



**OUR LADY
& ST PAUL'S**
Roman Catholic Primary School



**ST TERESA
of CALCUTTA**
Catholic Academy Trust

Our Lady & St Paul's RC Primary School

Deputy Headteacher

Applicant Information Pack





Deputy Headteacher

Salary Pay Scale

Leadership Scale L7 – L12

To start 1st January 2024 or earlier if possible

Closing Date for Applications: 18th June 2023 at 11.59 pm

Shortlisting of Applicants: 21st June 2023

Interviews to be held on: 29th June 2023

Lesson Observation to be arranged with current school

St Teresa of Calcutta Catholic Academy Trust are seeking to appoint a highly skilled, dynamic, hard-working and committed Deputy Headteacher to strengthen the senior leadership team at Our Lady & St Paul's RC Primary School. The school has been transformed since its last inspection and we are now looking for an effective leader to support the Headteacher in leading the school through the next phase of its journey.

Our Lady & St Paul's RC Primary School is a caring, supportive and forward thinking academy, part of the St Teresa of Calcutta Roman Catholic Academy Trust. Based in Heywood, the school has excellent transport links to the surrounding areas of Rochdale, Bury and Manchester with the M60 and M62 within easy reach.

Our Deputy Headteacher will:

- Be a committed Catholic, who will drive the vision of the school.
- Promote excellence in all that they do.
- Be an instrument for change who keeps the children at the centre of all they do.
- Be an outstanding practitioner who continually reviews their performance.

We can offer you:

- Happy, loving and caring children who are eager to learn.
- Children who are respectful to each other and all members of the school community.
- A strong, loyal and committed staff team who are willing to take on new challenges.
- Links to other schools with the Catholic Academy Trust and other local Catholic schools.
- A commitment to excellent professional development opportunities through well planned and focused school improvement.
- The opportunity to make a real difference to the lives of the children and community we serve.





May 2023

Dear Candidate

Thank you for your interest in the position of Deputy Headteacher of Our Lady & St Paul's RC Primary School.

We are actively seeking a dynamic, hardworking and committed Catholic Deputy Headteacher to strengthen the leadership of Our Lady & St Paul's school. If you are successful, you will be joining a determined and loyal team who are dedicated to improving the school and offering the best Catholic education to all its pupils. Although not limited to, expertise in leading Key Stage 1 or lower Key Stage 2 would be a positive attribute.

Initially, due to additional funding, there is a possibility for enhanced time out of the classroom to lead improvement across the school.

Our Lady and St Paul's has been transformed since its last inspection and is on a journey of improvement, supported by St Teresa of Calcutta Catholic academy Trust. This support enables staff to access high quality training and work collaboratively with staff across our extended family of schools.

The school is fully supported by its Local Governing Body, with many of the members having been committed to the school for many years and are passionate about the school continuing on its journey of improvement. The school is active in the Parish community and will continue to have strong links with the Parish Priest.

If you are passionate about providing excellent Catholic education and driving school improvement then we are the school for you. We can offer you the most engaging and wonderful children in a positive working environment with supportive friendly staff. Please come and see for yourself.

Visits to the school are warmly welcomed and encouraged and can be arranged by contacting Keeley Porter on 01706 360827 or by email office@olsp.stoccat.org.uk to make arrangements.

Yours faithfully

Mrs M Gavin
Headteacher



Deputy Headteacher Job Description **Our Lady & St Paul's Roman Catholic Primary School, a Voluntary Academy**

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Therefore, this post requires a practising Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the board of directors of the St Teresa of Calcutta Catholic Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Academy Trust shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Curriculum Development

- 3.1 To contribute to:
 - The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
 - Ensuring that the Diocesan policy on Religious Education is fulfilled
 - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
 - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
 - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
 - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school

- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Catholic Multi Academy Trust.

7. Relationships

- 7.1 To advise and assist the Local Governing Board and Academy Trust as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and St Teresa of Calcutta Catholic Academy Trust support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward - facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher.



**Person Specification/Selection Criteria for
Deputy Headteacher in Our Lady & St Paul's Roman Catholic Primary School, a Voluntary Academy**

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

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This school, Our Lady & St Paul's RC Primary School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

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

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E		A/I

[B] Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	E		A/CC
8.	Degree	E		A/CC
9.	CCRS/CTC or commitment to obtaining the certificate		D	A/CC/I

[C] Professional Development

		Essential	Desirable	Source
10.	Evidence of appropriate professional development for the role of Deputy Headteacher	E		A
11.	Evidence of recent leadership and management professional development	E		A
12.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
13.	Has successfully undertaken Designated Safeguarding Lead Training	E		A/I/CC
14.	Has completed the Catholic Leadership Programme or has a commitment to doing so	E		A/I/CC
15.	Has completed the Catholic Middle Leadership Programme or has a commitment to doing so		D	A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
16.	To have substantial and current experience as a senior leader in a primary/secondary school	E		A/I/R
17.	To have had active and effective leadership of a team / department/ key stage/ curriculum area	E		A/I/R
18.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum		D	A/I/R
19.	To have involvement in or understanding of financial management in a school		D	A/I/R
20.	To have implemented and developed a whole school initiative	E		A/I/R
21.	To have had responsibility for policy development and implementation	E		A/I/R
22.	To have had experience of and ability to contribute to staff development across the primary/secondary range. (E.g. coaching, mentoring, INSET for staff)	E		A/I/R
23.	Work positively with parents and carers	E		A/I/R
24.	To demonstrate an awareness of current national educational policy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
25.	Experience of teaching in more than one school		D	A/I/R
26.	Experience of teaching in a school in similar circumstances/ serving a similar community		D	A/I

27.	Significant teaching experience and proven excellence in teaching pupils within the primary/secondary phase	E		A/I/R
28.	To have a knowledge and understanding of all Key Stages in the primary phase/ the secondary phase	E		A/I/R
29.	Secure understanding of assessment strategies , data analysis and the use of assessment to maximise achievement	E		A/I/R
30.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
31.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
32.	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		I
33.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
34.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
35.	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers’ Standards (England) which are set out in detail in the current School Teachers’ Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school’s strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals

- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written 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 interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The directors/governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.



ABOUT OUR TRUST

Our Trust currently consists of five primary and two high schools, further schools will join us in the autumn term and we will grow over the coming academic years. The Trust is part of the Salford Diocese and in September 2022, Bishop John Arnold confirmed that it is his intention that the Diocese work to implement a full MAT model by 2030. The new Deputy Headteacher of Our Lady & St Paul's RC Primary School will join the Trust at an exciting point in its development and can look forward to playing an important part in its continued success.

Our Trust aspires to serve, sustain and inspire our children and young people within our schools. Our vision is to be living faith communities, walking with Christ, to witness, serve and transform. Our communities model the life and teachings of Jesus. We aim to form children and young people, so they can achieve academic excellence and spiritual and moral growth. Given the challenges of the twenty first century, our responsibility is to ensure our next generation can transform society.

Whilst the children are at the heart of our Catholic mission, this cannot be achieved without investing in our staff. We are keen to employ a Deputy Headteacher who is committed to supporting and leading within a Catholic context so that young people leave us with the skills and talents needed to transform society for the common good. We love and value our children and young people and we do all we can to enable them to become successful, and we seek a like-minded leader to join our Trust who thinks and acts the same.

Thank you for the interest and time you have committed to the application process so far. The children and young people in the St Teresa of Calcutta Trust need committed and passionate people to work with them so they can fulfil their potential. We hope this person could be you.

Marie Garside CBE
Chair of the Trust Board of Directors

Chris Foley
Catholic Senior Executive Leader (CEO)





**OUR LADY
& ST PAUL'S**
Roman Catholic Primary School



**ST TERESA
of CALCUTTA**
Catholic Academy Trust

HOW TO APPLY

Please return completed [CES Leadership Application Forms](#) to recruitment@stoccat.org.uk

The closing date for this position is:

Sunday, 18th June 2023 at 11.59 pm

Shortlisting will take place on:

Wednesday, 21st June 2023

Interviews will be held on:

Thursday, 29th June 2023

Visits to Our Lady & St Paul's RC Primary School are warmly welcomed and encouraged. Please contact Keeley Porter on 01706 360827 or email office@olsp.stoccat.org.uk to arrange a mutually convenient time.

St Teresa of Calcutta Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.



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