

Deputy Headteacher Applicant Information Pack



St Thomas of Canterbury RC Primary School
Eastbourne Grove
Heaton
Bolton
BL1 5LH

01204 333131

Welcome and thank you for your interest in the role of Deputy Headteacher at our school.

St Thomas of Canterbury RC Primary School is a popular, successful and attractive school. The success of the school is the product of the hard work of a tremendous team of staff and is founded upon effective teamwork and the partnership between staff, governors, parents and the parish community.

We are a Catholic primary school and currently have 418 pupils on roll. Our children are enthusiastic and deserve the very best opportunities; they are keen to learn, and watching them grow, learn and thrive is rewarding.

Our vision of high quality Catholic education is that of a stimulating environment where all children are happy, healthy, and are motivated to learn. We teach our children to think creatively, develop independent attitudes and build relationships that allow each of them to reach their full potential by placing Christ and the teachings of the Catholic faith at the centre of their lives.

We are on an exciting journey of continued improvement and would like to appoint someone who is driven, self-motivated and who has the experience and personal qualities to have a positive impact on the further development of our school.

There will be some teaching commitment as part of the role, and our new Deputy Headteacher will be an outstanding teacher and excellent role model to children and staff. They will need to be ambitious, driven and an excellent communicator at all levels. They will also be able to work collaboratively to inspire and develop staff with their proven leadership qualities.

Visits to the school are welcomed and appointments can be made by contacting the school office on 01204 333131.

We look forward to receiving your application.

Best Wishes

M Kwiatkowski
Headteacher

D Holden
Chair of Governors

Our Mission Statement

Growing into full life with Jesus; learning, living and loving together to make a difference.

About Our School

St Thomas of Canterbury is a Roman Catholic Primary School where the ethos is fostered by the teaching of Our Lord and that of the Catholic Church; where everyone recognises the need to work together as a “family”, showing love and concern for all our members.

Our mission statement, ***‘Growing into full life with Jesus; learning, living and loving together to make a difference’***, is at the heart of everything we do and we look to every member of the school community to make its aim a daily reality.

We aspire to help every child reach their full potential as a child of God. The Word of God is central to all that we do. We aim to provide an excellent education where kindness, respect and tolerance are promoted and developed.

Our Mission is to foster strong relationships between home, school, parish and the wider community in the way we welcome, value, care for and respect each other. We teach pupils about the Catholic religion and how to live their lives as missionary disciples of Christ. RE is the core of the core curriculum and we believe it is evident every day in the attitudes, responsibilities and skills we try to develop in our children, in the example of the staff and in the way we treat everyone we come into contact with.

We ensure that our children develop in all aspects of life, spiritually, morally, socially, culturally, intellectually, physically and emotionally.

Through our Christian example and belief, together with quality education, we prepare our children for the opportunities, responsibilities and experiences of life, forming children who are confident in witnessing to the beliefs and values of a Catholic community so they make a positive contribution to society. Our children have a highly defined sense of fairness and justice. They know their responsibilities in terms of equal opportunities, stewardship and reconciliation.

As a Catholic community, we are committed to the belief that everyone is treated with fairness, justice, compassion, inclusiveness, love, respect and has the opportunity for a quality education in a spiritual environment. We aspire to live out our mission by:

- Ensuring our children learn by example in a Christian, caring family atmosphere where each member is valued and encouraged to develop their talents to the best of their ability.
- Teaching our children to think creatively, develop independent attitudes and build relationships that allow each of them to reach their full potential.
- Providing a stimulating environment where all children are happy, healthy and motivated to learn, with high expectations for all.
- Promoting a climate and ethos in our school which enables our children to grow and flourish, become confident individuals, and appreciate their own worth and that of others.
- Preparing our pupils for life in modern Britain through promoting our pupils’ spiritual, moral, social and cultural (SMSC) development and fundamental British Values to become responsible members of society.
- Seeking to provide a range of opportunities to develop our children’s self-esteem, confidence, teamwork, leadership skills and reliance.
- Helping our children learn how to learn; to work with concentration, resilience and perseverance, independently and in co-operation with others.

Our School

Prayer

This is our school

Love lives here

Kindness and respect live here

Peace and hope live here

As each day we are

Growing together into full life with Jesus.

About the Role

Required for September 2025

Deputy Head Teacher

(Leadership Spine points L10 to L14 £55,359 to £61,042 per annum)

Are you a practicing Catholic with the drive and enthusiasm to help lead our school? Due to the promotion of our current and well respected deputy headteacher, the children, staff and governors are seeking to appoint a dynamic deputy headteacher, to work in partnership with the headteacher and SLT to continue to develop and secure the very best outcomes for all of our children realising our vision for excellence guided by the teachings of Christ.

We are looking for a strong, dynamic and inspirational leader who:

- must be a practicing Catholic, with a strong personal faith and a clear understanding of the intrinsic value of Catholic education
- will be a champion of inclusion, diversity, equality and well-being for all our pupils, staff and the community we serve
- will have experience at senior leadership level with a strong proven track record of raising whole school standards
- will use rigorous monitoring and assessment strategies to review progress and set targets
- will be a highly effective teacher and leader of learning who can drive improvements to build on the strengths of our school
- will challenge, lead and empower staff to be the best they can be
- will have the energy, drive and ability to develop the potential of all staff and pupils
- will contribute to the vision and mission of St Thomas of Canterbury RC Primary School within the school, the parish and the wider community

We can offer:

- a caring, warm and friendly school, well supported by governors and parents
- enthusiastic, happy, well behaved children who are eager to learn and proud of our school
- a hard-working, supportive team committed to achieving high standards
- the opportunity for career and professional development
- support from both the Diocese and the local authority

Closing Date: 29th April 2025 10:00 a.m.
Shortlisting: 2nd May 2025
School based lesson observation: 7th May 2025
School based assessment activities and interview: 9th May 2025

St Thomas of Canterbury RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

CESEW Leadership application forms and further details are available to download from the school website (<https://www.stoc.bolton.sch.uk/>), and should be sent to M Kwiatkowski, Headteacher at jobs@stoc.bolton.sch.uk

Deputy Headteacher Job Description
Catholic Voluntary Aided Schools
St Thomas of Canterbury RC Primary School

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 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 practising 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.

This appointment is made by the governing board of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of service for deputy headteacher contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: **Deputy Headteacher**

ACCOUNTABLE TO: **The Headteacher**

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the Deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Board shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Curriculum Development

- 3.1 To contribute to:
 - The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
 - Ensuring that the Diocesan policy on Religious Education is fulfilled
 - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
 - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school

- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

7.1 To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.

7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.

7.5 To assist liaison with other professional bodies, agencies and services.

7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

7.7 Create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher.

About You



Person Specification/Selection Criteria for Deputy Headteacher in St Thomas of Canterbury Roman Catholic Primary School

The school's 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 Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising 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.

This school, St Thomas of Canterbury Roman Catholic Primary School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in a parish community		D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a catholic school.

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E		A/I

[B] Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	E		A/CC
8.	Degree	E		A/CC
9.	CCRS/CTC or commitment to obtaining the certificate to have commenced within 3 years	E		A/CC/I

[C] Professional Development

		Essential	Desirable	Source
10.	Evidence of appropriate professional development for the role of Deputy Headteacher	E		A
11.	Evidence of recent leadership and management professional development	E		A
12.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
13.	Has successfully undertaken Designated Safeguarding Lead Training or commitment to undertaking within 12 months		D	A/I/CC
14.	Has completed a Catholic Leadership Programme or has a commitment to doing so	E		A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
15.	To have experience as a AHT/DHT in a primary school		D	A/I/R
16.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	E		A/I/R
17.	To have involvement in or understanding of financial and resource management in a school		D	A/I/R
18.	To have implemented and developed a whole school initiative	E		A/I/R
19.	To have had responsibility for policy development and implementation	E		A/I/R

20.	To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff)	E		A/I/R
21.	Work positively with parents and carers	E		A/I/R
22.	To demonstrate an awareness of current national educational policy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
23.	Experience of teaching in more than one school		D	A/I/R
24.	Significant teaching experience and proven excellence in teaching pupils within the primary phase	E		A/I/R
25.	To have a knowledge and understanding of all Key Stages in the primary phase	E		A/I/R
26.	Secure understanding of assessment strategies , data analysis and the use of assessment to maximise achievement	E		A/I/R
27.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
28.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
29.	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		I

30.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
31.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
32.	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people

- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, **following the guidance outlined in section G above.**

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.



**St Thomas of Canterbury RC Primary
School**

Eastbourne Grove

Bolton

BL1 5LH

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