyrs School. Historically many of its IBVM (now CJ) Sisters taught in the antecedent primary schools.

The parish looks forward to a new Deputy Headteacher who can further deepen the ties and mutual benefits of parish and school working together.

My best wishes with any application you may submit.

Rev. John Bane,

Parish Priest, Parish of the English Martyrs.

Foundation Governor, Our Lady Queen of Martyrs School.





Our Lady's Catholic Church, Acomb

On behalf of the parishioners of Our Lady's and the members of the Parish Pastoral Council I would like to thank you for considering applying for the post of Deputy Head Teacher at Our Lady Queen of Martyrs School.

Our Lady Queen of Martyrs is our parish school as it is, also, for neighbouring English Martyrs Parish, having replaced two previous parish schools some years ago. It is always a joyful experience to celebrate Mass in the school and to welcome the children, parents, and staff to the special liturgies it holds in our Church.

We are a lively and active parish with lots of young families, many of whom are pupils in Our Lady Queen of Martyrs. A number of the school's foundation and parent governors are members of our parish community, worship at Our Lady's, and are involved in different ways in the life of the parish and local community.

The parish was founded in the 1950s with the development of new social housing initiatives in York. There is a wide economic range in the parish today, from comfortable through to areas of deprivation, with all the complexity which this brings. This diversity is reflected in the life of our parish, and is often experienced particularly in the lives of the children and young people.

As a parish we are committed to an open, inclusive, and welcoming ethos



and spirituality which finds expression in our parish welcome statement (appended). Our parish is made up of, and values, the wide diversity of today's social realities, and seeks to support and welcome the rich expression and various models of family life which this brings. We seek to be of service to all the people of Acomb, and our resources and facilities are widely used by a variety of community and diocesan groups. We have strong ecumenical relations with other churches in Acomb, and collaborate in social action projects.

Preparation for Sacraments of Reconciliation and Eucharist takes place within the parish, complementing and completing the excellent work of the school, where the day-to-day lived experience and teaching of Christian values and life provide a solid foundation for our children. We have a team of committed catechists all of whom are parents of children who have completed the programme.

All involved in the appointments process are now in our parish prayers as we gather each Sunday for Mass (currently online). We recognise that the appointment of a new Deputy Head Teacher is a key moment in the life of our parish community.

I am looking forward to working alongside the newly appointed Deputy Head Teacher.

Fr. Tony Lester

Parish Priest

www.ourladysyork.org.uk



Learning and Development

St Margaret Clitherow Catholic Academy Trust takes the development of our staff seriously. We know that our staff are what makes the Trust great and we need the strongest team we can if we are to do the very best for our children.

We have a great Teaching School that is part of our Trust and while we do the sort of training you would expect around initial teacher training and leadership training at all levels, we're keen to push the boundaries of what we offer. We have already engaged our staff in new ways of learning and working together through virtual platforms and we are keen to have more 'self-service' provision where you can find what you need at a time to suit you. We'll reserve in-person training off site for where it's really beneficial and effective as we know that our staff have lives outside of work and we want to avoid people having to travel long distances if it's not necessary. It is also part of our commitment to look after our environment too.

Our staff are already working across the Trust to help each other with all sorts of development, whether it's making better use of online platforms for remote learning, working with SEND children or how to do risk assessments confidently, the possibilities are endless and our aim is to be as agile as possible and to get the right development and

support to where it's needed and when. We have so much knowledge and experience within our staff group we are keen to share it!

We have people going through national professional qualifications for teaching and leadership, but our development opportunities are not restricted to teaching staff. We have a range of professional and support staff who are undertaking training and qualifications relevant to their own career progression. We're also looking at how we can expand our teaching school offer to include more generic training that would benefit people of different professional backgrounds at different times.

We are working on new career paths for our staff too. It is in the early stages but we're determined to open up new opportunities for our staff so that we're not bound by the limitations of what's gone before. As in so many things, in personal development one size certainly doesn't fit all!





Living and Working in York – The City

York is a medieval city which is renowned for its heritage and historic architecture, with its magnificent gothic Minster, Clifford's Tower, the Shambles and many more attractions within the City's medieval walls.



York is also a great place to live and work. The Sunday Times voted York as the best place to live in the UK in 2018 and the city was nominated again in 2020. It has a vibrant atmosphere with a vast range of restaurants, cafes and is also a UNESCO City of Media Arts. With a population of 200,000 York still maintains a friendly sense of community.

The rivers, parks, gardens and green spaces of York form an integral part of the city's heritage and magnificent architectural landscapes. York has award winning sports facilities and an extensive network of off-road cycle paths and on-road cycle lanes and

whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing.



Further Afield

As well as the amenities of a vibrant city, York is a great base to explore the stunning Yorkshire scenery. Two of the country's most beautiful national parks – the Yorkshire Dales and the North Yorkshire Moors - are on our doorstep and we're only an hour away from a stroll on Yorkshire's award-winning beaches.





Job Details

Deputy Headteacher

(Our Lady Queen of Martyrs RC Primary School)

All posts at St Margaret Clitherow Catholic Academy Trust involve at all times, a view to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance, as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Head teacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to



professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application!

Application Process

Application packs are available to download from our Trust website at: <https://www.smccat.org.uk/careers/deputy-headteacher-our-lady-queen-of-martyrs-rc-primary-school-york/>

To organise a school visit please email Mrs Robinson, our Office Manager at: arobinson@olqm.smccat.org.uk

For an informal chat please email Emma Barrs, Headteacher at ebarrs@olqm.smccat.org.uk

Applications Accepted By

Email:

Email applications accepted to hr@smccat.org.uk

Please Include:

- Fully completed application form
- Letter of application addressed to Emma Barrs, Headteacher, covering no more than two sides of A4.

Mail:

**Emma Barrs
Headteacher
Our Lady Queen of Martyrs RC
School
Hamilton Drive
Holgate
York
YO24 4JW**



Job Profile

Job Title: Deputy Headteacher

Grade: L9-L13

Reporting to: Headteacher

The role of the Catholic Deputy Headteacher

The Catholic Deputy Headteacher is a lead professional, who provides a significant role model within their community that is inspired by Christ. Working in support of the Headteacher, their values and ambitions drive school improvement to ensure the best possible outcomes for all our children whether spiritually, socially or academically. The Deputy Head plays a key role in promoting and demonstrating the school's distinctive Catholic identity. This is underpinned by the Bishop's Vision to make Christ known and loved through the provision of excellent Catholic education and supported by our Trust values.

In this significant non-teaching role, the Deputy Headteacher should aspire to the National Standards for Headteachers and maintain high standards of ethics and behaviour, whilst supporting the Headteacher within the following domains to:

Culture and ethos

- Support the headteacher in establishing and creating a Christ centred vision which is lived out in the school's mission, ethos and strategic direction.
- Uphold ambitious educational standards, which reflect the distinctive characteristics of Catholic education, and which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly inclusive environment which recognises an individual's dignity as made in the image and likeness of God.
- Ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence.
- Work with the Headteacher to motivate, support, challenge and develop all staff to ensure continual improvement, including providing coaching and mentoring where required.
- Create a Christ inspired culture, where pupils experience a positive and enriching school life which enables them to flourish.



Curriculum and teaching

- Ensure effective use is made of formative assessment.
- Establish and sustain high quality expert teaching across all subjects and phases, built on an evidence informed understanding of effective teaching and how pupils learn.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise, with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence informed approaches to reading, particularly the use of systematic synthetic phonics.
- Ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education, which sets out the knowledge, skills and values that will be taught.
- Ensure the school holds ambitious expectations for all our pupils and in particular SEND and other vulnerable groups.
- Establish and sustain culture and practices rooted in the distinctive characteristics of Catholic education, that enable pupils to access the curriculum and learn effectively.

Organisational effectiveness

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding.
- Ensure staff are deployed and managed well with due attention to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently reflecting the Bishop's vision for Catholic education.
- To make use of effective and proportional monitoring processes to identify areas for improvement.
- Develop appropriate evidence informed strategies for improvement, as part of well-targeted plans, which are realistic, timely, appropriately sequenced and suited to the school's context.



- Forge constructive relationships with parents/carers, the local community including the parish, colleagues within the Trust and Diocese and professionals in other schools and organisations to improve educational outcomes for all pupils.
- Support the Headteacher in setting and monitoring the school budget to meet the needs of the school.

Additional Responsibilities

- Actively contribute to Trust-wide initiatives and projects as required.
- To take on the duties of the Headteacher to lead the school in their absence.
- Deputy Designated Safeguarding Lead including compliance with all training requirements.
- Supporting delivery and statutory protocols surrounding end of key stage testing.



Person Specification

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates

Faith Commitment	Essential	Desirable	Source
A practising Catholic as defined in 'Christ at the Centre'	✓		A/R
Secure understanding of the distinctive nature of the Catholic school and Catholic education	✓		A/I
Understanding of the leadership role in the spiritual development of pupils and staff	✓		A/I
Evidence of involvement in parish community		✓	A/R
The ability to contribute to a Christ inspired culture eg. through leading school worship	✓		A/I/R

Qualifications	Essential	Desirable	Source
Qualified teacher status	✓		A/CC
Degree	✓		A/CC
Additional professional qualifications		✓	A/CC

Professional Development	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy headteacher	✓		A
Evidence of recent leadership and management professional development	✓		A
Evidence of appropriate safeguarding training	✓		A/I/CC



School leadership and management experience

	Essential	Desirable	Source
To have successful Deputy Headship experience		✓	A/I/R
To have substantial and current experience as a senior leader	✓		A/I/R
To evidence a wider impact on standards of behaviour in school	✓		A/I/R
To have had active and effective leadership of a team/key stage	✓		A/I/R
Evidence of staff leadership e.g. leading appraisal	✓		A/I/R
To have taken an active involvement in school self-evaluation and development planning	✓		A/I/R
To have implemented and developed a whole school initiative that demonstrates positive impact	✓		A/I/R
To have experience of contributing to policy development and implementation	✓		A/I/R
To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, facilitating CPD)	✓		A/I/R

Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		✓	A/I/R
Evidence of sustained excellence in teaching and learning and reflective practice	✓		A/I/R
To have a proven track record of supporting the practice of others	✓		A/I/R
To have teaching experience of at least two Primary Key stages		✓	A/I/R
To have a knowledge and understanding of all key stages in the school	✓		A/I
To demonstrate the ability to use assessment to raise standards, through target setting and effective analysis of data to identify and address areas of improvement	✓		A/I/R



Professional Attributes

	Essential	Desirable	Source
To have excellent written and oral communication skills	✓		A/I
To have personal resilience and tenacity	✓		A/I/R
To have high expectations for themselves and others	✓		A/I/R
To have the ability to inspire and empower others	✓		A/I/R
To have the ability to develop and implement strategies for strengthening the school's link with the wider community	✓		A/I
A passion for Catholic education and an understanding of the changing educational landscape	✓		A/I/R