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**DIOCESE OF LIVERPOOL**

**WIGAN ST ANDREW’S CE PRIMARY SCHOOL**

**Mort Street**

**Wigan**

**WN6 7AU**

**Telephone: 01942 244354**

**www.wiganstandrews.net**

**DEPUTY HEADTEACHER**

**Required for January 2025**

**Group 2 Salary range L6-L10**

The children, staff and Governors of Wigan St. Andrew’s CE J&I School are seeking to appoint an outstanding practioner, manager and leader as our new Deputy Headteacher from January 2025. This role will have a teaching commitment as part of it.

MAIN PURPOSE: To work with the Headteacher to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding our Christian Vision that seeks to empower all stakeholders to experience “with God all things are possible” – Matthew 19:26.

This is a great opportunity for the right person looking to progress to a leadership position in a very positive and supportive environment. We have an extremely dedicated team of teachers and support staff who work effectively together and go above and beyond as part of our St. Andrew’s family. All staff are committed to ensuring every child is safe and has access to a quality curriculum through quality first teaching, ensuring all children are able to thrive, unlocking their true potential and enabling them to succeed as lifelong learners.

**We wish to appoint:**

* a practising Christian with a strong faith and deep commitment to the Christian ethos of the school
* a leader and innovator who encourages, enthuses and motivates the school community through excellent communication and interpersonal skills
* a leader who sets high expectations which inspire, motivate and challenge pupils, managing behaviour effectively to ensure a good and safe learning environment
* a leader who values all children as unique individuals and ensures that all children are resilient and able to achieve their full potential
* a leader who can listen, nurture, inspire and empower staff to deliver the highest quality education
* a leader who can maintain and develop partnerships between children, staff, parents and carers, Governors, the Church, other local schools and the wider community

**Our Children would like someone who:**

* is kind, fair, helpful, happy and approachable
* is strict but fair who treats everyone the same.
* doesn’t get angry but remains calm when dealing with problems.
* I can go to if I am feeling sad or worried.
* visits our class occasionally, not just when someone is naughty.
* is supportive and helps us and our teachers too.
* is sensible and can lead the school well.

**In return we can offer:**

* a vibrant, caring and encouraging environment for learning, underpinned by a strong Christian ethos
* happy, enthusiastic, motivated children who display excellent behaviour and are proud of their school
* strong support from a highly effective and supportive Governing Body
* dedicated, supportive and hard-working staff who are fully committed to raising standards in the classroom
* good opportunities for continuous professional development with support from the Local Authority, the Diocese and consortia
* an established partnership with parents and carers, the Church and the wider community.

**The Deputy Headteacher will:**

* Undertake the normal responsibilities of the class teacher
* Be an active participant of the senior management/leadership team
* Assist the Headteacher in the strategic leadership and management of the school in line with the Christian vision
* Assist the Headteacher in the day to day organisation and management of the school
* Support and/or represent the Headteacher at meetings, as and when required
* If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the relevant Board, or in the case of a foundation, voluntary aided or foundation special school, the Governing Board
* 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 Development Plan, aims and objectives of the school by:
	+ (a) formulating the aims and objectives of the school;
	+ (b) establishing the policies through which they are to be achieved;
	+ (c) managing staff and resources to that end;
	+ (d) Monitoring progress towards their achievement.
* Assist in ensuring that the provision of high quality worship and Religious Education consistent with the teachings of the Church of England/Methodist Church are central.

**1. Teaching and Learning 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 teachers job description, including the provision of cover for absent teachers.

1.3 To be responsible for a specific class or age group of children to be decided on appointment.

1.4 To demand and demonstrate ambitious standards of achievement and attendance 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.

1.5 Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

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

2.1 Take a lead role in supporting and ensuring schools are living up to their Christian foundation quality assuring provision and taking collaborative action for the improvement or further development of provision.

2.2 To contribute to:

• Maintaining and developing the Christian 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.

• Implementing the Authority’s and 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.

2.3 To assist in creating a Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

**3. Curriculum Development**

3.1 To assist in and to lead when appropriate or when requested 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.
* 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 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
* 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 and the encouragement of good behaviour within a Christian context
* 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 recruitment and deployment of teaching and non-teaching staff of the school.

5.2 To actively 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 staff in school.

5.4 To implement and develop staff development policies in relation to:

• The induction of new and newly qualified teachers and other staff into a Church school

• The provision of professional advice and support and the identification of training needs, including those aspects related to Church school education

• 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 bodies.

5.6 To maintain good relationships based on Christian values 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 procedures concerning resource management.

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 a whole school environment which stimulates learning and enhances the appearance of the school.

6.4 To participate in the 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, the Diocese and Local Authority.

**7 Relationships**

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

7.2 To assist in the liaison and co-operation with Diocesan/Methodist and Local Authority officers and support services.

7.3 To promote and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education.

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

7.5 To help promote the Christian vision of the Church school and enable the flourishing of pupils and adults within the school and its community.

7.6 To assist in liaison with the Church, other professional bodies, agencies and services.

7.7 To develop and maintain positive links and relationships with the church, 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 community and that its curriculum draws on the nature and resources of that community.

7.8 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.

Interested candidates are strongly encouraged to visit the school. Please contact Lindsey Taylor, Headteacher, via e-mail at enquiries@admin.saintandrews.wigan.sch.uk to make an appointment.

Application packs are available from and returnable to enquiries@admin.saintandrews.wigan.sch.uk or Lindsey Taylor, Headteacher, at the address above.

**Closing** **date**: Friday 27th September at 12 noon

**Shortlisting**: Thursday 3rd October 2024

**Interviews**: Friday 11th October 2024

Wigan St Andrew’s CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Wigan St Andrew’s CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

Online searches may also be undertaken for shortlisted candidates in line with Keeping Children Safe in Education.