

**St. James Lower Darwen
Church of England Primary School**



**Deputy Headteacher
Application pack**

December 2024



St. James Lower Darwen CE Primary School

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Welcome letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at St James' Church of England Primary School.

As a board of Governors, we are proud of what our school has achieved. We are delighted that our recent Ofsted inspection recognised so many of our strengths, for example that our children "love being members of this caring and friendly school. Their well-being is at the heart of all aspects of the school's work."

Our Christian vision is central to all we do, and we have very strong links between our school and St James' Church. For example, the close link between school and church is supported through weekly school worship in Church and Spirituality Days when children explore topics in greater depth.

In the words of our pupil voice group, we are seeking someone who can "understand how children feel so that children can speak to them when they need to". Our school serves a range of socio-economic contexts, and this requires a Deputy Headteacher who can inspire and enable all our children to reach their full potential.

Finally, our foundation scriptures talk about how God has a plan to give us hope and a future. Therefore, we can trust Him for our future. We are excited about what God has planned for us as a school. We look forward to supporting our next Deputy Headteacher as they work alongside our Headteacher and help our school go from strength to strength.

Yours sincerely,

Andrew Cole
Chair of Governors



A message from the Pupil Voice group

We are really glad that we have had the chance to help in the really important job of finding our new Deputy Headteacher. We have thought hard and talked about it and we think we need to find someone who can do all of these things.

We think our new Deputy Headteacher needs to:

- Understand our school rules and values
- Be good at helping the Headteacher.
- Be funny, interesting, helpful, able to talk to children and allow non-uniform days
- Have time for the job and always be doing something for the school
- Be smart and clever
- Have a loud voice, be brave and not get stage fright
- Know people's personalities so that they can
- Interact well with children
- Let everyone have a voice
- Be approachable and understand how children feel so that children can speak to them when they need to
- Have a good sense of humour
- Be good at paperwork
- Know about worship in church, (including 'Star of the Week')
- Do creative worship
- Be able to stand up and do worship with all the children
- Understand that some children have special needs and can't do what other children can
- Understand behaviour and be able to manage it
- Know about all the subjects in the curriculum in case they have to teach it
- Make a calm atmosphere
- Have been a really good teacher

If you can do all of these things, we would like you to be our new Deputy Headteacher.

***From,
The Pupil Voice Group
(Student Observers of Learning)***



St. James Lower Darwen CE Primary School

Appointment of Deputy Headteacher

Agreed Timetable

Advert Live	Tuesday 17 th December 2024
School Visits (Available by appointment)	Wednesday 8 th January 2025 (10:00 and 13:30)
Closing Dates for Applications	Sunday 26 th January 2025
Shortlisting	Thursday 30 th January 2025
Interviews – Day 1	Monday 10 th February 2025
Interviews – Day 2	Tuesday 11 th February 2025



DEPUTY HEADTEACHER ADVERTISEMENT

Required from Summer Term 2025

Salary: Leadership Group 1, Points 6-11, £56,316 - £63,815 per annum

The Governors of St. James' Church of England Primary School wish to appoint an energetic, ambitious and inspiring Deputy Headteacher to this highly successful school, which is at the heart of its church and local community. This is an excellent opportunity for a hard working individual, with a passion for nurturing and challenging all members of our school community, to support our Headteacher and Senior Leaders to further develop our school and build on the successes achieved so far. St. James' is a 'Good' school in all five areas with a strong Christian vision and close links to the church.

We are looking for someone who:

- is an outstanding Christian leader with enthusiasm for the learning and development of all within our school community;
- has a proven record of excellent classroom practice and the ability to promote outstanding teaching throughout school;
- can demonstrate that they have worked successfully in partnership with governors, staff and parents in order to raise standards;
- is keen to learn and develop professionally and nurture this attitude in others;
- is able to raise the aspirations and ambitions of our children;
- is able to fully involve families and our community in the life and success of the school;
- will help our Church school and community to flourish through contribution to our vision and mission;
- provide support and challenge for our Headteacher, senior leaders and staff team;

In return, we can offer:

- a strong, nurturing Christian ethos;
- good links and relationships with St. James' Church, the Parish and community, other schools and wider partners across the local authority and beyond;
- a school which is well respected in the local community;
- a caring, dedicated and motivated staff team;
- supportive, effective governors who are committed to continuing professional development;
- well behaved and enthusiastic children who are eager to learn.



Our school is situated in Lower Darwen, on the outskirts of Blackburn within a community which contains significant areas of deprivation. The school benefits from good transport links via the motorway system, giving easy access to the West Pennine Moors as well as the large cities of the Northwest.

Visits to the school are strongly encouraged and will be held on **Wednesday 8th January** at **10:00 and 13:30**. To arrange your visiting time, please contact the school office via telephone: 01254 698656 or email: office@stjameslowerdarwen.blackburn.sch.uk

Completed applications forms and a supporting statement of no more than 1,200 words explaining how you meet the required criteria should be emailed to schoolhrteam@blackburn.gov.uk

- **Closing Date: Sunday 26th January 2025**
- **Shortlisting Date: Thursday 30th January 2025**
- **Interviews: Monday 10th and Tuesday 11th February 2025**

If you would like to find out more about the school, please visit our website:
<https://www.stjameslowerdarwen.co.uk/>

St. James' Lower Darwen CE 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.



St. James Lower Darwen CE Primary School

Deputy Headteacher Job Description

Church of England/Methodist Schools and Academies

The appointment is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards (2011) and Headteachers' Standards (2020), and the school's Articles of Government encompassing the requirements of the trust deed.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE: To work with the Headteacher to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding a unambiguous Christian vision that seeks to empower all stakeholders to experience *'life in all its fulness'* (John 10:10).

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be an active participant of the senior management/leadership team
- Assist the Headteacher in the strategic leadership and management of the school in line with the Christian vision
- Assist the Headteacher in the day to day organisation and management of the school
- Support and/or represent the Headteacher at meetings, as and when required
- If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the relevant Board, or in the case of a foundation, voluntary aided or foundation special school, the Governing Board
- 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 Development Plan, aims and objectives of the school by:
 - (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end;
 - (d) Monitoring progress towards their achievement.
- Assist in ensuring that the provision of high quality worship and Religious Education consistent with the teachings of the Church of England/Methodist Church are central.



MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school and may, in larger schools with more than one deputy, be shared. It will be necessary to specify the leadership, management, curriculum and subject/aspect co-ordination responsibilities/teaching commitment to be undertaken by the postholder.

1. Teaching and Learning 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 To be responsible for a specific class or age group of children to be decided on appointment
- 1.4 To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- 1.5 Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment
- 2.2 To contribute to:
 - Maintaining and developing the Christian 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
 - Implementing the Authority's and the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines
- 2.3 To assist in creating a Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other



3. Curriculum Development

- 3.1 To assist in and to lead when appropriate or when requested 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
 - 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 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
 - 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 and the encouragement of good behaviour within a Christian context
 - 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 recruitment and deployment of teaching and non-teaching staff of the school
- 5.2 To actively 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 staff in school



- 5.4 To implement and develop staff development policies in relation to:
- The induction of new and newly qualified teachers and other staff into a Church school
 - The provision of professional advice and support and the identification of training needs, including those aspects related to Church school education
 - 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 bodies
- 5.6 To maintain good relationships based on Christian values 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 procedures concerning resource management
- 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 a whole school environment which stimulates learning and enhances the appearance of the school
- 6.4 To participate in the 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, the Diocese and Local Authority

7 Relationships

- 7.1 To advise and support the Governing Board as required in the exercising of its functions, including attending meetings and making reports
- 7.2 To assist in the liaison and co-operation with Diocesan/Methodist and Local Authority officers and support services
- 7.3 To promote and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education
- 7.4 To assist in liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development
- 7.5 To help promote the Christian vision of the Church school and enable the flourishing of pupils and adults within the school and its community



- 7.6 To assist in liaison with the Church, other professional bodies, agencies and services
- 7.7 To develop and maintain positive links and relationships with the church, 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 community and that its curriculum draws on the nature and resources of that community.
- 7.8 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

The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the Headteacher in holding all staff and volunteers accountable for their contribution to the safeguarding regulations.

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.



Deputy Headteacher At St. James Lower Darwen CE Primary School

Person Specification/Selection Criteria

The applicant will be required to safeguard and promote the welfare of children and young people.

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

	[A] Faith Commitment	Essential/ Desirable
1.	Regular involvement in a church in membership of Churches Together in England, The Evangelical Alliance or North West Gospel Partnership <i>(This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).</i>	E
To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.		
		Essential/ Desirable
2.	The development of the Christian character of St James' C of E Primary School, its pupils and staff.	E
3.	Ensuring that the Christian vision enables the flourishing of pupils and adults within the school and its community.	E
4.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E
5.	Leading the spiritual development of all the school community.	E
6.	Leading and developing the effectiveness of religious education and the impact of collective worship.	E
7.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn.	E
	[B] Qualifications	Essential/ Desirable
8.	Qualified Teacher Status	E



9.	Degree	E
	[C] Professional Development	Essential/ Desirable
10.	Evidence of appropriate professional development for the role of Deputy Headteacher.	E
11.	Up to date safeguarding training and knowledge of legislation for the protection of young people.	E
	[D] The internal organisation, management and control of the school	Essential/ Desirable
12.	Evidence of direct involvement in whole school self- evaluation and school improvement strategies.	E
13.	Successful experience of leading one or more curriculum areas.	E
14.	Successful experience of whole school SEND provision and practice.	D
15.	Successful experience of leading a whole school, non-curriculum area eg. Assessment/Pupil Premium.	D
16.	To have had experience of line managing staff including their professional development, support and mentoring.	E
17.	To demonstrate an awareness of current national education policy and initiatives.	E
	[E] Teaching and Learning responsibilities	Essential/ Desirable
18.	Proven excellence in teaching pupils within the primary phase.	E
19.	Thorough knowledge of teaching and learning across all 3 Key Stages in the primary phase.	E
20.	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement.	E
21.	Ability to promote inclusion and meet the needs of all pupils.	E
22.	A commitment to addressing diversity positively.	E
	[F] Professional Attributes	Essential/ Desirable
23.	Ability to deal effectively and positively with a range of pupil behaviours.	E
24.	An ability to communicate effectively, both orally and in writing, with a range of audiences.	E
25.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E
26.	A commitment to professional development for self and others.	E
	[G] Personal Qualities	Essential/ Desirable
27.	Demonstrate a passion for pupil aspiration.	E
28.	Be committed to working with a high level of integrity and professionalism.	E
29.	Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively.	E
30.	Demonstrate the ability to build and maintain good relationships with colleagues, parents and members of the wider school community.	E
31.	Be able to perform effectively under pressure and demonstrate professional resilience.	E



32.	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	E
	[H] Safeguarding	Essential/ Desirable
33.	Display commitment to the protection and safeguarding of children and young people.	E
34.	Be able to form and maintain appropriate relationships and personal boundaries with young people.	E
35.	Have up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people.	E
36.	Be able to co-operate and work with relevant agencies to protect young people.	E
37.	[I] Professional Skills	
38.	Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the National Standards of Excellence for Headteachers 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied at St. James' Church of England Primary School throughout the appointment process.	
	[J] Confidential References and Reports	Essential/ Desirable
39.	Positive recommendation from all referees, including current employer	E
40.	Positive and supportive faith reference from the priest/minister where the applicant regularly worships. <i>Candidates who do not use their Parish priest/minister must give an explanation in the letter of application.</i>	E
41.	[K] Application Form and Supporting Statement	
42.	<i>The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.</i>	



Dear Prospective candidate,

FAITH REFERENCES

As you are aware the person specification for the post for which you are applying states that you are asked to provide a 'positive and supportive faith reference from the priest/minister where the applicant regularly worships'.

In the light of this and given that a priest is often managing ministry teams and/or more than one church/parish, we offer the following advice when seeking faith references:

1. Speak to the priest before completing your application and ask them to agree to act as a referee
2. Ensure that the priest is aware of:
 - your involvement in parish life e.g. groups you attend/lead, Bible reading or intercession rota etc (it may be that currently you are not heavily involved in parish life due to other commitments)

Note: When considering worship attendance and involvement, priests will be asked to comment on commitment beyond attendance at school services that might constitute part of any candidates employed role.

- your present post – name of school, areas of responsibility, etc
- the post to which you are applying – name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

Candidates who do not use their Parish priest/minister must explain the reason for this in the letter of application. This can be for a number of reasons, e.g. because the parish is in vacancy, or a recently appointed priest. Whatever the situation, failure to explain may lead to your application not progressing further in the process.

The following websites set out the current list of churches that are members of Churches Together in England, the Evangelical Alliance and North-West Partnership. Please ensure that your place of worship is on the list. If you have any questions with regard to your church's affiliation or the contents of this letter you should contact the Diocesan Adviser for the appointment at janet.grime@blackburn.anglican.org. The list of Churches Together in England and its associated bodies can be found at www.cte.org.uk. The list of member churches of the Evangelical Alliance can be found at www.eauk.org. The list of member churches of the North West Gospel Partnership can be found at <https://northwestpartnership.com/>

Yours faithfully,

Janet M Grime
Associate Advisor for Blackburn Diocese



Attendance Policy Statement

St James' Lower Darwen Church of England Primary 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.