



St. Joseph's Catholic Primary School

115 St. Mary's Lane, Upminster, Essex RM14 2QB

Head Teacher
Mr Michael Ross

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18th April 2024

Dear Applicant,

Thank you for showing an interest in our vacant Deputy Headteacher position.

The following 6 documents make up the application pack:

- CES Application Form
- Application Form Notes for Applicants
- Job Description and Person Specification
- BDES Guidance on the definition of Practising Catholic for Reserved Posts
- Consent to Obtain References Form
- Recruitment Monitoring Form

If you are interested in working in our welcoming and friendly school, I would warmly encourage you to come and visit. It was my pre-application visit to St Joseph's that made me determined to work here; hopefully you will feel the same. Please contact the school office on the number above to arrange a suitable time.

As a reserved post, any shortlisted candidate must be a practising Catholic. To determine this, a priest reference will be requested as soon as an application is received. This priest reference is a required element of the shortlisting process. Bearing this in mind, the earlier you can apply, the sooner we can request your priest reference. Please discuss this requirement with your parish priest as soon as you can.

There is lots of information about the post in the pack. In short, it is a non-class-based post, but there will be a regular teaching element. The successful candidate will also lead Religious Education across the school and be responsible for the leadership of our Catholic life and prayer and liturgy. We have an amazingly supportive staff, school community, governors, parish priest and parish community and are fortunate to be right next door to the parish church – also St Joseph's. The children are friendly, welcoming and hardworking; they enjoy coming to school and are respectful of each other and the staff. We look forward to welcoming you to the school.

Yours sincerely,

Michael Ross
Head Teacher

St. Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.

