

# **St. Anne's R.C. Primary School**



## **Deputy Headteacher Application Information**

**November 2024**



## **Contents**

Welcome letter from the Chair of Governors	Page 3
Welcome letter from pupils	Page 4
Agreed timetable for appointment	Page 5
Advertisement	Pages 6 & 7
Job description	Pages 8-11
Person specification	Pages 12-16
Staff Attendance Policy statement	Page 17

# DIOCESE OF SALFORD

**St. Anne's: "making tomorrow a better day."**

Dear Candidate,

Thank you for your interest in the post of Deputy Headteacher at St Anne's RC Primary School, Blackburn.

St. Anne's is a voluntary aided Roman Catholic Primary School with attached Nursery situated in the town centre of Blackburn. We are committed to providing a happy, safe, secure, and caring learning environment. We offer children and their parents/carers a service that promotes equality and values diversity.

We are a busy and friendly school, with lots going on. St Anne's is committed to providing equal opportunities for all our children and continuing to develop an inclusive school, respecting the qualities that each child has to offer. We hope that every child feels valued and able to develop academically, socially, emotionally, and spiritually, to the best of their ability.

As a Catholic community, we value every single member as a unique creation made in the image of God. We work together to help everyone to realise their God-given talents and their part in God's plan. Our school is a place of peace, tolerance, and fairness where we follow Christ's example of loving God and loving others. Our ultimate aim is to give our community the prospects, belief and hope that every tomorrow can be a better day.

The school is judged to be 'good' in Ofsted and Diocese of Salford inspections.

Our hardworking and dedicated staff are valued by parents and the Governing Board. Staff are always willing to go beyond the expected to help and serve pupils and their parents. St Anne's has strong links with families and the parish community with close links to our bordering parish church. We have engaging children, supportive stakeholders, and a growing team of committed, hardworking staff who aim to ensure that every child within their care really does matter.

The Governing Board is seeking to employ a deputy headteacher who will continue to develop the mission and Catholic ethos established. The successful candidate will lead and inspire staff, continue improvement in all areas and help all pupils achieve their unique potential.

Additional information can be found on our school website:

[Home | St Anne's Roman Catholic Primary School \(stannesblackburn.co.uk\)](http://stannesblackburn.co.uk)

Candidates may arrange a school visit for Tuesday 26<sup>th</sup> November between 10am and 2pm or on Thursday 28<sup>th</sup> November between 10am and 2pm by contacting Rachel Hardisty **01254 580462**.

Thank you for your interest in our school and we look forward to receiving your application.

Sincerely,

**Father James McCartney**  
**Chair of Governors**



**St. Anne's R.C. Primary School**

Feilden Street, Blackburn, BB2 1LQ Tel: (01254) 580462

Email: [Office@StAnnes.blackburn.sch.uk](mailto:Office@StAnnes.blackburn.sch.uk) Website: [www.stannesblackburn.co.uk](http://www.stannesblackburn.co.uk)

Facebook: [www.facebook.com/stannesrcprimary](https://www.facebook.com/stannesrcprimary) Twitter: @stannesrcps iOS / Android App:

TheSchoolApp

*Headteacher: Mr. A. Pierce*

25 November 2024,

Dear Prospective Deputy Headteacher,

We would like to tell you about St Anne's Roman Catholic Primary School. We are a multicultural school, with the Catholic faith at the foundation of our learning, running through everything we do. Our school is committed to every child reaching their potential and using their God given talents to ensure "they live life in all its fullness." **John 10:10**. This ensures that together we strive to make tomorrow a better day.

We are situated in the centre of Blackburn with wonderful facilities and a positive learning environment. We enjoy putting ourselves forward to compete in a variety of sports and academic competitions. We would like someone who could help us to think of how we can make our facilities and opportunities even better.

Our achievements are celebrated every Friday in Celebration assembly. We give out Headteacher awards for fabulous work and Witness awards for showing our Catholic values. In addition, let us not forget the purple jumper everyone wants to wear!

We would really like our next Deputy Headteacher to be kind and care about us. We are a very caring school and we would love to have someone who is friendly and approachable as well as someone who treats us fairly. We think it is important to have someone who is eager to come into our classes and celebrate what we do.

Thank you for taking the time to read our letter and we hope to welcome you to our school in the future.

From Our Faith and School Council representatives





## St. Anne's RC Primary School Appointment of Deputy Headteacher

### Agreed Timetable

Advertisement live	21 <sup>st</sup> November 2024
Pre application school visits	Tuesday 26 <sup>th</sup> November between 10am and 2pm or on Thursday 28 <sup>th</sup> November between 10am and 2pm by contacting Rachel Hardisty <b>01254 580462</b> .
Closing dates for applications	6 <sup>th</sup> December 2024 12 noon
Shortlisting	9 <sup>th</sup> December 2024
Interviews and appointment	9 <sup>th</sup> January 2025
New Deputy Headteacher takes up post	April 2025



## St. Anne's RC Primary School Appointment of Deputy Headteacher

Leadership Pay Spine, Group 1, ISR points 6-10

Required April 2025.

The Governors of St Anne's RC Primary School are seeking to appoint an inspirational, enthusiastic, and self-motivated Deputy Headteacher with responsibility for SEND and Inclusion

St Anne's RC is a busy and friendly school, with lots going on. We are committed to providing equal opportunities for all our children and continuing to develop an inclusive school, respecting the qualities that each child has to offer. We want every child to feel valued and able to develop academically, socially, emotionally, and spiritually, to the best of their ability.

***"Everyone is made to feel welcome at St Anne's. Pupils describe their school as 'one big happy family.' Many pupils who join the school are new to the country. Staff help these pupils to settle in quickly and make new friends." OFSTED September 2021***

We are looking for:

- An inspirational school leader to build upon our considerable successes and take us forward on the next phase of our school journey.
- Someone who has the ability to nurture talent.
- Someone who will contribute to the vision and mission of St Anne's RC Primary School within the school, the parish, and the wider community.

In return we can offer:

- A welcoming and well maintained school.
- A team of dedicated, hardworking staff and senior leaders.
- A highly supportive Governing Body.
- Strong links with the Diocese of Salford and Blackburn with Darwen Local Authority.
- A commitment to continuing professional development and formation.

Pre-Application visits to the school are warmly encouraged but are strictly by appointment only and the dates and times for visits are as follows:

Tuesday 26<sup>th</sup> November between 10am and 2pm or Thursday 28<sup>th</sup> November between 10am and 2pm by contacting Rachel Hardisty **01254 580462**.

Shortlisting will take place on 9<sup>th</sup> December 2024  
Interviews will be held on 9<sup>th</sup> January 2025.

## Applications

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.

Your completed application should be submitted to [schoolhrteam@blackburn.gov.uk](mailto:schoolhrteam@blackburn.gov.uk)

The closing date and time for applications is 6<sup>th</sup> December 2024 at **12 noon**.

St. Anne's RC Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to: undertake an enhanced DBS check, provide suitable references, provide evidence of qualifications and be subject to identity checks.

If you would like to find out more about the school, please visit our website:

<https://www.stannesblackburn.co.uk/>

St. Anne's RC Primary School is part of the Diocese of Salford. Further information can be found on <https://www.dioceseofsalford.org.uk/education/>

**Deputy Headteacher Job Description  
Catholic Voluntary Aided Schools  
St Anne's RC 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 Catholic Church and the diocesan trust deed. 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 its aspects.

This appointment is made by the governing board of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for deputy Headteacher contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

**The Governing Board 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 Governing Board 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 equality issues for all staff and pupils in relation to protected characteristics identified in the Equality Act 2010.
  - 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 these 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 Authority.

## **7. Relationships**

- 7.1 To advise and assist the Governing Board 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 Authority officers and 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.*

# DIOCESE OF SALFORD

## Person Specification/Selection Criteria for

### Deputy Headteacher in St Anne's Roman Catholic Primary School

***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 teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires 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 its aspects.***

***St Anne'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
7.	Has completed a Catholic Leadership programme or has the commitment to do so in an appropriate time frame	E		A/I

**[B] Qualifications**

		Essential	Desirable	Source
8.	Qualified teacher status	E		A/CC
9.	Degree	E		A/CC
10.	NASENCO qualification	E		A/CC

**[C] Professional Development**

		Essential	Desirable	Source
11.	Evidence of appropriate professional development for the role of Deputy Headteacher	E		A
12.	Evidence of wider leadership and management professional development	E		A
13.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
14.	Has successfully undertaken Designated Safeguarding Lead Training	E		A/I/CC

**[D] School leadership and management experience**

		Essential	Desirable	Source
15.	To have substantial and current experience as a leader in an appropriate school phase	E		A/I
16.	To have had active and effective leadership of a team / department/ key stage/ curriculum area as a middle leader	E		A/I
17.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	E		A/I
18.	To have an understanding of financial management in a school and how targeted funding can lead to Improved pupil outcomes	E		A/I
19.	Experience of effective budget management and financial analysis		D	A/I
20.	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities		D	A/I
21.	To have implemented and developed a whole school initiative	E		A/I
22.	To have had responsibility for policy development and implementation	E		A/I
23.	To have had experience of and ability to contribute to continuing professional development across the phase. (eg, coaching, mentoring, CPD for staff)	E		A/I
24.	Experience of monitoring staff performance	E		A/I
25.	Work positively with parents and carers	E		A/I

		Essential	Desirable	Source
26.	To demonstrate an awareness of current national educational policy and strategy including legislation relating to SEND pupils	E		A/I

### [E] Experience and knowledge of teaching

		Essential	Desirable	Source
27.	Experience of teaching in more than one school		D	A/I
28.	Successful teaching of pupils/students in the primary or secondary phase	E		A/I
29.	Displays commitment to the protection and safeguarding of children and young people. Showing an awareness of legislation and working with other agencies where appropriate	E		A/I
30.	To have a knowledge and understanding of all Key Stages in the phase	E		A/I
31.	Secure understanding of assessment strategies , data analysis and the use of assessment to maximise achievement	E		A/I
32.	To be able to exemplify how the needs of all pupils groups (e.g. SEN) have been met through high quality teaching	E		A/I
33.	Experience of providing professional challenge and support others through the performance management process			A/I

### [F] Professional Attributes

		Essential	Desirable	Source
34.	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
35.	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
36.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
37.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I
38.	Show a good commitment to sustained attendance at work	E		A/I

## [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 <b>the applicant regularly worships</b>	<b>E</b>
Positive recommendation from all referees, including current employer	<b>E</b>
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	<b>E</b>

The 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 supporting statement should be clear, concise and related to the specific post,

The CESEW leadership application form must be fully completed following the guidance outlined in Section G above	<b>E</b>
The supporting statement should not exceed <u>1300</u> words in length, be clear, concise and related to the post and setting applied for	<b>E</b>





## **Attendance Policy Statement**

St Anne's RC School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.