



St John's Catholic
Primary School
Deputy
Headteacher
Application Pack



Letter from the Chair of Governors

Employer: St John's Catholic Primary School
Location: Trowbridge, Wiltshire
Salary: L4-L8
Contract Type: Full Time
Contract Term: Permanent
Start Date: January 2025 or soon after.

Dear Prospective Applicant,

Thank you for applying for the post of Deputy Headteacher at St. Johns. As a school we are strong in the Catholic faith we are multicultural and welcome children and families from all faiths.

Our staff promote high standards of behaviour and learning which are shown in the children's attitude and achievements. The school have close links with the parish, local schools and both local and international communities which are supported with enthusiasm by the children. The children, staff and governors are proud of the "St. Johns" feeling which I am certain you will experience when you visit.

Best Wishes

Mike Simmons

Chair of Governors



Letter from the Headteacher

Dear Prospective Applicant,

Thank you for taking the time to learn more about our wonderful school – St John’s Catholic Primary School, Trowbridge. I am highly ambitious for our school and passionate about driving school improvement founded on evidence informed practice. Every child has the right to receive excellent teaching and learning, a rich range of experiential learning opportunities and for schools to be guardians of childhood. Our school is embarking on an exciting new chapter with a commitment team of highly professional colleagues.

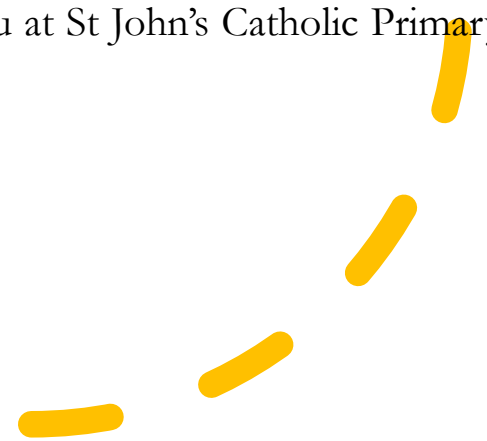
Our mission and Catholic Social Teaching values are the golden thread woven through our rich curriculum. We have invested significant time in developing our unique curriculum and invested in providing exciting rich experiential learning opportunities.

I strongly encourage you to visit our school in order that you can get a flavour of what we offer and how we are unique. I encourage you to meet the school team and wonderful children so that you can experience first hand the learning opportunities created for the children in our care. Please do not hesitate to contact the school office if you have any questions or would like to arrange a tour of our school. I really look forward to meeting you at St John’s Catholic Primary School and wish you well on your exciting future career journey.

Best Wishes

Mrs Kim O’Rourke

Headteacher



Mission Statement



We live our Mission by:

- ensuring that our attitudes and values are transmitted through a curriculum that is consistent with the Catholic faith & embraces the principles of Catholic Social Teaching
- delivering a curriculum that is relevant, varied, interesting, stimulating, balanced and appropriate
- developing schemes of work and policies on teaching and learning, assessment and additional needs which recognise that R.E. is an integral part of the curriculum
- developing sound teaching and effective classroom management strategies
- generating a positive attitude to learning where realistic expectations of pupils and high standards of work are expected
- using a variety of teaching approaches that reflect the needs of individual pupils
- participating in projects which focus on the needs of others including local and international charities.

About St Johns Catholic Primary School

The Sisters of St. John of God founded St John's school in 1927. Since then the school has grown & flourished into the thriving school it is today.

Although the sisters of St John's left the parish in the summer of 2014, continuity with the 1927 Foundation continues to live on in the school. Fr Richard Elson from St John The Baptist Catholic Church is our school chaplain. He regularly visits pupils in classes and assemblies. All classes hold a class liturgy or Mass which is well supported by families. The school has strong links with the Parish Community and St John's pupils and staff contribute to Sunday Mass on a termly basis, leading the music, choir and readings and are always seeking ways to maintain and strengthen these links.

Many of the pupils naturally continue to St Augustine's Catholic College, Trowbridge, for their education. The new Headteacher, Mrs. Kim O'Rourke, has embraced the Headship role since September 2024 after seven years of service as Deputy Headteacher at the school. There are eleven classes and the school employs 51 staff.

- **Further Information** The latest OFSTED and Section 48 reports, along with information on the Governing body and much else, can be found on the school website www.st-johns-trowbridge.wilts.sch.uk

Catholic life, Religious Education, and the Wider Curriculum We are a Catholic school, providing a broad, creative, supportive family environment centred on the Gospels and on the example and teachings of Jesus Christ. We highlight the unique nature of the individual, everyone's right to be shown respect and everyone's responsibility to give their best for the community. We are inclusive and aim to find areas of excellence in all our members (Governors, pupils, staff, parents / carers and volunteers) to help them grow as individuals and achieve their potential. All are fully supportive of our mission and give copiously of their time and expertise.



Parents We have very supportive parents/carers who actively engage in supporting pupils the school and parish community. St John's has an active School Association called the Friends of St John's who regularly run social and fund-raising events & have contributed to numerous projects within the school. These are not only enjoyable but also a very valuable aspect of our parish and local community life

Collaboration with other schools We are committed to working in collaboration with other schools including a range of support provided by both Senior Management and Governors. We are a member of the Emmaus Catholic Partnership and Trowbridge Collaborative Schools.

Job Title: Deputy Headteacher
Responsible To: The Board of Governors

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a candidate who will support the Catholic vision and ethos of our school. Who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the headteacher and the deputy headteacher and will be reviewed annually.

Core Purpose of the Deputy Headteacher

To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

The core purpose of the deputy headteacher is to support the headteacher in ensuring that:

- The school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law.
- Religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- Religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- The school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth,
- Achievement, attitudes to learning, behaviour and personal development;
- The school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities

To carry out the duties of the deputy headteacher as set out in the current School Teachers' Pay & Conditions Document. Undertake the professional duties of the headteacher in the event of the headteacher's absence from the school.

Key Areas of Responsibility

The deputy headteacher supports the headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Working within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensuring there is appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

Teaching & Learning

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The teaching of RE is considered the core of the core curriculum with Catholic Social Teaching the golden thread which is embedded in all subjects.

The deputy headteacher:

- Leads the teaching and learning of RE. Securing high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.

The deputy headteacher supports the headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
- Ensuring high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establishing creative, responsive and effective approaches to learning and teaching.
- Creating and maintaining an effective partnership with parents to support and improving pupils' achievement and personal development and furthering the distinctive Catholic nature, purposes and aims of the school.
- Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance.
- Determining, organising and implementing a diverse, flexible curriculum and implementing effective assessment framework.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

Developing Self and Working with Others

In a Catholic school the role of headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership should take Christ as its inspiration. The headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The deputy headteacher supports the headteacher in:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance management review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance and supporting wellbeing.

Managing the Organisation

In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.

The deputy headteacher:

- Helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The deputy headteacher also helps deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

The deputy headteacher supports the headteacher in:

- Creating an organisational structure which reflects the school's values, and enabling the management systems, structures and processes to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensuring that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school, implementing successful performance management processes with all staff.
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Using and integrating a range of technologies effectively and efficiently to manage the school.

Securing Accountability

In a Catholic school the headteacher fulfils his/her responsibilities in accordance with the mission of the school. The headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

The deputy headteacher supports the headteacher in:

- Fulfilling commitments arising from contractual accountability to the governing body.
- Developing the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Working with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school. Attend, as required, full Governing Body meetings.
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflecting on personal contribution to school achievements and take account of feedback from others.

Strengthening Community

In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

The deputy headteacher supports the headteacher in:

- Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

Safeguarding Children and Safer Recruitment

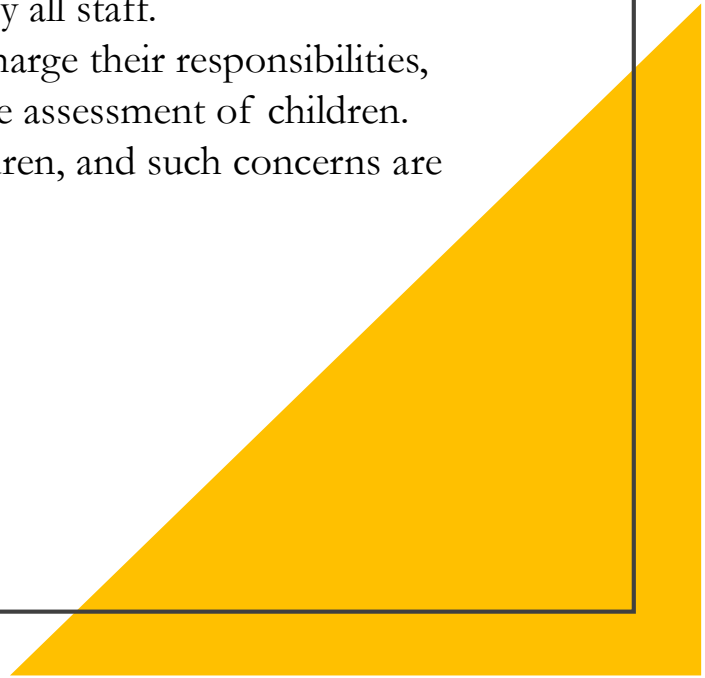
This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The deputy headteacher:

- Will hold the role and responsibility of Deputy Designated Safeguarding Lead, attending regular statutory training, training staff, communicating with parents, governors and Local Authority representatives.

The deputy headteacher should support the headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy



Person Specification

	Criteria	Essential	Desirable	How identified
Faith Commitment				
a	Committed to the Catholic Ethos of a Catholic School	✓		A/R
b	Involved in a local parish community or Diocesan life.		✓	A/R
c	Ability to articulate a clear understanding of the Catholic ethos as a driver for school improvement.	✓		A/I/O
d	Experience of leading prayer and liturgy across all primary age groups.	✓		A/R
e	Understand the leadership role of the spiritual development of pupils and staff team.	✓		A/I

Qualifications and evidence of professional development

	Criteria	Essential	Desirable	How identified
a	Degree	✓		A
b	Qualified Teacher Status	✓		A
c	DfE Teaching Agency registration number	✓		A
d	Evidence of recent professional development that has contributed to whole school, strategic improvements.	✓		A/I
e	Catholic Teachers' Certificate or CCRS.		✓	A
f	Evidence informed national qualifications in education e.g. further degree, NPQSL, NPQH.	✓		A

Teaching Experience

	Criteria	Essential	Desirable	How identified
a	Proven to be an outstanding, dynamic classroom practitioner who is generous to share best practice.	✓		A/I
b	Demonstrates strength in personalising appropriate provision for those pupils 'vulnerable to making progress' including those with SEND.	✓		A/I/O
c	Confident in providing appropriate support and challenge for all pupils.	✓		I/O
d	Inspirational ability to manage and nurture positive behaviour and learning skills in and out of the classroom.	✓		I/O
e	Knowledge of the National Curriculum, Strategies and Catholic RE requirements; and their implications in school.	✓		A/I/O
f	Ability to work collaboratively in effective target setting, assessment and data analysis in order to ensure individual, groups, cohort and whole school improvements.	✓		I/O
g	Broad experience of what makes high quality teaching.	✓		A/I

Leadership Experience

	Criteria	Essential	Desirable	How identified
a	Experience of an effective TLR or Middle Leader post.	✓		A/I
b	Proven ability to drive improvement in a whole school priority.	✓		A/I/O
c	Ability and desire to uphold and actively strengthen the Catholic ethos through school.	✓		A/I/O
d	Experience of leading R.E., Catholic Life and Mission, and Celebration of the Word.		✓	A/I/O
e	A commitment to and understanding of effective staff professional development.	✓		A/I
f	Evidence of successfully managing change in whole-school issues.	✓		A/I
g	Ability to use whole school data to identify and plan effective provision for pupils vulnerable to learning.	✓		A/I

Leadership Experience

	Criteria	Essential	Desirable	How identified
h	Experience of contribution to the whole school evaluation processes.		✓	A/I
i	An awareness of current issues in education and their likely impact on children's life chances.	✓		A/I
j	Ability to work with Governors and all other stakeholders.	✓		I
k	Experience of leadership in training / supporting colleagues including ECT's.		✓	A/I
l	Experience of using FFT/Perspective Lite and/or other data sources to monitor and inform school improvement.		✓	A/I
m	Experience of leading improvement in more than one curriculum area.	✓		A/I
n	Experience of working within one or more Catholic schools.		✓	A

Professional knowledge and understanding

	Criteria	Essential	Desirable	How identified
a	An understanding and commitment to Safeguarding policy and procedures.	✓		A/I
b	A desire and ability to involve parents as partners in their children's learning.	✓		A/I
c	Experience of holding DDSL or DSL post.		✓	A/I

Personal qualities and skills

a	Motivation to work collaboratively with colleagues, parents, governors and stakeholders to drive forward school improvement.	✓		A/I/O
b	Excellent communication and interpersonal skills to lead, challenge and support others.	✓		A/I/O
c	Demonstrate an understanding of team dynamics and its impact on learning.		✓	A/I
d	Ability to use ICT effectively in the management of the school.		✓	A

Completing your application

Our method of Application is via the school website. We will not accept applications that are not submitted through this method, this includes CVs and letters of application.

Please be thorough and accurate when completing your application as we review these forms carefully during the shortlisting and selection process.

Shortlisting

Formal shortlisting will take place through a panel on the stated date. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

Online Checks

All candidates are subject to an online check for all shortlisted candidates with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

Visits to the school are encouraged. To arrange a visit please contact Pam Poulter. Our Business Manager via admin@st-johns-Trowbridge.wilts.sch.uk or on 01225 752006

Applications must be received on Monday 2nd December before 10.00am

Interviews will take place Monday 9th December

Shortlisting will take place on: Tuesday 3rd December