



# Application Pack

## Deputy Headteacher

St Thomas More Catholic Voluntary Academy

Leadership Spine Point L5 – L9

(£46,566 - £51,402)

Start: January 2023



Newstead Road | Leicester | LE12 3TA | 0116 2706365  
office@st-thomasmore.leicester.sch

September 2022

*Dear Applicant*

**Deputy Headteacher – St Thomas More Catholic Voluntary Academy**

Thank you for your interest in the position of Deputy Headteacher at St Thomas More Catholic Academy.

St Thomas More Catholic Academy is a Catholic School for children built upon the solid foundation of Christian values which serves families living and worshiping in the parish of St Thomas More in Knighton, Leicester. We believe that each individual should be given the opportunity to flourish and develop to their full potential. Here they can acquire the skills to become confident, articulate and well equipped to meet the challenges of a fast changing world.

We are committed to the development of the individuals, enabling every pupil to fulfil their potential, not only in their academic studies but also in sports, drama, music or wherever their talents may lie. We meet together regularly as a community to celebrate success and reflect upon the values of tolerance and mutual respect, honesty and integrity that underpin our philosophy here at St Thomas More.

In September 2018 the school became an Academy as part of the St Thomas Aquinas Catholic Multi Academy Trust of twenty two Catholic schools in Leicestershire. More recently we have expanded to twenty-three school with English Martyrs Catholic Voluntary Academy, Oakham joining our us. Through our membership of the Catholic Multi Academy Trust we are able to work closely with colleagues across the CMAT to improve teaching, learning and pastoral outcomes for all. This is an exciting time and our new Deputy Headteacher will be encouraged to play an active part in the leadership of school improvement for all our primary schools, as well as receiving support and training.

We are proud to be part of St Thomas Aquinas Multi-Academy Trust, whose schools are located in Leicester and Leicestershire. Through our work with the Catholic Multi-Academy Trust, we are able to work closely with colleagues across the Trust to improve teaching, learning and spiritual formation for all.

For more information please contact Carolyn O'Halloran (Office Manager) on 0116 2706365 or by email: [office@st-thomasmore.leicester.sch.uk](mailto:office@st-thomasmore.leicester.sch.uk)

We look forward to hearing from you.

Yours sincerely

**Charlotte Crosse**  
Headteacher



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## Welcome to St Thomas Aquinas Catholic Multi-Academy Trust

We are a vibrant Trust of 21 schools – 17 primary and 4 secondary – serving young people, their families and parishes across Leicester and Leicestershire. We are proud to work both with our fellow Catholic MATs across the Diocese of Nottingham, and a wide range of other schools and MATs across our city and county.

Our CMAT provides innovative ways for our schools to work together. Children benefit from the expertise of staff from across the schools, and they have increased opportunities to work with young people from other schools also. Training for our staff provides even greater quality in our classrooms, and better value for money means that more resources can be focussed in those classrooms.

We are truly blessed to be a family of schools which, with Christ at the heart of all that we do, shares a common mission to prepare our young people for a wholesome, fulfilling, active life in the future. Our commitment to the parents is to care for, support and educate your child to the highest possible standards.



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# Working in the Diocese of Nottingham

Thank you for taking the time to find out more about the Deputy Headteacher post at **St Thomas More Catholic Voluntary Academy** in the Diocese of Nottingham.

The Diocese of Nottingham, which was established on 29 September 1850, covers a wide geographical area comprising the counties of Nottinghamshire, Derbyshire, Leicestershire, Lincolnshire and Rutland with the exception of the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham: 69 primary schools and 15 secondary schools.

We serve around 30,000 children and young people. Each school is part of one of four Catholic Multi-Academy Trusts established on 1 September 2018:

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service (NRCDES) particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities in collaboration with our teaching schools.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in one of our schools. I hope that you will consider applying for the post and I wish you every success.

Yours faithfully

**Peter Giorgio**  
**Director of Education**

[www.dioceseofnottingham.uk](http://www.dioceseofnottingham.uk)

Twitter: **@NottsDiocese**



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# The School Mission Statement

*'Love one another as I have loved you' John 13:34*



At Saint Thomas More Catholic Voluntary Academy each child is valued as a unique individual made in the image of God. In partnership with parents and the church community and with God's grace, our school helps each child to develop fully as a person and to nurture and nourish their gifts and talents through worship, play and learning. We live our everyday lives modelling our actions on the example of Jesus. Our inclusive school community respects the rights of all.

## Aims For Our Pupils

- To assist parents to give the children a knowledge of their faith and to guide and train them in the practice of their faith.
- To provide a safe, caring and happy environment where each child is valued as an individual and can develop his/her full potential.
- To provide for each child a wide, balanced curriculum of high quality, appropriate to the interests and aspirations of the individual encouraging the development of the whole person and fulfilling the requirements of the National Curriculum.
- To develop the potential of each child within his/her capabilities, recognising different needs and abilities and providing challenges and appropriate teaching at each stage of development.
- To set and maintain standards of discipline, courtesy and general moral values so that the school community may function effectively.



- To engender a sense of self-respect, independence and self-motivation. To increase the individual's capacity to accept responsibility for actions taken.



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- To encourage children to recognise their responsibility to and dependence on others to help them become active, reasoning participants in a democratic society.
- To provide a non-sexist, non-racist atmosphere, which fosters respect for religious and moral values linked with tolerance of other people, races, religions and lifestyles.
- To foster links between home and school and develop a partnership with parents in the education of their children.
- To work in partnership with the schools in the St Thomas Aquinas Catholic Multi-Academy Trust.



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# Why Work for Us?



## Access to First Class CPD Opportunities

the benefits of our Leicestershire and Rutland Teaching School Hub, which is based within our Trust and be able to lead CPD for the Hub, potentially as an Ambition Institute Visiting Fellow.

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## Opportunities for Career Progression

with 21 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality.

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## Medicash

Healthcare plans for our employees that focus on wellbeing, covering dental, optical & physio, plus access to virtual GP, stress helplines and more.

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## Pension

as a teacher you will automatically enrol into the Teachers Pension Scheme. As Support Staff you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

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## Terms & Conditions

we have committed to following nationally agreed terms and conditions for pay, for both Teachers and Support Staff.

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## Professional Assistance

our employee assistance programme gives you access to confidential, independent and unbiased information and guidance 24/7. If clinically advisable, it also offers face to face counselling sessions.

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## Electric Car Scheme

access to our new electric dreams car scheme, in partnership with Octopus Energy

# How to Apply

If you wish to apply for this post, please complete the Catholic Education Service Application Form electronically via the Trust website and include a supporting statement of no more than 2 sides, and an additional single side of A4, summarising the impact of your work as a school leader in your current / recent roles.

Details of this post and the application form are available on our website [www.aquinas-cmat.org/vacancies/](http://www.aquinas-cmat.org/vacancies/)

Please address your application to Charlotte Crosse, Headteacher, and return it to [hr@aquinas-cmat.org](mailto:hr@aquinas-cmat.org) by no later than 9.00am on Friday 14<sup>th</sup> October 2022.

Interviews will be held on Monday 24<sup>th</sup> October 2022.

you have any queries regarding this post, please do not hesitate to contact the Central HR Team via email: [hr@aquinas-cmat.org](mailto:hr@aquinas-cmat.org).

The successful applicant will:

- Be a practising Catholic (please see accompanying NRCDES document 'Catholic School and the Definition of a Practising Catholic) with a strong faith commitment and a clear vision for Catholic Education.
- Ensure that the example and teachings of Jesus Christ are at the centre of all that we do.
- Have a proven track records of successful leadership, management, and school improvement.
- Have the vision, drive and energy to initiate, lead and manage strategies to build on the current successes and achievements of the school.
- Be a confident, positive, and visible leader with the ability to build relationships with staff, pupils, parents, Governors, Directors and others working in the CMAT and a wide variety of external partners.
- Be passionate about ensuring that each pupil fulfils their unique potential.
- Constantly be looking ahead, working closely with the CMAT, Governors and the SLT to develop a compelling faith centred vision for the school that acts as the focus of all activity and drives improvement.
- Be able to build successful teams and work collaboratively with others to achieve success.
- Have the ability to drive themselves and others.
- Be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance.
- Actively listen and effectively communicate to a wide range of audiences.
- Place safeguarding at the heart of the school.



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# What is the objective definition of a 'practising Catholic for appointments to key posts in Catholic Schools?

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all encompassing sense. At the heart of these general obligations though, there are essential components for "full communion" with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

For further information including examples where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see 'Christ at the Centre' by Mgr Marcus Stock, CTS Publications ISBN 978-1-86082-843-0



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# Job Description

## Deputy Headteacher

St Thomas More Catholic Academy is part of the Catholic Church, and is to be conducted as a Catholic School in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times, the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is, therefore reserved for a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

### The Core Purpose of the Deputy Headteacher

#### **Responsible to: The Headteacher**

This primary academy has been designated by the Secretary of State as a school with a religious character and is part of the St Thomas Aquinas Multi-Academy Trust. The Articles of Association for the Trust state that it and the academies within the Trust are part of the Catholic Church and the Trust Deed of the Diocese of Nottingham. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

Please consult the document produced by the Diocese of Nottingham '*Catholic Schools and the Definition of a Practising Catholic*' for further information. A copy of this document is included as part of the application pack.

This appointment is with the directors of the Trust under the terms of the Catholic Education Service Contract signed with the Trust 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 his/her duties the Deputy Headteacher shall consult with the Headteacher and, when appropriate, with the school governing body, the Nottingham Roman Catholic Diocesan Education Service, the Local Authority, the staff of the school, the parents of its students, the parish/es served by the school and the other schools within the Trust.

#### **Catholic Purpose and Identity of the School**

The Deputy Headteacher (DHT) must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the Headteacher in establishing and sustaining the Catholic identity of the school and safeguarding the teachings of the Church.

He or she must help to ensure that this Catholic identity is reflected in every aspect of the life of the school, in particular: in the curriculum; the day-to-day organising of the school; staff development; staff and student relationships; the partnership between school, home, parish; extended partnerships with the wider local community, other schools, the LA and other agencies.

This duty provides the context for the proper discharge of all other duties and responsibilities.

### **Leadership in Catholic Education**

With the Headteacher, the Deputy Headteacher shares responsibility for the leadership of a Catholic school community. A Catholic Deputy Headteacher has the responsibility to develop an ever-deeper understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection.

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality, and high expectations of all students.

### **KEY AREAS OF THE ROLE**

#### **Strategic direction and development of the academy and Trust**

The Deputy Headteacher will:

- Be able to clearly articulate the school's faith values, mission and ethos
- Help to formulate the aims and objectives of the school and to develop policies and whole school strategies to achieve them
- Lead the implementation of new strategies for academy and when required Trust improvement
- Effectively take a significant lead in school improvement and staff development in the academy
- Work with the senior leadership teams on Trust improvements and staff development
- Work in partnership with the Headteacher, Governors and Directors of Performance and Standards to contribute to the cycle of planning, implementation, review and evaluation of the School Improvement and Development Plan
- Monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them.

#### **Teaching and Learning**

The Deputy Headteacher will:

- Be an outstanding practitioner
- Lead of the whole school curriculum
- Assist the Headteacher and RE co-ordinator in the delivery of the school's RE programme
- Provide an excellent role model of teaching in a Catholic school
- Assist the Headteacher, through rigorous monitoring activities, to maintain high standards of teaching and learning throughout the school
- Provide additional support for colleagues whose performance has been identified as requiring improvement over time
- Ensure that the students across the school make good progress by regularly monitoring classroom practice and analysing assessment information



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- Take a lead in planning for intervention support when students are identified as in danger of falling behind.

## **Leadership and Management**

The Deputy Headteacher will:

- Undertake, in the absence of the Headteacher, the professional duties of the Headteacher
- Take a major role in the leadership of the school as a member of the Senior Leadership Team
- Take a significant role in the leadership within the Academy Trust
- Support the Headteacher in organising the day-to-day running of the school
- Provide an excellent model of subject leadership
- Recognise and develop leadership potential in others
- Challenge and support colleagues and support the Headteacher in holding staff to account for poor performance
- Support the Headteacher in the recruitment and deployment of staff
- Support the Headteacher in the performance management of staff
- Have an ongoing commitment to personal continuing professional development
- Have a commitment to promoting safeguarding, in all its aspects
- Provide analyses and reports on the school's performance and attendance as a deputy DSL to a variety of audiences
- Motivate and enthuse children and colleagues by a positive, active and supportive attitude
- Be responsible for the school's financial management, working with the Trust Finance team in the absence of the Headteacher
- Be responsible for income and expenditure of any specifically allocated budget(s)
- Adhere to the School's Financial Policy and Procedures.

## **Personal Development, Behaviour and Welfare**

The Deputy Headteacher will:

- Strive to live out the school's Mission Statement
- Provide an excellent model of positive professional behaviour and self-discipline
- Promote the highest standards of behaviour for students
- Ensure the school's policies on personal development, behaviour and welfare are fairly and consistently implemented across the school
- Ensure that all safeguarding policies and procedures are followed rigorously.

## **Communication**

The Deputy Headteacher will:

- Fully support the ethos and educational mission of the school



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- Help maintain and further develop positive relationships with parents, governors, local parishes and the wider community
- Help maintain and further develop positive relationships with the Diocese, the LA and Support Services
- Provide information and support to the Governing Body to enable it to meet its statutory responsibilities.



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# Person Specification

## Deputy Headteacher

Faith Commitment/Personal Qualities	Ess	Des	Ass.
Practising Catholic	•		A
Ability to build and sustain relationships with the wider community including the Parish	•		A, I
Commitment to curriculum Religious Education and Catholic Life	•		A, I
Understanding of school's role in the community	•		A, I
Ability to communicate effectively, both verbally and in writing, in a wide range of situations	•		I
Commitment to working flexibly	•		A, I
Good attendance record	•		A
Caring pastoral attitude towards staff and pupils	•		A, I
Not afraid to make difficult decisions	•		I
Ability to relate to and work effectively with others as part of a team	•		A

Experience	Ess	Des	Ass
Teaching experience of Primary aged pupils	•		A
Teaching experience in Foundation, Key Stage 1 and Key Stage 2		•	A
Experience in a Catholic School		•	A
Excellent classroom management and practice	•		I
Experience/evidence of initiating, implementing, managing and evaluating curriculum development	•		A, I
Experience of whole school assessment procedures	•		A, I



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<b>Experience (continued)</b>	<b>Ess</b>	<b>Des</b>	<b>Ass</b>
Experience of interpreting and analysing assessment information in order set targets for raising standards	•		A, I
Experience of monitoring and evaluating Teaching and Learning	•		A, I
Experience in more than one school		•	A
Experience of working with a school's community including Parish		•	A, I

<b>Education And Training</b>	<b>Ess</b>	<b>Des</b>	<b>Ass</b>
Qualified Teacher status	•		A
Catholic Certificate in Religious Studies or equivalent		•	A
Extended and appropriate professional development	•		A

<b>Knowledge &amp; Understanding</b>	<b>Ess</b>	<b>Des</b>	<b>Ass</b>
Understanding of School Development/Improvement Process	•		A, I
Understanding of Curriculum Development	•		A
Knowledge and understanding of moral, spiritual and cultural development of pupils	•		I
Commitment to school improvement and aspiration to be outstanding	•		I
An understanding of contemporary issues in education		•	A, I
Detailed knowledge of the structure and content of the National Curriculum and assessment arrangements	•		A, I
Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	•		A, I
Confidence in using ICT to support teaching	•		I



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<b>Professional Skills</b>	<b>Ess</b>	<b>Des</b>	<b>Ass</b>
A commitment to sound equal opportunities practice and inclusion	•		A, I
Clear understanding of all elements of educational inclusion		•	I
Ability to promote the school's Catholic ethos in line with its Mission Statement	•		I
A positive approach to managing school discipline and behaviour	•		A, I
A commitment to continuous professional development and promotion of INSET to other staff and leading training	•		A, I
Willingness to undertake NPQH or equivalent		•	I
Experience as a School Governor		•	A
High quality personal ICT skills	•		A, I
Flexibility and adaptability to work with a wide range of people from the community	•		A, I

<b>Leading &amp; Managing Staff</b>	<b>Ess</b>	<b>Des</b>	<b>Ass</b>
Commitment to develop and drive staff CPD and provision that is evidence informed and research based	•		I
Ability to demonstrate and implement a range of management and leadership styles	•		A, I
Ability to solve problems under pressure	•		A, I
Understanding the importance of coaching and mentoring and its impact on staff development at all levels	•		A, I
Ability to establish effective relationships and work with others - staff and volunteers - often under pressure and within given deadlines	•		A, I
Knowledge and understanding of implementing effective procedures for Performance Management and professional development		•	A, I
Awareness of the need for all staff to maintain suitable work/life balance		•	A, I



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<b>Safeguarding</b>	<b>Ess</b>	<b>Des</b>	<b>Ass</b>
Understanding of responsibilities in ensuring compliance with Health and Safety Legislation	•		I
Clear commitment to and understanding of child protection and safeguarding arrangements	•		A, I
Safer Recruitment Training		•	A

Key: **A – Application**    **I – Interview**    **R - Reference**



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