



St Edward's School

# Deputy Headteacher Candidate Pack

St Edward's RC & CofE School | [st-edwards.poole.sch.uk](http://st-edwards.poole.sch.uk) | Unity - Achievement - Faith

## A welcome from the Governors

Dear Applicant,

Thank you for taking an interest in St Edward's School. We were founded as a Roman Catholic school in 1963, and from 1993 have worked in close partnership with the Church of England as a joint-church school. As such we are one of a very small number of joint-church schools in our country.

St Edward's is a very special place. It is a happy school that sets out to ensure that both our students and our staff flourish. As a Christian school we believe that education serves the formation of the human person, so that they can go on to live life to the full. Education provides a service to the society of the future, and it is our view that we cannot solely serve an educational agenda that prioritises academic achievement above all else. That said we are proud of our academic achievements, both in lower school and in our 6th Form, and are delighted each year to see the exciting destinations of our students as they graduate from us, ready for all that lies ahead.

The Governing Body are looking for someone who can help to drive the vision for our school into the future. We are ambitious as a school, and yet very keen to retain the heritage of St Edward's, where so many have contributed over the years to our unique educational culture.


If you would like to find out more, I would encourage you to make an informal visit before making an application. It is important to us that applicants are excited by all that St Edward's offers, seeing the prospect of leading of our school as a positive and rewarding next step in their careers. I must emphasise that those unable to visit will not be disadvantaged within the recruitment process. We understand that education makes great demands on people and their time. If you would like an informal conversation with our Executive Headteacher, please contact his PA using the details on the next page.

The Governing Body would like to thank you for considering this role, and regardless of whether or not you apply, we wish you every success in your future career.

Mr Wyn Jones

**Chair of Governors**





## Welcome from the Headteacher

Dear Prospective Applicant,

Thank you for your interest in St Edward's School.

St Edward's is a thriving, inclusive and welcoming school where students and staff enjoy learning together. As a joint Roman Catholic and Church of England school, Christian values are at the heart of everything we do, guiding us in preparing our young people to lead fulfilling lives. Our school fosters a supportive and enriching learning environment, where every member of our community plays a vital role in upholding our ethos and values.

St Edward's is one of the most oversubscribed schools in the area, and we take great pride in our strong reputation for excellence. Our students are polite, well-behaved, and eager to learn, creating a positive and respectful atmosphere throughout the school. We have cultivated excellent relationships with our families, who work in partnership with us to ensure the best outcomes for our young people. These relationships are important to us as we journey together, ensuring each of our students develop into confident, well-rounded individuals.

Our beautiful and well-maintained campus provides a fantastic environment for both students and staff, and our Forest School woodland area enables our students to engage with nature as they develop valuable life skills. Our newly refurbished Sixth Form Centre provides an exceptional learning space for our senior students, and our brand-new outdoor seating area, currently under construction, will further enhance our campus.

St Edward's is a very special place to work and learn, and we are proud of all our students and staff. Our successes as a school have been recognised at a national level on many occasions. In June 2024 we were finalists in the TES Wellbeing School of Year Award, highlighting our commitment to staff wellbeing. We have also had two National Teachers of the Year finalists and most recently the winner of the Pearson's National TA of the Year.

If you are interested in applying for the post and would like to arrange an informal discussion or visit, please contact Mrs Shirley O'Mahoney on [somahoney@stedwards.poole.sch.uk](mailto:somahoney@stedwards.poole.sch.uk)

As we look forward to the next stages of our journey, I am looking for an exceptional leader to work closely with me as I begin as the new Headteacher of St Edward's from this September. We are looking for someone who shares our values as a Christian School and is committed to high standards and continuous improvement of self and others. If you are passionate about education and eager to contribute to the ongoing success of St Edward's, we would love to hear from you.

Chris Barnett

**Headteacher**



## Our school mission statement

St Edward's School opened in 1963 as Roman Catholic School serving the parishes of Poole. It took its name from the local Saint, martyred at Corfe Castle. Although little is known of Edward, as a teenage king with a strong Christian faith and a commitment to protecting the poor he provides an excellent role model for our young people. His story is told through our school badge with the crown of a king, the cross of Christ, a cup to symbolise his murder by poisoning and the blood of a martyr. The crown and cup also remind us of the Kingdom of God, and the "one cup in which we all share". (1Cov 10:16)

For many years, the school welcomed not only Roman Catholic families, but other Christians who were keen for their children to be educated in a faith context. In the early 1990's the school's second head-teacher, Alan Murphy decided to formalise this arrangement and entered into talks with the Roman Catholic Church and the Church of England about St Edward's becoming a joint church school. A new covenant, setting out the values and principles behind the commitment was signed by the Bishops of Plymouth and Salisbury in 1993.

From then on, the school has continued to grow in success and popularity. The vision of the school is to provide an excellent education, in a comprehensive and co-educational context that develops the character of young people through the St Edward's Virtues, while safeguarding their experience of childhood.

### MAY WE BE ONE

**in purpose** - educating for life in all its fullness

**in faith** - encountering God who lives among us, calling us to unity

**in dignity** - nurturing confidence and maturity

**in community** - striving together for justice, love and peace



## The journey of our school



- 1963**  **THE BEGINNING OF EXCELLENCE**  
St Edward's Catholic School opens with **500 students**
- 1987**  **A NEW COMMITMENT**  
Cardinal Basil Hume calls on Christians of different traditions to move from a position of co-operation, to a **new commitment to one another**
- 1988**  **WORKING TOGETHER**  
The **Roman Catholic Diocese of Plymouth** and the **Anglican Diocese of Salisbury** formally commit to **work together** in building St Edward's into the future
- 1991**  **CHRISTIAN COLLABORATION**  
St Edward's joint Church school opens on the **Feast of St Edward the Martyr** as "**a Beacon of Ecumenism**"
- 1995**  **TECHNOLOGY GROWS**  
The Campus **Technology Suite** is officially opened
- 2000**  **CENTRE FOR SPORTS**  
Jubilee Building is opened - with **state-of-the-art sports and learning facilities**
- 2006**  **SIXTH FORM**  
The new **Sixth Form Centre** is opened, housing study and learning suites for the most senior students
- 2013**  **YEAR 7 OPENS**  
St Edward's **expands** to admit **Year 7**; now with over **1,000 students** on roll
- 2015**  **OUTSTANDING OUTCOMES**  
**PIXL National Award** for Outstanding Academic Outcomes
- 2017**  **CHAMPION SCHOOL**  
Awarded **Champion School** status by the National Citizen Service
- 2018**  **CENTRE OF EXCELLENCE FOR WELLBEING**  
Selected to work with the **Universities of Oxford and London** in national research into adolescent wellbeing
- 2019**  **NATIONAL RECOGNITION**  
Finalist in the **National School of the Year** awards, Named **Young Enterprise School of the Year**, and academic outcomes in the top 10% of schools nationally
- 2020**  **ROUNDED EDUCATION**  
The **EDEN Centre** opens as a centre of excellence for student futures
- 2021**  **NATIONAL RECOGNITION**  
Staff member awarded **Teaching Assistant of the Year**
- 2023**  **60 YEARS OF EXCELLENCE**  
Celebrated the **60th anniversary** of St Edward's
- 2024**  **NATIONAL RECOGNITION**  
Finalist for **Staff Wellbeing School of the Year** at the **Tes Schools Awards**

## GCSE Outcomes

KS4	2016-2017	2017-18	2018-19	2021-22	2022-23	2023-24
Progress 8 measure after adjustment for extreme scores	0.15	0.22	0.52	0.15	0.18	0.07
Average Attainment 8 score per pupil	49.1	46.5	50.4	48.6	46.4	44.3

## Post 16 Outcomes

KS5	2016-2017	2017-18	2018-19	2021-22	2022-23	2023-24
Average point score per A level entry	30.32	28.03	30.49	34.85	30.21	33.52
Average point score per academic entry	30.34	27.94	30.64	34.92	30.67	33.22
Average point score per applied general entry	38.57	32.78	41.11	37.61	38.5	35.87



## Living and working in Poole

Poole is a well-connected modern and vibrant place to live, with excellent transport links to the capital, the southwest and other parts of the country. With its pristine beaches and immediate access to the beautiful Purbecks and the Jurassic coast, Poole has something for everyone.

St Edward's works within a supportive network of local schools in Poole who work closely together in building the quality of education in the local area. The school is well supported by officers from the Dioceses of Plymouth and Salisbury and plays its part in a local and diocesan family of schools.

For more information about the area, the Dorset Guide is a good place to start!  
[www.dorsetguide.com/poole-harbour/](http://www.dorsetguide.com/poole-harbour/)



Boats in Poole Harbour, Dorset by Peter Trimming, CC BY-SA 2.0, <https://commons.wikimedia.org/w/index.php?curid=103726734>



## Deputy Headteacher job description

**Post:** Deputy Headteacher

**Salary Scale:** L21 – L25

**Job Title** Deputy Headteacher

Responsible to Headteacher and Governing Body

### MAIN PURPOSE

This role exists to support the Headteacher in their role, deputising for them when needed, and driving forward key areas of school improvement, whilst playing a major part in the maintenance and raising of standards on all fronts relating to educational provision and outcomes.

The Headteacher and Deputy Headteacher will work closely with the Governing Body in forming and sustaining a vision for St Edward's, driving developments to further develop the potentials of our school, whilst protecting the ethos and values that are central to our school community.

The Deputy Headteacher will provide highly effective leadership and management in driving forward key aspects of the school's performance, securing high quality outcomes in the areas of responsibility. S/he will work closely with the Headteacher as a most trusted colleague, advising and supporting, and acting/deciding as the Headteacher would act or decide in their absence.

The Deputy Headteacher will collaborate with SLT colleagues, in reviewing and developing all aspects of school organisation, as we build an outstanding, self-improving centre of learning, underpinned by the highest standards of welfare and behaviour. They will provide professional and highly effective leadership and management of key areas of school improvement, ensuring that we proactively pursue the highest standards and quality of provision within a changing educational landscape and societal.

**KEY ROLES AND RESPONSIBILITIES** – Specific foci will be determined in discussion with the successful candidate, taking into account the needs of the Headteacher and the roles of other SLT colleagues.

### Leadership and School Improvement

- Lead by example in supporting and embracing the school's vision and Christian ethos, recognising the distinctive charisms and teachings of the Roman Catholic Church and the Church of England.
- Contribute to the development, implementation, monitoring and evaluation of the School Development Plan, taking responsibility for major sections of school performance and development.
- Motivate and enable middle leaders to carry out their respective roles to the highest standard, promoting a positive behaviour management culture.
- Build effective working relationships with parents and carers and with the wider community in ensuring excellent communications and securing expectations.
- Present a coherent and accurate account of aspects of the school's performance in a form appropriate to a range of audiences as required.
- Become an expert in your areas of leadership, constantly surveying the evidence of best practice at national and global levels, and bringing the best of this thinking into your strategic planning.



## Deputy Headteacher job description continued

### Personal Development, Behaviour and Welfare

- Contribute towards safeguarding of students ensuring the highest standards of student welfare.
- Play a significant part in building a learning culture where behaviour for learning is optimised.
- Build a culture of challenge and support within the school where all students can achieve success and engage with learning, leading others.
- Assist in building a culture in which students are noticed for getting it right and where their efforts are celebrated.
- Secure compliance with expected standards and behaviours, modelling such approaches for others.

### Professional Development and Working with Others

- Be a supportive, positive, solution focussed member of the senior leadership team.
- Help ensure that all staff are aligned with the school vision and values and working towards becoming an outstanding school.
- Provide assistance for teaching and support staff colleagues, with the aim of providing a secure and friendly environment for their work and professional development.
- Lead the training and development of staff linked to areas of responsibility.
- Assist in the recruitment of staff where applicable, delegating for the HT where needed.
- Undertake responsibility for own continuing personal and professional development.
- To create an ethos of shared leadership with clear expectations that empowers other members of staff.
- To be resilient in your leadership role, working effectively under pressure.

### OTHER STANDARD DUTIES AND RESPONSIBILITIES

- Contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection and Safeguarding procedures.
- To maintain confidentiality at all times, being aware of school and local dynamics.
- To carry out the duties of a school teacher for an assigned teaching load, as set out in the School teachers' Pay and Conditions document.
- To undertake additional supervisory duties, and to represent the school at key events as a member of the SLT. As Deputy Headteacher you will need, at times, to place the needs of the school first, in ensuring the orderly running and safety of the school.
- In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.
- To comply and secure compliance with all policies of the school and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.



## Person Specification for the role of Deputy Headteacher

	Essential	Desirable	Evidence
<b>Qualifications</b>			
Good first degree or equivalent academic qualification	✓		A
Evidence of recent relevant professional development (for example, NPQH)	✓		A
<b>PROFESSIONAL DEVELOPMENT</b>			
Recent relevant in-service training in current educational practice and/or educational leadership management	✓		A
Advanced ICT and MIS skills		✓	A
Other management/leadership qualifications		✓	A
Safeguarding experience	✓		A,I
Safer recruitment in education course		✓	A
<b>EXPERIENCE</b>			
Successful senior management in a secondary school	✓		A,R,I
Holding staff to account and supporting/securing improvement in their performance	✓		A,R,I
Proven track record of good / outstanding teaching and excellent outcomes		✓	R,I
Development of good working relationships with parents and carers, and other stakeholders	✓		R,I
Developing and implementing whole-school initiatives that have improved outcomes for students	✓		A,R,I
Using assessment and other data strategically to promote achievement and attainment	✓		A,R,I
Leadership, management and teaching experience in more than one educational establishment including post 16 experience		✓	A,I
Experience/understanding of the Ofsted framework and preparation/management of successful Ofsted inspections	✓		A,I
<b>A = Application form      I = Interview process      R = Professional Reference</b>			

## Person Specification for the role of Deputy Headteacher continued

KNOWLEDGE AND UNDERSTANDING			
Sound understanding of all issues relating to safeguarding and the promotion of student welfare	✓		A,I
Understanding of the role of the Headteacher, and how the Deputy role works to support this role, and the roles of other SLT colleagues.	✓		A,R,I
Effective teaching and learning strategies to engage students	✓		A,R,I
How to raise standards in schools on multiple fronts	✓		A,R,I
Thorough knowledge and understanding of current national education issues	✓		A,I
Experience of school improvement planning		✓	A,R,I
Experience of monitoring, evaluation and review processes	✓		A,I
SKILLS, ATTRIBUTES AND CHARACTERISTICS			
Ability to inspire and motivate staff and students alike to ensure that St Edward's School attains outstanding outcomes for students	✓		A,R,I
Ability to sustain and enhance academic and pastoral excellence and opportunity for all students	✓		A,R,I
Ability to innovate and to lead and deliver change	✓		A,R,I
High level of organisational skills and the ability to prioritise, delegate and manage time effectively	✓		R,I
Excellent communication and presentation skills, oral and written	✓		R,I
Effective decision-making skills			
Ability to think analytically and creatively and demonstrate initiative in solving problems	✓		R,I
Demonstrate resilience, optimism and empathy	✓		R,I
Total commitment to the Headteacher and the SLT.	✓		A,R,I
Total commitment to the development of all staff in the school.	✓		A,R,I
Understand and promote the distinctive ethos of Christian education within a joint church school	✓		A,R,I
Have a passion to promote standards of personal development, behaviour and welfare	✓		A,R,I
Vision and energy	✓		A,R,I
Optimism, and the ability to support others in sustaining a positive outlook.	✓		R, I
Sense of humour and perspective	✓		R, I

AP = Application, IN = Interview, CT = Certificates, OB = Observation and RF = References

# How to Apply

If you are interested in applying for the role of Deputy Headteacher, we would love to hear from you. Please complete and return the application form on our website. <https://st-edwards.poole.sch.uk/>

For a discussion in confidence with our Headteacher please contact the Headteacher's PA, Shirley O'Mahony ([somahony@st-edwards.poole.sch.uk](mailto:somahony@st-edwards.poole.sch.uk)) who will arrange for a conversation or a meeting in person. Similarly, if you would like a tour, Mrs O'Mahony can arrange for a mutually convenient time.



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