



Information for Applicants

Thank you for your interest in applying for the post of Deputy Headteacher at St Joseph's. Applications are welcomed from suitably qualified and enthusiastic individuals who are excited to join the leadership of our school in our commitment to delivering the highest standards of Catholic education in all its richness. This post is offered under the terms of the Governors' Equal Opportunities Policy and the successful candidate will be required to be a practicing Catholic and sign the Catholic Education Service contract.

Below is a letter from our Head Teacher, Tony McCabe, in which he gives some background information about the school community. I hope this information will be of use to you. I look forward to receiving your application and the possibility of welcoming you to our school.

Patti Jones Chair of Governors

Welcome to St Joseph's and thank you for your interest in joining our school community. Being part of St Joseph's is a life-changing adventure. As a Catholic school, Jesus Christ is our family role model, shaping all that we do and inspiring us to serve others with compassion, dignity and hope. This year, our mission theme calls us to be "Bold and Strong", inspired by the words spoken to Joshua: "Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." We believe this courage is reflected every day in our staff and young people as they embrace new challenges, overcome adversity and strive to become the very best versions of themselves.

We are on a determined journey to become the most inclusive school we can be. Through our trauma-informed approach and our unique RAISE Network, we recognise that every young person has individual strengths, needs and potential. Nearly 30% of our children are in receipt of a free school meal, 6 are looked after or in care and nearly 6% have an EHCP to help meet their needs. However, rather than focusing on deficits, we seek to understand each learner's story, removing barriers and creating the conditions in which every child can flourish. We are passionate about ensuring that all learners have access to the same opportunities, are supported to achieve their very best and are empowered to dream beyond perceived limitations.

Our curriculum is ambitious, accessible and designed to unlock potential for all. Whilst the vast majority of our learners arrive each day ready to embrace learning and succeed, we also serve young people whose life experiences have left them carrying significant challenges. Our mission is not simply to educate them, but to help mend broken lives, restore hope and provide a brighter future. This Deputy Headteacher role is pivotal in leading the highest standards of learning, teaching, curriculum and behaviour, ensuring that every young person experiences both academic excellence and exceptional care. Through courageous leadership, unwavering ambition and a relentless commitment to inclusion, you will help give all of our learners the wings to fly and achieve beyond their wildest imagination.

If you are successful in securing this post, you will join a strong, stable and supportive school community that is deeply valued by parents, carers and the wider community. Our staff are proud to work at St Joseph's and are committed to going the extra mile for our young people. At the same time, we recognise the value of fresh perspectives and welcome colleagues who bring new ideas and experiences. In return for your investment, we offer a commitment to your professional growth through high-quality development opportunities within an ambitious, affirming and forward-looking environment. Our school Facebook site <https://www.facebook.com/StJosephsRCHS> and our website www.stjosephsbolton.org.uk have a wealth of information about life at St Joseph's so do please take a look at them if you would like to learn more about our school and share in our journey.

We look forward to hearing from you.

Tony McCabe

Deputy Headteacher - Raising Standards, Curriculum and Achievement

Specific Responsibilities

Leadership Team Responsibilities

- To attend all Senior Leadership Team meetings and contribute fully to the strategic leadership and development of the school.
- To deputise for the Headteacher as required and share collective responsibility for the success, wellbeing and achievement of every student and member of staff. [
- To contribute to whole-school self-evaluation, school improvement planning and policy development.
- To act as the Senior Leadership Team link for identified departments and faculties, undertaking learning walks, reviews and quality assurance activities.
- To attend and provide reports and briefings for Governors' meetings as appropriate, particularly those focused on standards, curriculum and student outcomes.
- To represent the school at diocesan, local authority and partnership events as required.
- To promote and actively lead the Catholic Christian ethos and mission of the school in all aspects of leadership and decision-making.

Standards, Achievement and School Improvement

- To lead the strategic drive to raise standards of achievement across the school and secure continuous improvement in outcomes for all students.
- To maintain strategic oversight and accountability for academic standards, ensuring every student is supported to achieve their full potential.
- To lead the school's self-evaluation processes and ensure accurate identification of strengths, priorities and areas for development.
- To produce high-quality reports on standards, achievement and progress for the Headteacher, Governors, Diocese, Local Authority and external agencies as required.
- To oversee the development, implementation and evaluation of whole-school improvement strategies.
- To ensure that robust intervention strategies are in place to address underachievement and secure strong outcomes for all groups of learners.

Teaching and Learning

- To lead the strategic development of teaching and learning across the school, promoting evidence-informed practice and high-quality pedagogy.
- To line manage and support senior and middle leaders responsible for learning and teaching.
- To lead the school's quality assurance framework, including lesson visits, learning walks, work scrutiny and student voice activities.

- To monitor and evaluate the impact of teaching and learning initiatives on student progress and attainment.
- To oversee professional development programmes that improve classroom practice and leadership capacity.
- To support, challenge and develop colleagues to achieve consistently high standards of teaching.
- To oversee programmes of support, coaching and professional growth for staff where improvements in practice are required.

Curriculum Leadership

- To provide strategic leadership for curriculum development, ensuring a broad, balanced, ambitious and inclusive curriculum that reflects the school's mission and values.
- To lead curriculum innovation and review, ensuring that curriculum intent, implementation and impact are clearly articulated and evaluated.
- To work with curriculum leaders to secure high standards of curriculum planning, delivery and assessment.
- To ensure that curriculum provision meets the needs of all learners, including the most able and those requiring additional support.
- To oversee the development of enrichment opportunities that enhance students' academic, personal, spiritual, moral, social and cultural development.

Assessment, Data and Reporting

- To lead on assessment, data analysis, monitoring, tracking and intervention across the school.
- To ensure that assessment systems provide accurate information that drives improvement and supports strategic decision-making.
- To oversee the analysis of student performance data and ensure effective use of information by leaders and teachers.
- To identify trends, strengths and areas for improvement and implement strategies to raise achievement.
- To lead whole-school reporting procedures, ensuring clear communication with students, parents and stakeholders regarding progress and attainment.
- To provide regular standards reports for senior leaders and governors.

Leadership and Line Management

- To lead, manage and develop senior and middle leaders, ensuring accountability for performance and outcomes.
- To establish a culture of high expectations, innovation, collaboration and continuous improvement.
- To support Assistant Headteachers and other leaders with responsibility for operational aspects of teaching and learning, curriculum, assessment and achievement while retaining strategic oversight and accountability.

- To contribute to appraisal and performance management processes and support the professional growth of staff at all levels.

Inclusion and Student Success

- To champion high ambition and achievement for all students, particularly those with additional needs and barriers to learning.
- To ensure that curriculum, assessment and intervention strategies enable all students to flourish and achieve exceptional outcomes.
- To promote an inclusive culture where every individual is valued, nurtured and respected in line with the school's mission.

Extra-Curricular and Community Commitment

- To actively support Parent Staff Association events and wider school community activities.
- To contribute to the organisation and leadership of key school events, celebrations and enrichment opportunities.
- To support the delivery and development of the school's extra-curricular programme and student "bucket list" experiences.
- To be a visible and active presence within the life of the school and wider community, modelling the school's values and aspirations at all times.

CES forms will be used for applications. (plus *Recruitment Monitoring and Rehab Of Offenders*)
