

With Jesus we can Achieve what we Dream and Believe!



St Michael's Catholic Primary School Deputy Headteacher Recruitment Pack

DEPUTY HEADTEACHER

REQUIRED FROM SEPTEMBER 2026

GUION STREET, LIVERPOOL, L6 9DU



Jade Gordon
Headteacher



Welcome

I am delighted that you are interested in a post at our school. I am exceptionally proud to be the headteacher of St Michael's. Our school has the highest of aspirations for all our children. These high aspirations are captured in our wonderful school Mission Statement:

'With Jesus we can achieve what we dream and believe'

We have an excellent team of staff who are all totally committed to ensuring every child in our care receives the best possible education in an exciting, happy, safe and secure environment. One thing that is always at the top of our agenda is the high quality of teaching and learning for the children. And the children's well-being is at the heart of every decision we make.

We love celebrating the achievements and successes of all our children – you will be able to see some of these on our website. We firmly believe in working in partnership with parents/carers, the parish and wider community to ensure we achieve the very best for all our children. We will strive to keep building on these important relationships.

If you would like to visit our school, please contact us and we will be delighted to arrange a suitable time.

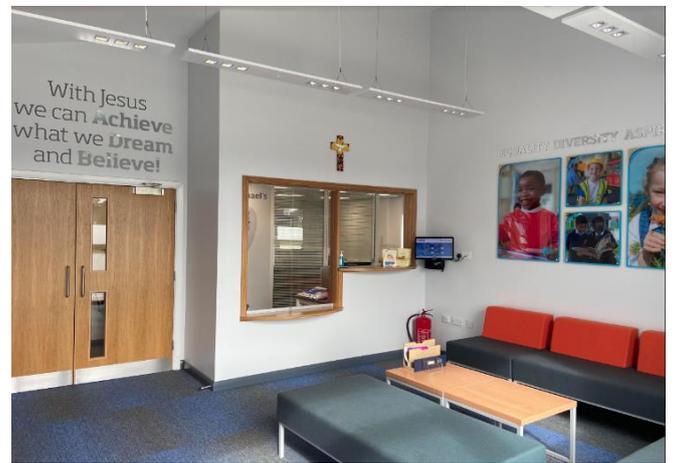
Jade Gordon

Headteacher of St Michael's Catholic Primary School

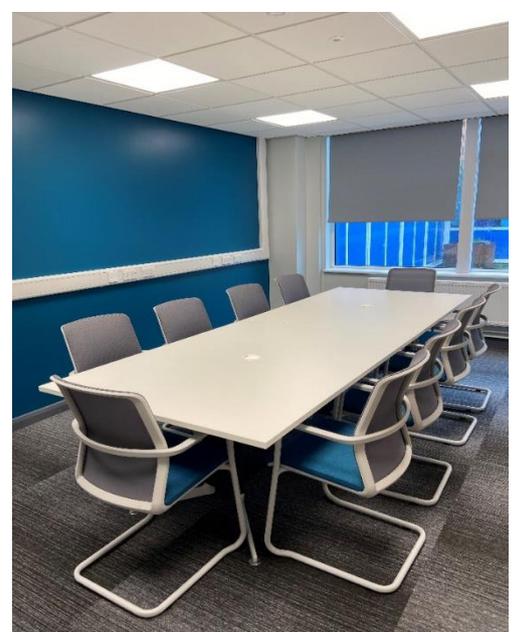


MUSIC MARK
SCHOOL





St Michael's Catholic Primary School





St Michael's Catholic Primary School

Deputy Headteacher

Leadership Scale L10 – L15

Required from 1st September 2026

Permanent Full Time Contract

The governing body of St Michael's Catholic Primary School invites applications from dedicated, driven and innovative individuals for the post of Deputy Headteacher. Applicants will be practising Catholics with strong and successful senior leadership experience, and must have a proven track record as an outstanding practitioner, working alongside our headteacher to further develop the life of our loving and happy community.

St. Michael's Catholic Primary School has the highest of aspirations for all children, and these high aspirations are captured in our wonderful school Mission Statement: "With Jesus we can achieve what we dream and believe." As a school, we follow Jesus by living, loving, learning and working together.

Applicants will join our diverse and welcoming school family, playing a pivotal role in ensuring effective teaching and learning across the school and securing excellent outcomes for all our pupils. This post will be a fantastic opportunity for someone to further develop their leadership skills with the support from the wider leadership team.

We want someone who:

- *Has a clear vision for how to further improve the quality of teaching and learning across the school and be a key driver in this process*
- *Is a highly motivated and inspirational teacher with a successful track record in working with children with a wide range of educational needs*
- *Is a strategic thinker, able to lead, inspire and motivate both staff and pupils*
- *Can demonstrate excellent interpersonal, organisational and communication skills*
- *Can build warm, positive and inclusive relationships with all staff, pupils and parents*
- *Is committed to making a difference to the lives and achievements of all pupils at St Michael's*

We would particularly welcome applications from candidates who have experience in driving Inclusion across the school.

The school community of St Michael's can offer:

A caring and safe school with a warm and nurturing ethos, rooted in the Catholic faith, along with:

- *A supportive, dedicated and forward-thinking Leadership Team that challenges itself every day to make a difference to the lives of our children*



MUSIC MARK
SCHOOL



- *Friendly colleagues who work exceptionally hard and are committed to providing high-quality education and experiences for all children*
- *Happy, well-behaved and enthusiastic pupils*
- *A range of exciting professional development opportunities*

We strongly recommend visits to the school where you will have the opportunity to meet the headteacher, Mrs Gordon, for an informal discussion about this role.
If you wish to visit our school please contact: Miss Elson (SBM) on 0151 263 8460.

Candidates should evidence their strengths in letters of application and address the person specification. Application forms and person specification are available from the school office or via the school website www.stmichaelscatholicprimary.co.uk Please refer to the additional forms on the website: Notes to Candidates, Briefing Note on Practising Catholics, Consent to Obtain references.

Our school is committed to safeguarding and promoting the welfare and safety of children. We expect all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure from the Disclosure & Barring Service and satisfactory references and online checks will be completed. A copy of our Safer Recruitment Policy and Child Protection Policy are available on our school website <https://stmichaelscatholicprimary.co.uk/key-information/policies/>

**Closing date for applications is: Monday 27th April 2026, at 12 noon.
Shortlisting will take place on: Wednesday 29th April 2026.
Interviews will take place on: Tuesday 5th May 2026.
Successful applicant start date: Tuesday 1st September 2026.**

Contact Information: Mrs Jade Gordon
St Michaels Catholic Primary School, Guion Street, Liverpool L6 9DU
Tel: 0151 263 8460
michaels-ao@st-michaels.liverpool.sch.uk





Are you looking for an exciting opportunity to lead a Catholic Primary School, where
'With Jesus, we can achieve what we dream and believe'?

St Michael's Catholic Primary School





Job Description

Job Description

Deputy Headteacher

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The role of deputy headteacher therefore requires a practising Catholic who can show by example and from experience that they will work with the headteacher to ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It 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. In carrying out their duties the deputy headteacher shall consult with the headteacher and, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020). It recognises the role of the deputy headteacher is sharing responsibility for the leadership of the school.

(N.B. Where specific responsibilities have been agreed for the deputy headteacher for individual key areas, it is recommended that that these be added to the list of main tasks and actions. Other specific tasks, e.g. teaching commitment, designated safeguarding officer, should be added as required).

The board and the Diocese acknowledge the importance of the role of the Catholic deputy headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.



MUSIC MARK
SCHOOL



The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the deputy headteacher is to assist the headteacher set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool. **Therefore, the post of deputy headteacher must be filled by a practising Catholic² who can show, by example and from experience, that they will ensure that the school is distinctively Catholic in all aspects.**

In addition to being an excellent classroom practitioner, the deputy headteacher should demonstrate the following:

Section 1: Ethics and Professional Conduct

Catholic deputy headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic deputy headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic deputy headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity

¹ The term school refers to both voluntary aided schools and academies

² See *Diocesan Briefing Note On Practising Catholic*

³ The Gospel of Matthew 5:3-12



MUSIC MARK
SCHOOL



- objectivity
- accountability
- openness
- honesty
- leadership

Catholic deputy headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic deputy headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic deputy headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God⁴ and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁵ and the Church's Social Teaching⁶.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, deputy headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities

⁴ The Book of Genesis 1:26-27

⁵ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁶ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.



MUSIC MARK SCHOOL



- take responsibility for their own continued professional development, engaging critically with educational research to further the Church’s mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

Section 2: Headteacher’s Standards

1. School Culture

Deputy headteachers work with the headteacher to:

- establish and sustain a Christ centred vision embodied in the school’s Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁷ and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual’s dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Deputy headteachers work with the headteacher to:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist

⁷ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles



MUSIC MARK SCHOOL



domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.⁸

- ensure effective use is made of formative assessment

3. Curriculum and Assessment

Deputy headteachers work with the headteacher to:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviours

Deputy headteachers work with the headteacher to:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. Additional and Special Educational Needs and Disabilities

Deputy headteachers work with the headteacher to:

⁸ The Gospel of John 10:10



MUSIC MARK
SCHOOL



- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching⁹
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional Development

Deputy headteachers work with the headteacher to:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisation Management

Deputy headteachers work with the headteacher to:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission

⁹ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.



MUSIC MARK SCHOOL



- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous School Improvement

Deputy headteachers work with the headteacher to:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in Partnership

Deputy headteachers work with the headteacher to:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and Accountability

Deputy headteachers work with the headteacher to:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account



MUSIC MARK
SCHOOL



- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic headteacher in upholding the mission of the



Archdiocese of
Liverpool



Person Specification

Person Specification Deputy Head Teacher

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3		A/I/R
	E4	Understanding of the leadership role in spiritual development of pupils and staff Experience of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of deputy headteacher	A
	E9	Evidence of recent leadership and management professional development	A/I/CC
	E10		A



MUSIC MARK SCHOOL



		Evidence of appropriate safeguarding training	
School Leadership and Management Experience	E11	To have substantial and current experience as a middle leader	A/I/R
	E12	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E13	To have taken an active involvement in school self-evaluation and development planning	A/I/R
	E14	To have implemented and developed a whole school initiative	A/I/R
	E15	To have had responsibility for policy development and implementation	A/I/R
	E16	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A/I/R
Experience and Knowledge of Teaching	E17	Significant teaching experience	A/I/R
	E18	To have a knowledge and understanding of all key stages in the school	A/I
	E19	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
Professional Attributes	E20	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
Application Form and Supporting Statement	E21	The form must be fully completed and legible	A
	E22	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
--------------------	---------------	-----------	------------------



MUSIC MARK SCHOOL



Faith Commitment	D1	Involvement in parish community	A/I
Qualifications	D2	Recent experience in a Catholic school	A
	D3	Experience of teaching in more than one school	A
	D4		A/I
	D5	Experience of monitoring staff performance	A/I
	D6	Knowledge and understanding of current educational issues	A
	D7	Postgraduate level qualification Successful completion of Diocesan leadership programme	A

Key – Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking Certificates





With Jesus we can Achieve what we Dream and Believe!

St Michael's Catholic Primary School
Guion Street
Liverpool
L6 9DU

t: 0151 263 8460
e: michaels-ao@st-michaels.liverpool.sch.uk
www.stmichaelscatholicprimary.co.uk



MUSIC MARK
SCHOOL

