



**St. John's Church of England
Primary School**

**Deputy Headteacher
Information Pack**



Welcome

Thank you for your interest in the position of Deputy Headteacher at St John's CoE Primary School. I am delighted that you are considering joining our school community at what is an exciting time in our journey. St John's is a fantastic place to work and learn, with a strong reputation for excellence within our local community. We are incredibly proud of our children, our dedicated staff team and the high-quality education and care that we provide.

Our Christian distinctiveness is central to who we are. Our vision, '**Love, Learn, Flourish**', shapes the life of our school and reflects our commitment to ensuring that every member of our community is known, valued and supported to thrive. We are proud of the strong bonds we share with our local church and of our close relationship with our families, who are engaged, supportive and active partners in the life of the school. Together, these relationships contribute to the strong sense of community and belonging that is so important to us.

The successful candidate will join an experienced and committed teaching team with a genuine love of learning and passion for teaching. Our staff care deeply about our children and are ambitious for what they can achieve. We value collaboration, professional learning and the contribution that every member of our team makes to the continued success of the school.

This is an exciting opportunity for a **dedicated, enthusiastic and experienced leader** who shares our high expectations and is ready to play a significant role in the next stage of St John's journey. As Deputy Headteacher, you will work closely with me, our staff, governors, families, church and wider community to build upon the school's many strengths, while helping to shape our priorities for the future.

We warmly welcome applications from candidates who are excited by our vision and who believe they have the experience, commitment and leadership qualities to make a positive contribution to our school.

Thank you again for your interest in our school. We look forward to receiving your application and to the possibility of welcoming you to St John's.

Kelly Reid
Headteacher



Deputy Headteacher

This is a wonderful opportunity for a new Deputy headteacher to join St. John's in the next phase of our educational and spiritual development with our new Headteacher at the helm. Our vision and values truly reflect where we are and the direction we want to take, with our school rule of Love One Another visibly present in our daily lives. St. John's is a friendly, diverse school with a visible Christian distinctiveness and our ethos, driven by love, is key to all we do and achieve.

We are an oversubscribed, stand-alone, two-form entry school situated in the quiet suburb of Shirley, Croydon, close to the boundary of Bromley, with high aspirations for our staff and children. Our classrooms are well-resourced, our buildings maintained to a high standard and we enjoy spacious grounds. We have a committed and supportive school community, excellent teams of teaching and support staff, an encouraging and ambitious governing body and a thriving school association; all rooted in school life.

We value and invest in CPD with successful bespoke in-house programmes and are leaders in the educational field, sharing our successes with other schools. Our high-quality leadership and teaching, together with a positive ethos, strong family values and our children making good progress, has resulted in a popular and successful school.

Our children have a wide range of abilities, with additional needs throughout the school supported by our embedded SEND strategy and policy.

Our new Deputy Headteacher will facilitate the school to grow and evolve in a way that truly reflects our amazing community, having a range of skills to complement our ambitious and highly effective Senior Leadership Team, teachers and support staff. They will be passionate about nurturing and developing our school ethos and support the distinctiveness of our Christian church school.

We are looking for a DHT who is an outstanding teacher role-modelling highly effective classroom practice; someone with leadership experience, ready for their next challenge. The successful candidate will be a dynamic and highly effective person who oversees the day-to-day management across the school, provides strategic foresight, leads teaching & learning with a focus on high standards.

Our recruitment process is about finding the right personality with the right experience, someone who will be as excited as we are about continually developing our school.





We are looking for a Deputy Headteacher who:

- has the skills to work in synergy with our new Headteacher and manage our school effectively in her absence; working collaboratively with our senior leadership team and governing body.
- will lead a robust safeguarding culture, ensuring safer recruitment practices and that all staff, governors, volunteers, contractors and visitors understand and fulfil their safeguarding responsibilities.
- is able to model growth and inspire excellence throughout the school community
- is an outstanding teacher with experience of teaching both KS1 & KS2, with a sound understanding of EYFS and strong subject lead experience.
- has strong analytical skills and uses data intelligently.
- is a true professional; hardworking, organised, efficient and creative, with the ability to work strategically as well as the day-to-day management of the school.
- will be a skilled, flexible and determined leader who wants to make a positive impact on the curriculum and rise to a challenge; promoting inclusion and wellbeing while supporting, motivating and challenging children and staff.
- has high expectations and is committed to their own continued professional learning with the fervour and intelligence to thrive and lead in our busy school community, bringing creativity and inspiration.
- excels in utilising effective communication skills across our community and beyond.

School visit

You are strongly encouraged to take the opportunity to visit our school for a tour of the site and spend time with our current Headteacher, Deputy HT or a Governor before applying. Please see how to arrange a visit at the end of this pack.

We offer:

- a full time role that is not class-based; with occasional class cover and working from home.
- the opportunity to assist in leading our outstanding, successful and oversubscribed school in the next stage of our and your development.
- a dedicated, inclusive and dynamic staff.
- high-quality professional learning and support services, including investment in TAs, excellent internal and external CPD and opportunities to shine.
- an ambitious, effective and supportive Governing Body who have staff development and well-being high on their agenda.
- an active and helpful school association within a wider community who are fully invested in the children's learning.
- A welcoming, positive and caring environment with well-maintained buildings and extensive grounds; with nearby parks and woods, a pleasant staffroom, discounted fitness opportunities, good public transport links and free staff car-park/on-street parking.

and last but definitely not least...

- curious, enthusiastic and well-behaved pupils who thrive and achieve through our broad curriculum and activities.

If you think you are ready for this role and are enthused by the thought of partnering and supporting our new Headteacher in shaping her path to continue moving our school forward while embracing the challenges and celebrating the achievements, we warmly encourage you to enjoy a few of our staff describing their experience of working in our school [here](#) and then arrange to visit and see us in action. Please telephone our office on 020 8654 2260 to secure a place or to arrange an informal chat with our Headteacher.

This job description is not exhaustive, and roles and responsibilities may be amended following discussion with the Headteacher.



Our Offer:

Start date: 1st January 2027

Contract: Permanent Full Time 100% FTE

Post Grade: Leadership Scale Band 3, Outer London

Pay range L8 - L14 £65,642 - £75,443 pa, dependent on experience

You are strongly encouraged to take the opportunity to visit our school for a tour of the site and spend time with our current Headteacher, Deputy HT and other staff, as available.

How To Apply:

Please complete and submit the following:

1. Our application form, fully completed with all sections answered. This includes a letter within the application form, addressing the requirements of this role as outline. This should not exceed 2 pages.

All completed forms should be emailed together to recruitment@st-johns.croydon.sch.uk for the attention of Lila Powell, School Business Manager. We do not accept/read CVs. This inbox will be monitored regularly if you have any queries.

The **closing date** for applications **Monday 28th September at 8am**. Interviews are scheduled for **either Wednesday 7th or Thursday 8th October**



Safeguarding and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children.

We identify and reject any applicants who are unsuitable to work with children. We will respond to concerns about the suitability of applicants during the recruitment process and about employees and volunteers once they have begun their role here with us. All new staff and volunteers participate in an induction which includes child protection and are signposted to our supporting policies and procedures.

Shortlisted applicants will be required to complete and return a Self-Disclosure form prior to interview. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain ‘spent’ convictions and cautions are ‘protected’ and are therefore not subject to disclosure to employers and cannot be taken into account.

Any concerns resulting from all checks will be discussed with candidates at interview. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

Further vetting checks including an enhanced DBS, incorporating a check of the Children's Barred List, will be undertaken on provisional offer. The [DBS sensitive applications team](#) (0300 131 2784) may be used for privacy regarding a transgender applicant's previous identity.

Equalities and Inclusion

This school is committed to equality and diversity in employment practice and service delivery.

We welcome applicants from all backgrounds and communities, particularly those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

We are also committed to make Reasonable Adjustments to our recruitment and selection processes, where appropriate. This is to ensure that no candidate is unfairly prevented from demonstrating their abilities and skills, whether they have a disability or not. St John's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment.