

St. Francis' Catholic Primary School

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Headteacher: Mrs Maria Wheeler

Deputy Headteacher with Responsibility for Curriculum and Whole School Assessment

Job Start Date: September 2021	Salary: Leadership Scale L8-L13 (Figures based on 2020-21 academic year: £51,313-£57,889) Dependent on experience NOR: 393 - Group 3
Contract/Hours: Permanent, Full-time	Closing Date: noon on Monday 1 st March 2021 Shortlisting: w/c 8 th March 2021 Interviews: w/c 15 th March 2021

At St Francis' we have an exciting opportunity for an enthusiastic, experienced and skilled individual to take on the role of Deputy Headteacher with responsibility for Curriculum and Assessment. The successful candidate will be a practising Catholic and someone who can inspire our excellent team of staff to achieve the highest quality learning and teaching for our pupils, whilst maintaining a child-centred approach.

We are looking for a Deputy Head who:

- is a practising Catholic, committed to the values of Catholic education
- is a passionate, experienced and ambitious educator, with the drive and vision to achieve the best for all our pupils and will share in the leadership and the corporate responsibility of the school
- will assist the headteacher and governing body in ensuring high quality education for all pupils, continuous school improvement and ongoing staff development
- will take full responsibility for leading and managing significant aspects of the school as directed by the headteacher and governing body, including curriculum and whole school assessment
- has experience of delivering a broad, rich and varied curriculum that meets the needs of every pupil
- has a genuine commitment to team working and the development of all of our staff
- is able to demonstrate good leadership, management, organisation and communication skills
- will teach with passion and enthusiasm to inspire our children.

We can offer:

- well behaved, enthusiastic, happy and caring children who are keen to learn
- a friendly team of staff and governors who have high expectations of themselves and others
- excellent professional development and support an opportunity to build on the solid foundations of a happy, progressive and Ofsted-rated 'good' school
- a friendly, skilled, experienced and highly committed staff and governor team, strong support from parents, governors and the Catholic community
- a commitment to your continuing professional development and your personal career aspirations.

Visits to the school are strongly encouraged and warmly welcomed. Please call the school to discuss what can be arranged, which will be dependent on the Covid19 restrictions currently in place. Do look at our website and watch the short videos showing a [virtual tour](#) on our admissions page and the [parent messages](#) on our Covid Information page. If you think this exciting opportunity is for you, then do not hesitate to call us to arrange a visit, or ask questions about the position. During term time, contact the school office on: office@stfrancis.surrey.sch.uk Tel: 01883 342005



Please take time to read the Job Description and Person Specification.
Note: this role has a teaching element as part of PPA cover for the school.

Interview Process

Dates:

Job Advert runs from Monday 8th February to noon on Monday 1st March

Shortlisting: week commencing 8th March

Interview Process: week commencing 15th March

Note: The Chair of Governors will seek your confidential Priest's Reference as soon as we receive your application. Therefore, please ensure you have told your Priest that you are applying for this position.

Interview Process: The process will involve a range of tasks set over a day and will include an interview. Candidates will be told about these if successfully shortlisted.

Applications

Application Forms can be downloaded from the school website [here](#) and further information about the post can be obtained from Mrs Tamzin Marsh, School Business Manager via e-mail: info@stfrancis.surrey.sch.uk

Applications must be made on the Catholic Education Service (CES) application form, which is included in the application pack on the school website. The pack consists of the following forms:

- Application form senior leadership
- Recruitment monitoring form
- Consent to obtain references form
- Rehabilitation of Offenders Act 1974 disclosure form

As well as:

- Job Advertisement_Deputy Head
- Job Description_Deputy Headteacher
- Person Specification (Deputy Headteacher)
- Applications forms – notes to applicants

All of these items can be downloaded from the school website [here](#) as well as Eteach.

Due to Covid-19 and delays with postal deliveries, the four completed forms listed above should be emailed directly to Tamzin Marsh, Business Manager at info@stfrancis.surrey.sch.uk by the closing date, noon on Monday 1st March 2021.

Safeguarding information

St Francis' Catholic Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check.

To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

References will be checked prior to interview and are integral to the recruitment process.

