

St Matthew's Church of England Primary School

Deputy Headteacher September 2025

Join a committed team who work together to ensure our children
flourish academically and personally



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Dear Applicant,

Join us at St Matthew's Church of England Primary School where we are dedicated to nurturing the potential of every child. As our Deputy Headteacher, you will play a pivotal role in strategic leadership and the implementation of the vision across the school.

Our vision is that ALL children flourish academically and personally, so that they have the skills to succeed in life and are committed to the common good. We believe in developing the whole child and have an inspiring curriculum that empowers children to achieve and explore their place and role in the world.

We have wonderful children at St Matthew's and celebrate diversity explicitly through our everyday practises and learning. We are lucky to have a diverse, supportive and passionate community.

If you are ready to make a profound impact on the lives of our children and contribute to ensuring they fulfil our maxim 'Whatever you do, do it with all your heart' then we invite you to join us at St Matthew's!

If you would like to arrange a visit or have any questions about the role, please do not hesitate to get in touch. We very much look forward to hearing from you and receiving your application.

Kirsten Cameron



Welcome from the Headteacher



St. Matthew's Church of England Primary School is situated in the centre of Ipswich. It is a diverse and multicultural church school with a distinct Christian ethos.

St Matthew's is a truly inclusive church school, where everyone is welcome and difference is celebrated. St Matthew's lives and breathes its Christian values, which underpin all aspects of school life. It was judged outstanding at the last SIAMS. *"All decisions made regarding the curriculum and extra-curricular activities stem from the strong Christian vision that is tangible throughout the school. There is a caring, fully inclusive ethos,"* SIAMS October 2019.

There are 413 pupils on roll in 14 classes. 61% of children do not have English as their first language and all classes have children with EAL needs; there are 38 different languages in school. Mobility is high, both into and out of the school – with us welcoming around 200 new mid-year arrivals during the past four years; this puts the school in the top quintile of schools nationally for mobility.

IDACI data shows that 92% of our children fall in to the first 5 deciles, compared to 45% across Suffolk. 36% of the children are classed as 'disadvantaged'.

This diversity is a strength of the school. Ofsted judged the school as 'good' in October 2023 with Early Years provision deemed 'outstanding'. *"Pupils are exceptionally well cared for at this school. Pupils' well-being is an integral part of the school's strong values,"* Ofsted October 2023.

For further information about the school, including staffing, school clubs, the curriculum etc., please see the school website: www.stmatthewsprimary.co.uk

Our School



Our Curriculum Drivers are:

Communication - Speaking and listening lies at the heart of our curriculum. Pupils work hard to extend their vocabulary and confidence when speaking. EAL pupils are supported with their acquisition of English.

Aspiration - Pupils and staff have high expectations for learning. Children are encouraged to aim high and to be open to possibilities at school and beyond.

Creativity - A topic-based approach provides cohesion and context, whilst maintaining the integrity of learning objectives for foundation subjects.

Knowledge of the World - Pupils work towards acquiring a depth of learning and knowledge, alongside an awareness of the wider world and their place in it. We plan for enrichment and offer a breadth of experiences beyond the classroom.

Our curriculum provides appropriate balance and is designed to meet the distinctive and individual needs of our pupils.

We value pupils as individuals and aim to recognise their achievements in a wide range of areas. Our curriculum therefore ensures balance between academic and personal development. It gives equal importance to core and foundation subjects.

Spiritual, moral, social and cultural development, together with a structured programme of PSHE, underpins our work and is regularly monitored and reviewed. Pupils are encouraged to be good citizens and our church school ethos and Christian values are evident in all that we do.

Curriculum development and review is ongoing, with experienced subject leaders taking a proactive role and reporting termly to the Headteacher with evidence of their monitoring. Ofsted inspectors noted that all curriculum leaders were effective and had a good overview of their subjects.

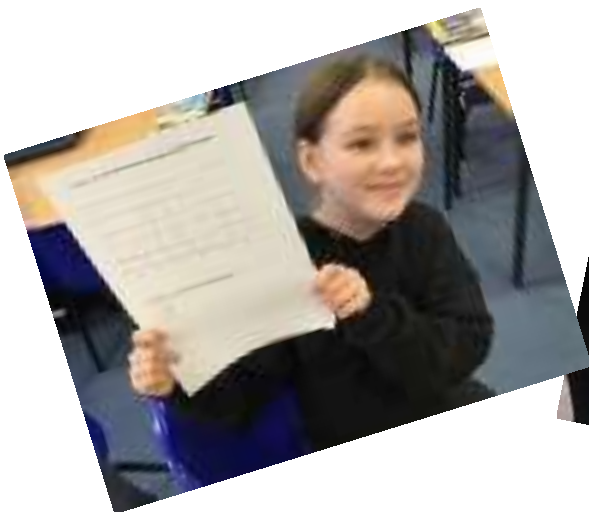


Our current whole school priorities are:

- ★ To improve fluency in Mathematics
- ★ To embed Sounds and Syllables
- ★ To review the science curriculum to ensure it allows for progression of knowledge and development of scientific enquiry
- ★ To improve attendance

We continue to increase parental engagement in their child's learning; we have worked hard on this and hold a range of events and activities to encourage engagement. 'Bring an Adult to School' sessions are held annually in each year group. Curriculum-based workshops are arranged for parents and short videos are posted on ClassDojo explaining how to support children with reading, phonics and other skills.

In EYFS and Years 1, 2, 3, and 4, weekly Reading Cafés are held, which have been well attended by parents.



School Development Priorities

St Matthew's was rated "good" in October 2023, with EYFS being graded as Outstanding.



Key Findings were:

- ★ Pupils enjoy learning. They are determined to achieve their best. Many pupils make strong progress from their starting points.
- ★ Children make an outstanding start to their education in early years. They settle quickly into class routines and make exceptionally strong progress from the start.
- ★ Pupils' behaviour is good in class and around the school. The school is a calm and purposeful place for learning.
- ★ Pupils have lots of friends at the school. Pupils from many different cultural and faith backgrounds get on well together. Pupils are confident to talk to staff if they are anxious or worried about anything.
- ★ Parents are overwhelmingly positive about the school. One parent sums up the view of many... 'My children love this school and are thriving here'.
- ★ The school has a well-designed, carefully sequenced curriculum. Pupils make good progress in gaining understanding and developing their skills. The school has a consistent approach to checking what pupils have learned in each lesson. Teachers use assessment well to build on pupils' prior learning.
- ★ The school has a strong understanding of the needs of pupils with special needs and/or disabilities. In all classes, teachers make effective adaptations to learning activities. All pupils with SEND get the help and support they need.
- ★ Reading is of the highest priority. Children make excellent progress with learning phonics in Reception. Effective phonics teaching means all pupils learn to read by the end of Year 3.
- ★ The school works unstintingly with a range of agencies to make sure pupils attend every day.
- ★ The school prioritises pupils' personal development. The school's motto 'whatever you do, do it with all your heart' is evident in how pupils approach their school life.
- ★ The school is effectively supported and suitably challenged by governors and by the trust. Staff are overwhelmingly positive about the school. They have no concerns about workload.



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

We are part of the St Edmundsbury and Ipswich Diocesan MAT which has developed a local hub model since September 2023. The Headteacher works closely with her counterparts at Morland, Chelmondiston and Sproughton and there are plans in hand for other staff to liaise more regularly and share expertise across the Hub. The Headteacher meets regularly with the Heads of the Northgate Pyramid schools as well. This is invaluable as they share similar experiences and challenges day to day.

From the CEO:

Our schools are a mix of large and small, rural and urban and each school serves its local community. We are keen that schools retain the best of what is unique about them, whilst working together as part of a harmonious whole. Schools are accountable to the MAT, but we offer a significant amount of autonomy, which we know schools enjoy.

We promote collaboration between schools for the benefit of pupils and staff. Our interdependence requires high levels of commitment, performance and trust. The Christian faith which underpins our MAT offers “life in all its fullness”. The Church of England offers a compelling vision for education, which is all about educating for wisdom, hope, community and dignity.

Tracey Caffull



Our Trust

Job Description



St Matthew's Church of England Primary School

Deputy Headteacher

Job description

Responsible to: Headteacher and Governing Body

Salary: Leadership Scale L5 – L10

This job description is an outline of the job to be undertaken and performed to the satisfaction of the Headteacher by the post holder. It should be read in conjunction with the National Standards of Excellence for Headteachers.

Core Purpose

- ✓ The core purpose of the Deputy Headteacher is to provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- ✓ The Deputy Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils.
- ✓ The Deputy Headteacher is a leading professional in the school, accountable to the Headteacher.
- ✓ The Deputy Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets.
- ✓ Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices.
- ✓ The Deputy Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

Under the overall direction of the Headteacher, play a lead role in:

- ✓ Supporting the Headteacher in promoting the vision and the aims of the school.
- ✓ Being responsible for the standards and curriculum for all pupils including monitoring progress towards achievement.
- ✓ Take full responsibility for the school in the absence of the Headteacher.
- ✓ Creating a learning context which promotes the highest achievement.
- ✓ Monitoring and evaluating the quality of teaching and learning taking place within the school, along with other members of the Senior Leadership Team.
- ✓ Mentoring teachers and staff in high quality learning.
- ✓ Carrying out the professional duties of a teacher as required.

Duties and Responsibilities

- ✓ In partnership with the Headteacher and governors, establish and implement an ambitious vision and ethos for the future of the school.
- ✓ Play a leading role in the school improvement and school self-evaluation planning process.
- ✓ In partnership with the Headteacher, manage school resources.
- ✓ Devise, implement and monitor action plans and other policy developments.
- ✓ Lead by example to motivate and work with others.
- ✓ In partnership with the Headteacher, lead by example when implementing and managing change initiatives.

- ✓ Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading Teaching and Learning

- ✓ Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- ✓ Work with the Headteacher to raise standards through staff appraisals.
- ✓ Lead the development and review of all aspects of the curriculum including planning, recording and reporting.
- ✓ Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- ✓ With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school to ensure consistency and quality.
- ✓ Ensure, through leading by example, the active involvement of pupils and staff in their own learning.

Developing Self and Working with Others

- ✓ Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- ✓ On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication.
- ✓ Take a lead role in managing pupil behaviour across school by consistently modelling and implementing the agreed policy for pupil behaviour.
- ✓ Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation with and between all staff.
- ✓ Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- ✓ Support the Headteacher in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- ✓ Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- ✓ Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory.
- ✓ Regularly review own practice, set personal targets and take responsibility for your own personal development.
- ✓ Manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

- ✓ Undertake full responsibility for all matters relating to the school in the absence of the Headteacher.
- ✓ Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, coaching and modelling.
- ✓ Lead the annual appraisal process for identified support and teaching staff.
- ✓ Be a proactive and effective member of the Senior Leadership Team.
- ✓ Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership.
- ✓ Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all and provide value for money.
- ✓ Communicate relevant information to all staff in a timely and organised manner.

- ✓ Undertake other reasonable duties related to the day-to-day administration of the school, as requested by the Headteacher.

Securing Accountability

- ✓ Lead and support the staff and Governing Body in fulfilling their responsibilities with regard to the school's performance and standards.
- ✓ Support the Headteacher in reporting the school's performance to all stakeholders.
- ✓ Promote and protect the health, safety and wellbeing of pupils and staff.
- ✓ Reflect on personal contribution to school achievements and take account of feedback from others.
- ✓ Fulfill all commitments arising from contractual accountability.

Strengthening Community

- ✓ Promote the positive involvement of parents / carers in school life.
- ✓ Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- ✓ Promote positive relationships and work with colleagues in other schools within the MAT.

The Conditions of Employment of Deputy & Assistant Heads (School Teachers Pay & Conditions Document 2012) specify the general professional duties of Deputy & Assistant Heads. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post-holder to ensure that his or her professional duties are discharged effectively.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed and amended, at any time, at the reasonable discretion of the Headteacher and in agreement with the post-holder.

Person Specification



Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status and Honours Degree • Training and evidence of effective practice in Safeguarding 	<ul style="list-style-type: none"> • Evidence of recent training in whole school leadership such as NPQSL or NPQH

Key Criteria	Essential	Desirable
Experience and Competence	<ul style="list-style-type: none"> • A minimum of 5 years successful teaching experience • Experience of monitoring of teaching and learning • Responsibility for raising standards in a significant element of the School Development Plan • Experience of leading staff development/training • Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing • A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level • An understanding of the role of parents and the wider community in school improvement and how this can be promoted 	<ul style="list-style-type: none"> • Experience of working in at least two Key Stages • Experience of working in more than one school / setting

Key Criteria	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Thorough understanding of Safeguarding and Child Protection • Commitment to personal welfare and safeguarding of children • Ability to communicate effectively with a wide range of stakeholders • Review systems of practice to secure improvement • Demonstrable commitment to equality of opportunity and inclusive practices • Can manage pupils' behaviour effectively • Enthusiasm to take on appropriate delegated tasks relevant to the post 	<ul style="list-style-type: none"> • Knowledge of CPOMS • Evidence of supporting others successfully • Evidence impact in more than one school

Key Criteria	Essential	Desirable
Leadership and Management	<ul style="list-style-type: none"> • Experience of managing change across a subject area or whole school • Successful experience of observing and evaluating teaching, providing effective feedback and implementing change • Ability to work effectively in partnership with the Headteacher • Ability to communicate effectively both in person and in writing • Understanding of accountability at a personal and school level • Experience of leading the professional development of staff within the context of school improvement • Strong commitment to the school's vision • Strong commitment to the school's Christian Ethos 	<ul style="list-style-type: none"> • Experience of mentoring ECTs • Understanding of school finances

Key Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and organisational skills • Ability to organise work, prioritise tasks, make decisions and manage time effectively so that deadlines are consistently met. • Commitment to maintaining confidentiality at all times • Able to engage, motivate and inspire others • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • A positive role model, showing commitment and loyalty to school • Nurturing and aspirational for children • Professional at all times • Collaborative, open and sharing team member • Self-motivated and uses initiative • Sense of humour • Has interests out of school and an enthusiasm for life 	<ul style="list-style-type: none"> • Can evidence development of teams' performance over time • Brings personal interests and enthusiasm to the school community

Key Criteria	Essential	Desirable
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	



The staff and Governors of St Matthew's Church of England Primary School are committed to safeguarding and promoting the welfare of children. We require all volunteers and visitors to our school to share this commitment.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. This means that they should consider, at all times, what is in the best interests of the child.

For more information about the school's safeguarding arrangements please visit the [school website](#).

Closing date: 28th April 2025 at 12 noon
Interview dates: 02nd May 2025

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Commitment to Safeguarding