



Saint Edmund Arrowsmith
Catholic Academy



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

Deputy Headteacher Recruitment Pack

FEBRUARY 2026



Pope Francis
Catholic Multi Academy Trust

"Unity happens when we walk together."

Pope Francis

Closing date: Friday 13th March 9am
Shortlisting: Friday 13th March 2026
Interviews: 19th & 20th March 2026

Welcome from the CEO and Chair



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust (PFCMAT) and in particular, St Edmund Arrowsmith Catholic Academy.

As a Catholic MAT we recognise that each school has its own distinctive community traditions yet at the same time we have a common mission that underpins everything we do. We have a joint aim of achieving the highest outcomes for all our pupils whilst enabling them to grow in their love of God, their neighbour and themselves in an environment that is rich in prayer, liturgy and celebration of the word. We do this through an approach which fosters headteacher autonomy within a Trust model of accompaniment, support and challenge.

The Archdiocese of Liverpool is about to embark on a renewed academisation strategy with a smaller number of larger CMATs. Pope Francis CMAT is integral to this and represents an outstanding professional development opportunity to work at a senior level in a rapidly expanding multi academy trust.

St Edmund Arrowsmith Catholic Academy is making good progress and leaders have made foundational changes which are starting to impact on the lived experience and outcomes for students. There is still a lot to achieve to ensure we provide the education our students deserve and their families want. In order to support this the Trust Board has created this additional post at Deputy Headteacher level to ensure the positive momentum of the school continues. We are seeking an experienced Catholic senior leader who can demonstrate significant impact in their previous roles, is committed to driving continuous school improvement and is ambitious for all.

Yours faithfully,

Andrew Dawson
CEO Pope Francis CMAT

Isobel Macdonald-Davies
Chair of Trustees



Welcome from the Headteacher



Dear Candidate,

We would like to express our appreciation for your interest in the post at St Edmund Arrowsmith Catholic Academy and in applying for the role of **Deputy Headteacher**.

This is a key leadership position within the school, working closely with the Headteacher. This additional Deputy Headteacher role is designed to enhance leadership capacity at the school, working with the headteacher, deputy headteacher and other members of the leadership team to drive school improvement.

We are at an exciting time in our school's journey after a number of years of uncertainty. The school have previously been in special measures for 10 years and came out of special measures in April 2024. Soon after this the substantive Headteacher was absent for a prolonged period and subsequently resigned.

This led to an initial period of uncertainty for the school which was reflected in low outcomes and attendance. The interim leadership team worked hard to bring about stability and confidence. Behaviour in the school is settled and there are some areas of school that are emerging as strengths such as our SEND provision. With a substantive Headteacher now in post, the priorities are clear.

We need to:

- improve the outcomes for our children
- ensure that we develop a love of learning and sense of belonging for all our students: to foster high attendance
- provide the highest quality professional development to ensure all our staff are able to deliver the best possible provision our students deserve
- ensure our rewards systems recognise the many achievements of our students to build a culture of success.

I would encourage you to take advantage of a visit to our wonderful school to see it for yourself.

We would be delighted to meet with you for an informal visit to the school. Please contact Libby Worthington at L.Worthington@seaca.pfcmat.org - if you would like to arrange a visit.

Kind regards,

Clare McKenna
Headteacher





Mission and Values

“Unity happens when we walk together” - Pope Francis

Inspired by the Gospel and the teachings of Pope Francis, we are united in our mission to provide the very best Catholic education where faith deepens and every person is encouraged to strive, achieve and flourish and no one is left behind.

Our values, inspired by Pope Francis’ ministry and responding to the needs of those who we serve in our schools, are our way of working, learning, serving, and being. They inform our decisions, and guide us in our actions. They are our starting point for our future and our reflections for our past.



Joy

We believe that Christian joy flows from knowing we are loved by God.

Joy shapes our schools and our Trust as places of hope, excellence, celebration and encouragement, where learning is meaningful and pupils find joy in doing their best and achieving.



Mercy

We place compassion at the heart of our communities. Guided by mercy, we respond with forgiveness, restoration and understanding, always believing in the God-given potential for growth and change in all people.



Service

We are called to serve others with humility and generosity. Through servant leadership, we put the needs of children, families and communities first, forming young people who use their gifts for the good of others.



Dignity

Every person is made in the image and likeness of God and has inherent worth and unique gifts. We honour dignity by welcoming all, listening deeply, and ensuring that everyone knows they are valued, included, and supported to flourish.



Solidarity

We are many parts, one body. We work together for the common good, standing alongside one another - especially the vulnerable - acting with unity, responsibility and shared purpose to achieve our goals.

About the Trust

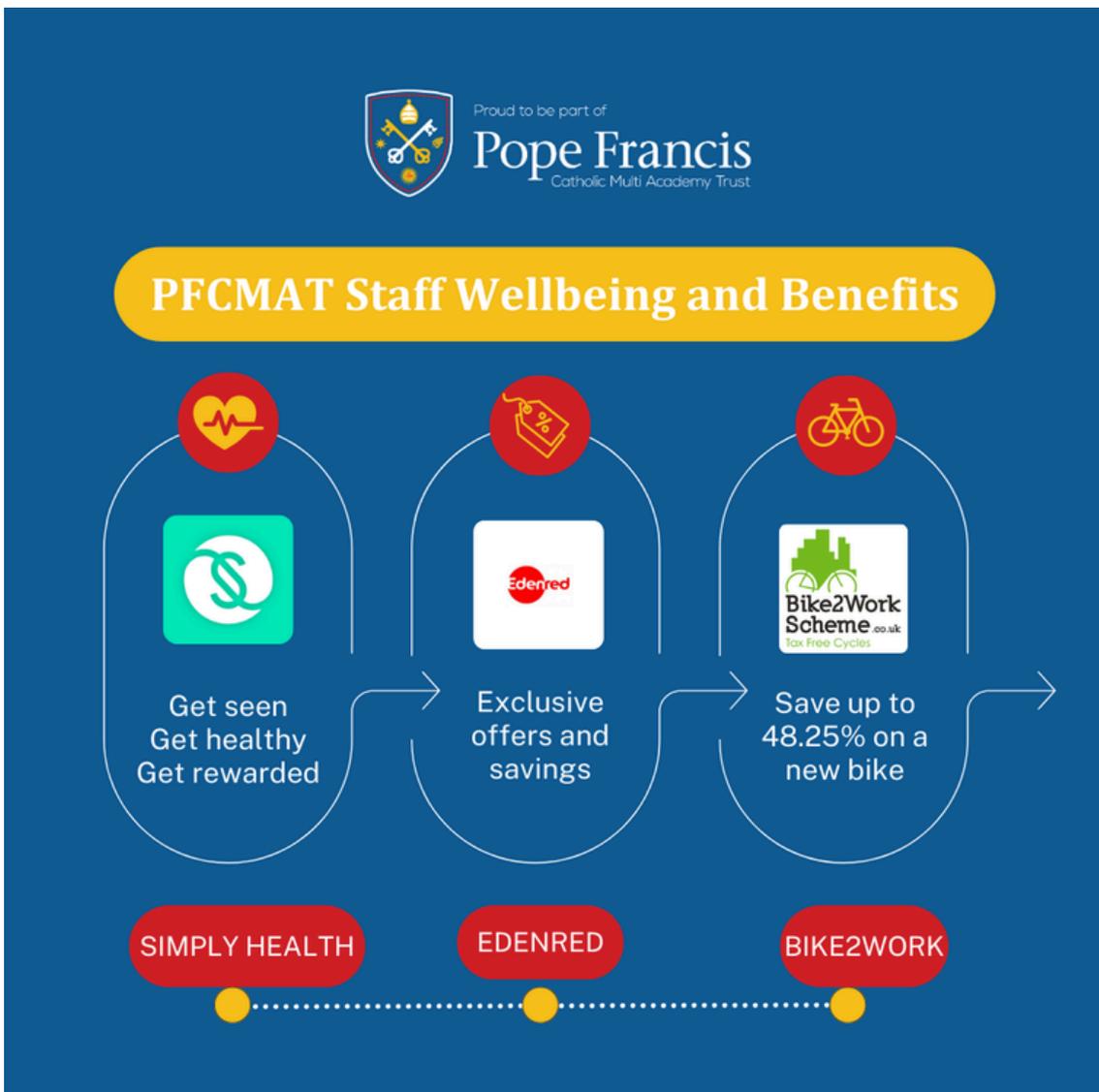


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What we can offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/



About the Role



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Deputy Headteacher

Required from: 1st September 2026, earlier start negotiable

Pay Scale: L18-22

“Enabling schools’, aspiration and faith to flourish by uplifting hearts and inspiring minds.”

St Edmund Arrowsmith Catholic Academy is entering a new and important phase of its development. Recent years have brought significant challenge, but also the foundations for renewed confidence and stability. In order to consolidate and drive further improvement the Trust Board has added additional deputy headteacher to the school. This ambitious and values-driven Deputy Headteacher will build on emerging strengths and ensuring that improvement is both rapid and sustainable. We wish to appoint the best possible candidate and have the ability to be flexible in the allocation of specific responsibilities.

This is a key strategic appointment and we are looking for a leader with a proven track record of improving outcomes, strengthening teaching and learning and using data to inform and secure sustained improvement.

Working closely with the Headteacher and the existing Deputy Headteacher, the successful candidate will provide inspirational leadership, ensuring that every pupil achieves their full potential through consistently high-quality teaching, a rigorous curriculum, and a culture of high expectations.

The ideal candidate will:

- Be an experienced senior leader with a strong track record of improving educational outcomes
- Be a practising Catholic committed to upholding our faith
- Have deep knowledge of effective pedagogy and assessment
- Be highly skilled in using data to inform teaching, intervention, and school improvement
- Demonstrate the ability to motivate, challenge, and support staff to achieve excellence
- Be committed to safeguarding, equality, and the wellbeing of all pupils



Deputy Headteacher
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About the Role



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Our school is strongly supported by the Pope Francis Catholic Multi Academy Trust. The Trust will provide or secure expertise for rapid school improvement, guidance and support but at the same time understands that with the whole senior leadership team who will drive school improvement.

Pope Francis Catholic Multi Academy Trust is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

The recruitment process for this post will be underpinned by rigorous Safer Recruitment assessment to ensure that children and young people are protected.

We are an Equal Opportunities Employer.

To arrange an informal visit to the academy, please contact Libby Worthington at L.Worthington@seaca.pfcmat.org.



Deputy Headteacher
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Job Description



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MAIN RESPONSIBILITIES AND DUTIES

Job Purpose:

- Strategic direction of a number of areas of school life. Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Undertake the professional duties of the Headteacher in the event of absence, as required.
- Help to formulate and review the aims and objectives of the school in line with its Mission Statement and Catholic ethos.
- Establish policies to promote high standards.
- Manage staff and resources.
- Monitor and evaluate the progress of policies.
- Undertake professional duties of the Headteacher as delegated.

Line Management:

- Reporting to the Headteacher, responsible for the Assistant Headteachers and appropriate Middle Leaders (both teaching and support staff).

Liaising with:

- Headteacher, senior leadership team, managers, teaching and support staff, Governing Body, Trust leaders, LA representatives, external agencies, parents and members of the community and the Archdiocese.

Teaching:

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Strategic / Operational Planning:

- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement in the identified area of responsibility, which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- Create a positive ethos and provide educational vision and direction which secures effective outcomes.
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
- Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets, which secure the educational success of the school.



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- Lead on the day to day management within school, including the effective deployment of staff and physical resources.
- Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences.
- Provide information, objective advice and support to the Headteacher and Governing Body.

Staffing:

- Lead professional development of all staff through example.
- Motivate and enable all staff to carry out their roles to the highest standard through high-quality continuing professional development based on an assessment of needs.
- Lead, support and coordinate the provision of high-quality professional development, drawing on other sources of expertise as appropriate.
- Assist the Headteacher in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for ECTs and Induction.
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement appraisal arrangements in line with school policy.
- Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy.
- Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- Take responsibility for own professional development, including time management issues.

Quality Assurance

- Assist the Headteacher in monitoring, evaluating and reviewing the impact of policies, priorities and targets of the school in practice, and take action as necessary.
- Assist the Headteacher in monitoring and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality control systems.
- Contribute to the school procedures for lesson observations.
- Implement school quality procedures and to ensure adherence to those as delegated by the Headteacher.
- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of all aspects of school life with agreed school procedures including evaluation against quality standards and performance criteria.
- Support the Headteacher in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement, where required.



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Management Information

- Make explicit to all stakeholders the school's high expectations that all students can succeed.
- Seek and use national, local and school data, Ofsted evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Ensure the maintenance of accurate and up-to-date information on the management information system.
- Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- Assist in the use of performance data analyses and evaluations.
- Provide the Headteacher and the Governing Body with information relating to delegated areas of responsibility concerning performance and development.
- Account for the efficiency and effectiveness of the delegated areas of responsibility to the Headteacher, Governing Body and other relevant stakeholders.

Communications and Liaison

- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement
- Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Chair reviews, case conferences and meetings, as delegated.
- Judge when to make decisions, and when to consult with others, including external agencies.
- Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.
- Support the Headteacher in ensuring that parents and students are well-informed about curriculum, attainment and progress, and about their contribution to achieving the school's targets for improvement.
- Contribute to communication and liaison events.

Management of Resources

- Assist the Headteacher to recruit staff of the highest quality.
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Advise the Headteacher and Governing Body of likely priorities for expenditure.
- Support the Headteacher in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, quantity, and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.



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- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and Catholic ethos and encouraging staff and students to follow this example.
- Support the school in meeting its requirements for prayer, liturgy and worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

Finally, we would like to emphasise that the specific responsibilities of the role may be tailored to reflect the skills and experience of the successful candidate.



Person Specification

Applicants must meet all of the essential requirements for this post.

Applicants must demonstrate that they have relevant sustained and successful leadership experience together with the skills, knowledge and understanding needed to play a critical role in leading or supporting the Headteacher in leading a successful 11-16 Catholic High School.

Qualifications and Training	Essential/ Desirable
Qualified Teacher Status	E
Evidence of relevant professional development for this post	E

Safeguarding Requirements	Essential/ Desirable
Understanding and commitment to pupil welfare and safeguarding	E

Equal Opportunities	Essential/ Desirable
Understanding and commitment to equal opportunities and inclusion	E

Leadership and Management	Essential/ Desirable
Demonstrate a sustained positive impact within senior roles in a secondary school	E
Proven ability to successfully lead evidence informed change, leading to school improvement, which is substantial	E
Demonstrate the ability, which is fully evidenced, to secure and sustain high standards within a specific area of the school	E



Person Specification

Leadership and Management <i>(continued.)</i>	Essential/ Desirable
Demonstrate an understanding of current issues and challenges	E
Show evidence of successful leadership and management of staff that motivates, challenges, supports and develops staff	E
Is adept at using a variety of sources of information to determine action. Can articulate clear examples of this	E
School Community	Essential/ Desirable
Have the ability to communicate effectively across the school community	E
Show understanding of developing partnerships with other schools and the wider community	E
Professional and Personal Qualities	Essential/ Desirable
To have excellent communication and interpersonal skills	E
The ability to work collaboratively with other adults	E
To be able to gain the confidence of colleagues and students	E
To be self-reflective, with the ability and desire to improve own performance	E
To be able to work effectively in a team	E
To have an excellent record of personal attendance, punctuality and health	E

Person Specification

Professional and Personal Qualities (<i>continued.</i>)	Essential/ Desirable
To have high personal standards –dress, conduct and presentation	E
Catholic Dimension	Essential/ Desirable
Practising Catholic (letter from priest confirming regular worship)	E
Demonstrate an understanding of the distinctive nature of Catholic schools and the role of the Deputy Headteacher in a secondary school serving a Catholic community	E
Articulate a clear vision of Catholic education	E
Experience of senior / whole school leadership responsibility within a Catholic school	D



How to Apply



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Applications must be made on the CES Application Form and the supporting statement should be set against the criteria laid out in the Person Specification. It must not exceed 1300 words. No other information will be considered.

The closing date for applications is: Friday 13th March 2026 at 9am

Shortlisting: Friday 13th March 2026

Interviews will commence on: 19th & 20th March 2026

The relevant forms can be accessed online via the link: www.joinpfcmat.co.uk

Once completed, please forward your application form and supporting statement to Libby Worthington at L.Worthington@seaca.pfcmat.org

Other Requirements

- The CES Senior Leadership application form and supplementary documents must be completed in full. (Current version updated December 2020).
- The letter of application must be clear and concise and must not exceed 1300 words (min font size 12).
- The supporting letter of application should be structured to show how the applicant meets the essential requirements outlined in sections of the Person Specification. It will be used as one way to assess communication skills.

Confidential References & Reports

- Only written references will be accepted.
- One reference must be a supportive reference from a Catholic Priest in the Parish where you regularly worship.
- Two professional referees who can comment and provide a positive recommendation on your suitability for this post. One of the referees must be your current employer.

