



**English Martyrs'
RC Primary School**

Flint Street
London
SE17 1QD

www.englishmartyrsrcprimary.co.uk



**Deputy
Headteacher
Candidate
Brochure**

Key Statistics And Facts

Type Of School:	<i>Primary</i>
Denomination:	<i>Catholic</i>
Location:	<i>South East London, Diocese of Southwark</i>
Age Range:	<i>3 - 11</i>
Co-Educational Or Single Sex:	<i>Mixed</i>
Number On Role:	<i>414</i>
Average Class Size:	<i>30</i>
Number Of Teaching Staff:	<i>21</i>
% of pupils on FSM:	<i>37%</i>
% of children with SEN:	<i>20%</i>
% of children with EAL:	<i>92%</i>
School Awards:	<i>Silver STAR travel award Healthy Schools Swimming Gala 1st Place Healthy Schools – Bronze award Westminster Cathedral Choir school Eco schools bronze award</i>

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Our school

Our English Martyrs' School community aims to follow the example of Christ, in welcoming, recognising, fostering and developing each individual, as a unique and special gift from God with value and dignity.

Our vision is for excellence in learning, in terms of both achievement and progress. English Martyrs' Catholic Primary school provides a broad, balanced and challenging curriculum to enable each pupil to develop all those attributes and skills for lifelong learning.

English Martyrs' Values

English Martyrs School vision is for excellence in learning, in terms of both achievement and progress. It provides a broad, balanced and challenging curriculum to enable each pupil to develop all those attributes and skills for lifelong learning.

We are very fortunate in having a supportive Governing Body and parish priests, dedicated parents, a skilled and committed workforce and hard working, talented pupils.

Our Core Values

1. Faith
2. Respect
3. Responsibility
4. Compassion
5. Wisdom
6. Fairness

Pupils' spiritual, moral, social and cultural development is embedded well within the curriculum. This means that pupils are well prepared to be global citizens.

OFSTED 2016

Leaders effectively manage the performance of teachers to improve the quality of teaching and learning. They set challenging targets for teachers to raise achievement of pupils in their classes. Teachers receive high-quality training that meets their individual needs to improve their teaching. This has led to strong improvements in the quality of teaching which is now at least good or better. There is not sufficient outstanding teaching and learning in all year groups for pupils to make exceptional progress.

OFSTED 2016

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Core Values & British Values

There has been a significant amount of debate over recent months about the need for schools to promote the British values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

At English Martyrs' Catholic Primary School we support our children to understand and experience these five values.

Our children experience democracy at work through the working of our School Council. At English Martyrs' Catholic Primary School we value our pupils' voices.

We have an established class rules which are underpinned by our Positive Behaviour Policy. These rules are used in and around school on a daily basis to model an individual's rights and responsibilities, the need for mutual respect and tolerance.

Through our PSHE learning we further explore the five values. We consider what being a good citizen is. We access support from organisations such as ChildLine, and the NSPCC to help our pupils understand about their rights, respect and tolerance. We also support various charities, some chosen directly by the pupils and others chosen by the school, which enables us to consider in more detail mutual respect and tolerance. We hold an annual "Anti-Bullying Week"; this is an opportunity for our pupils and parents to consider what is bullying (including cyber bullying), why people bully and how to deal with it.

In Religious Education (R.E.) pupils learn about the catholic faith and other major faiths and beliefs. We celebrate a range of key festivals across the year and look at the similarities and differences and how this impacts on people's lives.

Through our Geography curriculum we take the opportunity to explore other cultures from around the world and we encourage our pupils to see the world from different perspectives

Our assemblies are based on our core values for life such as Faith, Fairness, Responsibility, Wisdom, Respect and Compassion.

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The stimulating curriculum offers pupils meaningful learning experiences. Learning is enhanced through educational trips, visitors, clubs and workshops.

OFSTED 2016

The Headteacher has worked tirelessly to secure rapid improvements in the school since the previous inspection. Consequently, the quality of teaching has improved and pupils' achievement is continually rising.

OFSTED 2016

Deputy Headteacher Person Specification

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 Archdiocese of Southwark. 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.

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

This Person Specification is based on the National Standards of Excellence for Head Teachers 2015. Please refer to the accompanying document.

A Deputy Headteacher is expected to be working within and towards the National Standards of Headship. In relation to this appointment, candidates are particularly required to demonstrate their knowledge and understanding of the following in the context of Catholic School.

Key: A Application Form; C Certificate; I Interview; R References

(A) Faith Commitment

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

(B) Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment to obtaining the certificate	E		A/I

Deputy Headteacher Person Specification

(C) Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher	E		A/I
Evidence of recent leadership and management professional development	E		I
Has successfully undertaken appropriate Child Protection Training	E		A

(D) School leadership and management experience

	Essential	Desirable	Source
Substantial and current experience as a senior leader in a Primary school	E		A/I/R
Active and effective leadership of a team/ key stage/curriculum area	E		A/I/R
To have taken an active involvement in school self evaluation and development planning	E		A/I
To have implemented and developed a whole school initiative	E		A/I
To have had responsibility for policy development and Implementation		D	I
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

Deputy Headteacher Person Specification

(E) Experience and knowledge of teaching

	Essential	Desirable	Source
Significant, successful and effective teaching experience within the primary phase	E		A/I/R
Experience of teaching in a Catholic Primary School		D	A
To have a working and current knowledge and understanding of all 3 Key Stage in the primary phase	E		A/I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
To be able to demonstrate how the needs of all pupils have been met through high quality teaching	E		A/I

(F) Professional Attributes

	Essential	Desirable	Source
Demonstrate an understanding, awareness and empathy for the needs of the pupils at English Martyrs' Catholic Primary School and how these could be met	E		A/I
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		A/I
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I
A competent user of new technology	E		A/I
Show a commitment to sustained attendance at work	E		I

Deputy Headteacher Person Specification

(G) Professional Skills

Qualities and Knowledge	Essential	Desirable	Source
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community	E		I
Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them	E		I
Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel		D	I

Pupils and Staff	Essential	Desirable	Source
Secure 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	E		I
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	E		I

Systems and Process	Essential	Desirable	Source
Promote 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	E		I

Deputy Headteacher Person Specification

Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice		D	I
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(H) Personal Qualities

	Essential	Desirable	Source
Continue to promote English Martyrs' School strong vision, educational philosophy and values	E		I
Be a positive role model at all times, a highly effective and respected representative of English Martyrs' School	E		I
Be strong and visible presence in all areas of school	E		I
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		A/I/R
Build and maintain quality relationships through interpersonal skills and effective communication	E		I
Inspire trust and confidence across the school and community	E		I
Manage and resolve conflict	E		I
Prioritise, plan and organise themselves and others	E		I
Think analytically and creatively and demonstrate initiative in solving problems	E		I
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E		I
Able to empathise appropriately and take necessary steps	E		I
Demonstrate a capacity for sustained hard work with energy and vigour	E		I
Demonstrate resilience and optimism	E		I

Deputy Headteacher Person Specification

(I) Confidential References and Reports

	Essential	Desirable	Source
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 shortlist will be drawn upon the basis of the application form and supporting statement only.



Deputy Headteacher Job Description

Post:	Deputy Headteacher
Start date:	September 2017
Responsible to:	Headteacher
Salary:	L11 – L16

The core purpose of the Deputy Headteacher of any school is to work with the Headteacher to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic Faith. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

The Governing Body 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. In particular, further specific opportunities will be made available to help prepare and develop the successful candidate towards headship of a Catholic school.

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The Governors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that by working closely with the Headteacher the school is distinctively Catholic in all aspects. The appointment 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.

The core purpose of the Deputy Headteacher is to support the Headteacher in ensuring that:

- The school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and canon Law, and in accordance with the Trust Deed of the Archdiocese of Southwark
- Religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church
- Religious worship is in accordance with the rites, practices discipline and liturgical norms of the Catholic Church
- The school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;

Deputy Headteacher Job Description

- The school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need: be healthy; stay safe; enjoy and achieve; achieve well-being; recognise their own dignity and the dignity of others as children of God
- All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

KEY AREA OF RESPONSIBILITY

1. STRATEGIC DEVELOPMENT AND DIRECTION OF THE SCHOOL

The strategic direction and development of the school stems from the educational mission of the Church which is reflected in the school's Core Values, Mission Statement and School Improvement Plan.

Main Tasks

To work with the Headteacher:

- To ensure the Catholic vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school community to translate the vision into agreed objectives and operational plans this will promote and sustain school improvement.
- To demonstrate the vision and values in everyday work and practice.
- To motivate and work with others to create a shared culture and positive climate that reflects the mission of the Church in education.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.
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- To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large.
- The Governors, assistant Headteachers in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil attainment and progress

Deputy Headteacher Job Description

KEY AREA OF RESPONSIBILITY

2. Teaching and Learning

In a Catholic school the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The Deputy Headteacher works with the Headteacher to secure and sustain effective learning and teaching throughout the school.

To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for teaching staff. This may include, as required:

- Taking full responsibility for teaching a class
- Providing cover for absent colleagues or those released for professional development
- Providing in-class support for colleagues through demonstration lessons
- Teaching booster or catch up groups

To provide leadership and support for colleagues ensuring good or better teaching and learning across the curriculum, including:

- Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans
- Supporting assistant Headteachers and subject leaders in developing their role in particular in relation to raising standards
- Supporting teams and individuals with short term planning
- Organising and delivering training as needed to groups of staff
- Supporting staff in the use of assessment information to inform teaching and learning
- Inducting and supporting newly qualified and less experienced staff and/or supply teachers
- Providing in-class support to staff through demonstration lessons, team teaching, observation and feedback

Deputy Headteacher Job Description

- To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To take a leading role in the management of the school database of individual pupils' attainment and progress.

Main Tasks / Actions:

To work with the Headteacher:

- To ensure a realistic consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative responsive and effective approaches to learning and teaching in line with the school's Mission Statement.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole school community.
- To implement strategies which secure high standards of behaviour and attendance.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

Deputy Headteacher Job Description

KEY AREA OF RESPONSIBILITY

3. DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic school the role of the Headteacher and Deputy Headteacher is one of leadership of a learning community rooted in faith. Leadership should take Christ as its inspiration and management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Main Tasks / Actions

To work with the Headteacher:

- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's Mission Statement.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and takes responsibility for own personal development.
- To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.

Deputy Headteacher Job Description

KEY AREA OF RESPONSIBILITY

4. MANAGING THE ORGANISATION

To work with the Headteacher:

- To act/deputise for the Headteacher in her absence.
- To create an organisational structure which reflects the school's Catholic Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives,
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school.
- To implement successful teacher appraisal and performance management processes with all staff.
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the school.

Deputy Headteacher Job Description

KEY AREA OF RESPONSIBILITY

5. SECURING ACCOUNTABILITY

In a Catholic school the Headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. The Headteacher supports the Governing Body in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with national legislation. The Deputy Headteacher supports the Headteacher in these tasks.

Main Tasks / Actions:

To work with the Headteacher:

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a Catholic school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to school achievements and to take account of feedback from others.

KEY AREA OF RESPONSIBILITY

6. STRENGTHENING COMMUNITY

In a Catholic school the Deputy Headteacher and the Headteacher share responsibility for the mission of the school and the wider diocesan educational system and as such are therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague heads and deputies together with agencies such as CAFOD, Family Life and Youth Ministry as and when appropriate.

Deputy Headteacher Job Description

- To build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.
- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools.
- To co-operate and work with relevant agencies to protect children.

KEY AREA OF RESPONSIBILITY

7. SPECIFIC CURRICULUM RESPONSIBILITY

The Deputy Headteacher is likely to be designated the following responsibilities for the first year of the appointment:

- Religious Education
- Assessment

Next steps and how to apply

Essential dates for your diary:

Visits to the school:	Please contact David Stewart to arrange your visit
Interviews will be held:	Before Easter
CLOSING DATE:	Midday, Monday 15th May
POST START DATE:	September 2017

Please contact David Stewart at The Education Network for a further confidential conversation about the role.

All applications must be made using the approved application form and emailed to David Stewart at The Education Network no later than Midday, Monday 15th May.

david.stewart@ednetwork.co.uk

When completing section 8 (supporting statement) section of your application form please pay particular attention to the requests made in the Person Specification.

Guidance to applicants:

In your supporting statement in section 8 of your application form, you only need address those aspects of the person specification which are marked A for application.

You should address ALL 23 criteria marked A in the Person Specification in a clear format giving examples of recent experience and evidence for each criteria.

For each of the 23 criteria marked 'A' briefly outline:

- Your role at the time
- The action you took (evidence)
- The outcome and impact of your actions

Please provide your supporting statement in a maximum of 1300 words.

If you wish to provide any additional notes on your vision for and suitability to the role of Deputy Headteacher and specifically why you at English Martyrs', the panel would welcome this information in the form of a covering letter. Please do not add this additional information in to your supporting statement in section 8 of the application form, please only address the 23 criteria in this statement.



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Please make yourself known to David Stewart if you are interested in this position. We are working directly with the school and will be able to offer further information about the post and arrange your School visit

David Stewart at The Education Network
Tel mobile: 07776 177 327
Email: david.stewart@ednetwork.co.uk

All applications to be sent to David Stewart