

# **Deputy Headteacher**

## **Candidate Information Pack**

# **St Thomas Church of England Primary School**



# Welcome to LDST

**Thank you for your interest in working in our family of schools and committing to making a difference to our learners right across our Trust.**

LDST is a multi-academy Trust of 18 primary schools that welcomes young people and colleagues of all faiths and none, and is committed to providing a high-quality education and environment, where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

Our Christian values are intrinsically linked to our commitment to provide an innovative, high-quality learning experience. The right of all to have an excellent education is at the heart of everything we do so that all children, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our core values of **collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

**Respectful** of the individual identity of our schools – knowing their strengths and understand where improvements are needed

**Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement

**Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements

**Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that all children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role and as an individual is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



### Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



### Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



### Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for colleagues to **progress**.



### Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

**We are a fully inclusive organisation and encourage applications from individuals from all communities.**

# Letter from the Executive Headteacher & Headteacher Designate

Dear Applicant,

We are delighted to announce an exciting opportunity to join St. Thomas' CE Primary School as our new Deputy Headteacher. This role is pivotal in shaping our new senior leadership team alongside our newly appointed Headteacher, from September 2025.

Built on a Christian foundation, our mission statement inspires everything we do: Jesus said, "Come, follow me and live your lives the way that God wants you to," equipping our children with core Christian values of Compassion, Thankfulness, Responsibility, Peace, Friendship, and Respect to prepare them for their lives. Underpinning our school are our strong, caring relationships. All the children and staff know each other well, and every individual plays a vital part in the life of the school. We believe that children, families, and staff who are secure and happy are confident to question, explore and learn.

Our school is recognised as a high-performing school, ranking in the top 100 schools nationally for KS2 outcomes in 2023. As a result of our exceptionally high standards and excellent reputation, we are consistently oversubscribed. As a proud member of the Liverpool Diocesan Schools Trust (LDST), we are part of a vibrant family of 19 schools. This offers a wealth of opportunities for collaboration, professional development, and leadership growth.

We are at an exciting time in our journey; following our outstanding judgement in June 2024, we are eager to build on this success. We are seeking an outward-looking and dynamic individual who is dedicated and committed to helping the school continue to flourish as well as shape an exciting vision for the future which builds on our strong foundations. Prospective candidates are encouraged to visit to our school to experience firsthand the amazing community and environment that St. Thomas' CE Primary School offers.

Yours sincerely,

**Mark Ward**

**Executive Headteacher**

**Emily Alty**

**Headteacher Designate**

# Job Description

Title: Deputy Headteacher

Salary: L6-L10

Hours: Full Time

Accountable to: Headteacher

Location: St Thomas' CE Primary School, Lydiate

## Main Duties

- Be an excellent classroom practitioner.
- To take the lead on specific roles and responsibilities determined following appointment of success candidate.
- Undertake the professional duties of the Headteacher during their absence.
- Have an impact on educational progress beyond your assigned pupils.
- Identify and drive the School Improvement Plan to raise achievement and progress under the overall direction of the Headteacher.
- Line manage and appraise identified staff.
- Ensure Health and Safety requirements are met.
- Assist in the smooth running of the whole school at all times.
- Analyse and interpret whole school data and produce action plans for improvement.
- To manage behaviour effectively in both the classroom and through supporting colleagues with behaviour management.
- Lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.
- Assist and attend events supporting the wider school life e.g. PTA meetings and church events.

Duties and responsibilities of the post will change over time as requirements and circumstances change. The post holder will be required to carry out such other duties consistent with the post and as directed by the Headteacher.

These duties and responsibilities are in addition to meeting the Teacher Standards.

## Qualities and Knowledge

- Holding and articulating clear values and moral purpose, focused on providing a world class education all for pupils.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.

- Leading by example - with integrity, creativity, resilience and clarity-drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.
- Working with political, business and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into our school's context.
- Communicate at every opportunity the vision of our school and, empowering all pupils and staff to excel.

## Pupils and Colleagues

- Demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.
- Creating an ethos within which all colleagues are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all colleagues to account for their professional conduct and practice.
- Attending meetings and prepare reports for the Local Governing Body and the Trust Board as required.

## Systems and Processes

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive pupil outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all pupils and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

## The Self-Improving System

- Working and collaborating across the Trust to improve outcomes for all pupils.
- Championing best practice and securing excellent achievements for all pupils.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all pupils.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in pupil's lives and to promote the value of education.

## Safeguarding Children and Safer Recruitment

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting the welfare of students and recruitment of staff.
- Ensure that the safeguarding policy is followed where there may be a concern.

## Additional and Special Educational Needs and Disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure that the school works effectively in partnership with parents, carers 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.

## General Duties and Responsibilities

- Teaching the pupils according to their educational needs, including the preparation and, marking and feedback of work.
- Provide cover teaching when required.
- Lead Collective Worship.
- Assessing, recording and reporting on the development, progress and attainment of all pupils.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned.
- Keeping relevant records and writing reports.

- Maintaining records of and reporting on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.



# Person Specification

The successful candidate will have:	Essential / Desirable	How will it be identified?
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Recognised teaching qualification with Honours degree or equivalent</li> <li>Evidence of recent personal and professional development</li> <li>Evidence of continued and relevant professional development in school leadership and management</li> <li>Completed or working towards Leadership qualifications such as; NPQSL, NPQH, SENCO or alternative qualifications</li> </ul>	E  E E  E	Letter of Application/ Interview
<b>Qualities</b> <ul style="list-style-type: none"> <li>Secure understanding of the school's Christian character and distinctive ethos</li> <li>Evidence of clear values and moral purpose which place pupils at the heart of all decisions</li> <li>Demonstrating personal behaviour consistent with the ethos and vision of both St. Thomas' and LDST</li> <li>Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their well-being</li> <li>Absolute commitment to ensuring the safety and well-being of pupils</li> <li>Proven record of being transparent and accountable to parents, governors, LDST, relevant external bodies and the local community</li> <li>To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of all Trust schools</li> </ul>	E  E  E  E  E  E	Letter of Application/ Interview
<b>Knowledge</b> <ul style="list-style-type: none"> <li>To have a knowledge and understanding of all 3 Key Stages in the primary sector</li> <li>Secure understanding of the current educational landscape and the challenges and opportunities it presents</li> </ul>	E  E	

<ul style="list-style-type: none"> <li>• Demonstrate the ability to plan strategically, lead, motivate, develop and inspire staff, and to manage change</li> <li>• Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so</li> <li>• Knowledge of SEND and inclusive practices</li> </ul>	E  E  E	Letter of Application/ Interview
<b>Experience</b> <ul style="list-style-type: none"> <li>• A minimum of 5 years teaching in primary school(s)</li> <li>• Proven record of excellent teaching in the primary classroom</li> <li>• Proven successful experience as a Senior Leader or SENCO for 2 or more years in a primary school</li> <li>• Able to evidence strong curriculum leadership</li> <li>• Experience of leading a team/phase</li> <li>• Experience of working with a wide range of abilities including Gifted and Talented, and Special Educational Needs</li> <li>• Experience of leading staff development</li> <li>• Experience of Safeguarding including: Designated Safeguarding Lead or member of a Safeguarding Team</li> <li>• Proven track record of analysis, evaluation and communication of progress data to ensure positive outcomes</li> <li>• Experience of leading SEND and inclusion</li> </ul>	E E  E  E E E  E  E  E  D	Letter of Application/ Interview
<b>Skills</b> <ul style="list-style-type: none"> <li>• To think strategically, and support the Headteacher in building and communicating a coherent vision</li> <li>• Excellent inter-personal skills</li> <li>• A working knowledge of effective inclusive practice</li> <li>• Involvement of school improvement planning</li> <li>• Knowledge of self-evaluation processes</li> <li>• Up to date knowledge of safeguarding practices</li> <li>• Sound knowledge of the role of ICT in teaching and learning across the curriculum</li> <li>• A high regard for administrative efficiency</li> </ul>	E  E E E E E  E  E	Letter of Application/ Interview

Personal Attributes		
• Positive leadership qualities coupled with an enthusiastic team approach to management	E	Letter of Application/ Interview
• Able to uphold the Christian ethos of the school and its teamwork approach	E	
• Able to maintain and further develop links with parents and the local community	E	
• Ability to relate to people at all levels with good communication skills	E	
• A self-confident person with an engaging personality who can maintain the caring, child centred approach that currently exists within the leadership of the school	E	
• Excellent organisational skills and ability to meet deadlines	E	
• Present a good role model for pupils and staff	E	
• To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of the school	E	

## How to Apply

### Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview and tasks

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [Rebecca.thomson@ldst.org.uk](mailto:Rebecca.thomson@ldst.org.uk) or call 0151 531 9955.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Friday 25<sup>th</sup> April**

**Interview Date: TBC**

**Start Date of Post: 1<sup>st</sup> September**

**School visit dates:**

**Please contact the school office on 01515319955 or email [stthomas@ldst.org.uk](mailto:stthomas@ldst.org.uk) to arrange a visit.**

**Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen