



Headteacher : Rev Dcn T Pereira BA (Hons), QTS MCCT
Acting Deputy Headteacher: Mrs E Dhak BA (Hons), QTS

St. Anselm's Catholic Primary School
Church Avenue,
Southall, Middlesex, UB2 4BH
Tel: 020 8574 3906
Email: office@st-anselms.ealing.sch.uk
www.stanselmscatholicprimaryschool.co.uk

June 2021

Dear Candidate

I am delighted that you have expressed an interest in applying for the post of Deputy Headteacher at St Anselm's Catholic Primary School. This post is a unique and exciting opportunity for the right person who seeks further career development and has a strong commitment to Catholic Education.

The Governors wish to appoint an experienced person with a proven track record of exceptional teaching, who can work closely with the Headteacher, building on the schools successes and working towards becoming an outstanding Catholic Primary School.

The successful candidate will have a passion for school improvement, be a forward thinking practitioner, can inspire colleagues in the classroom and contribute significantly to the continued improvement of St Anselm's.

St Anselm's is a vibrant, warm and welcoming school community where everyone works together to support each pupil to achieve their best outcome possible. Every pupil has the opportunity to receive a high quality Catholic education regardless of background or need.

Please find enclosed the following documents:

- Job Description
- Person Specification
- CES Application Form with guidance notes (*NB CVs will not be accepted as part of the application process*)
- CES Recruitment Monitoring Form
- CES Rehabilitation of Offenders Act 1974 – Disclosure Form
- Schools Policy on Ex-Offenders

Prospective candidates are warmly encouraged to visit the school and meet the Headteacher, Dcn Tito Pereira.

For an application pack and to arrange a visit please contact the School Business Manager (SBM), Mrs Susie Debono on: 020 8574 3906 or sdebono@st-anselms.ealing.sch.uk. Application packs can also be downloaded from the school website www.stanselmscatholicprimaryschool.co.uk under 'vacancies'. Completed application forms should be returned to Mrs Debono, via email, marked for the attention of the Chair of Governors. Please note the school will only accept the Catholic Education Services Application Form.

Safeguarding

St Anselm's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check and the successful candidate will be required to sign a Catholic Education Service (CES) contract. References will be taken up for all shortlisted candidates prior to interview. Further information can be found at: <https://www.gov.uk/government/collections/dbs-checking-serviceguidance-2>.

Closing date for applications: 4pm Tuesday 6th July 2021

Interviews to be held in school: Friday 16th July 2021.

I look forward to receiving your Application Form.

Yours sincerely

Mrs G. Wickham
Chair of Governors