

# **ST. MARY'S CATHOLIC PRIMARY SCHOOL**



## **APPLICANT PACK**

**DEPUTY HEAD TEACHER POST**

**CLOSING DATE: 09:00**

**FRIDAY 13<sup>TH</sup> OCTOBER 2017**



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## LETTER TO APPLICANTS

Dear Colleague

Thank you for your interest in the post of Deputy Head Teacher at St Mary's Catholic Primary School, Wimbledon.

This is a full time, permanent, non- class based leadership post which has come about due to one of the two job-share heads moving to a new school in April 2018 and the promotion of the current Deputy (who works one day per week as job-share Head) to the post of full time Headmistress. The Governors are seeking to appoint a dynamic, resilient, creative, highly motivated and inspirational practising Catholic to join our team from January 2018. The crossover period from January to April 2018 will be a time for the current Deputy to hand over to the successful candidate and for the current job-share Head to hand over to the new full time Head. This period will give you, as the new Deputy, a wonderful opportunity to really get to know the school and settle into the post.

The Governing Body and the Head Teachers are incredibly proud of St Mary's School and of all that we achieve. We are looking for a candidate with exceptional honesty, integrity, passion and drive to join our team and work with us to ensure that every pupil in our care has the opportunity to live out the school's mission statement and 'be the best that we can be'.

We believe that for this goal to be realised for the students it has to start with the adults and so we are committed to ensuring that our team has access to a wide range of continuing professional development opportunities; when we come to school at St Mary's we are all on a shared journey of growth and learning. Staff wellbeing is important to us and we are constantly seeking ways to reduce workload and ensure that there is a good work-life balance for all the members of our team. Our staff are friendly, welcoming and very supportive of one another. At St Mary's we really do believe that 'Together Everyone Achieves More' and the way we work together towards our shared vision and school priorities only serves to make each of us, and our school, stronger.

A key strength of St Mary's is the school community and the exceptionally supportive bond that exists between home, school and parish; as well as with the wider community. This enables our children to learn beyond the classroom and to have the opportunity to experience not only a broad, balanced and creative curriculum but to have access to valuable enrichment activities such as sport and music (two areas in which our pupils excel). Another thing about which our children are extremely passionate is the work they do for charity. The school supports a number of charitable causes and the children work hard to raise funds for those in need each year.

Our children are truly wonderful; well behaved, eager to learn and full of positive energy and boundless curiosity. They understand the meaning of the school mission statement and try their best to live it out each day. They understand that all of this is deeply rooted in Gospel Values and that every day we do our best to follow the teachings of Jesus and walk in His path.

This Outstanding school is a fantastic place to work; located centrally (just off Wimbledon Broadway) and with excellent transport links and local amenities. Our school community is diverse and vibrant and we hope that you will have the time to arrange a visit so you can see it for yourself.

We very much look forward to meeting you and to receiving your application.

With best wishes

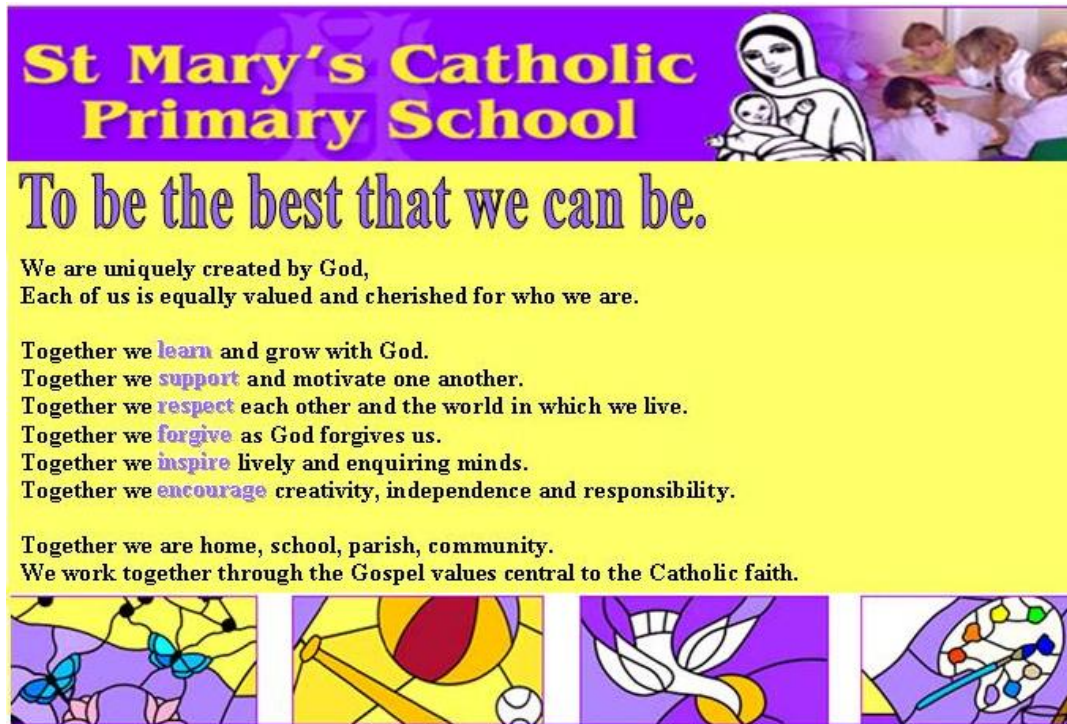
*Mrs M Macdona – Job Share Head Teacher, Deputy Head*

*Mrs S Norville – Job Share Head Teacher*

*Fr Simon Peat – Chair of Governors*



## OUR MISSION STATEMENT



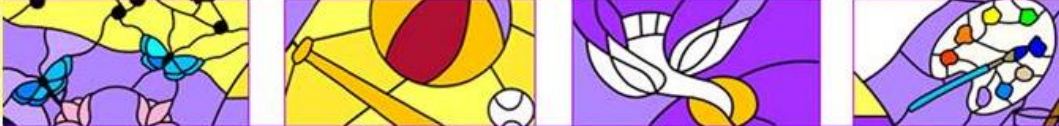
**St Mary's Catholic Primary School**

**To be the best that we can be.**


We are uniquely created by God,  
Each of us is equally valued and cherished for who we are.

Together we **learn** and grow with God.  
Together we **support** and motivate one another.  
Together we **respect** each other and the world in which we live.  
Together we **forgive** as God forgives us.  
Together we **inspire** lively and enquiring minds.  
Together we **encourage** creativity, independence and responsibility.

Together we are home, school, parish, community.  
We work together through the Gospel values central to the Catholic faith.



## OUR SCHOOL PRAYER



*THE SCHOOL PRAYER*

*Dear Holy Spirit come into our lives,*

*Open our ears to hear your word.*

*Open our eyes to see the needs of those*

*around us,*

*Open our hands to do our work well.*

*Open our lips to tell others the good news*



## DEPUTY HEAD TEACHER JOB DESCRIPTION

This job description is intended to act as a guide and not as an ultimately definitive or exhaustive list.

Our aim is to work to the strengths of the successful candidate and adapt the job description accordingly (within the remit of the core requirements of the school and the post).

Job Title:	Deputy Head Teacher	Salary Range:	L9-L14 (Inner London)
School:	St Mary's Catholic Primary School		

### Key purpose of the job:

- To understand the distinct nature and purpose of Catholic education and fully understand that it is the first responsibility of the Deputy Head Teacher to support the Head Teacher in establishing and sustaining the Catholic identity of the school and safeguard the teachings of the Church. The Deputy Head Teacher must ensure that this Catholic identity is reflected in every aspect of school life
- To carry out the duties of the post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including conditions of employment for Deputy Head Teachers and the school's own policies
- To undertake the professional duties of the Head Teacher in the event of their absence from the school (taking full responsibility for the school)
- To undertake the professional duties of the Deputy Head Teacher reasonably delegated to you by the Head Teacher, and any other duties as assigned

### As the Deputy Head Teacher you will be accountable to:

- The Head Teacher and the Governing Body of the school.

### Professional relationships:

- You will be expected to effectively communicate and liaise (both verbally and in writing) with the following stakeholders: teaching and non-teaching staff of the school, governors, parents, children, advisers, and other professionals.

### Key roles and responsibilities:

- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document
- Undertake duties in line with the professional standards for qualified teachers and the and uphold the professional code of the General Teaching Council for England
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Promote and embody the school's mission statement 'to be the best that we can be'
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- Attend all meetings, INSET, CPD and additional events (for example school performances and fairs) as required
- To fulfil a teaching commitment if required
- Follow and abide by the school's staff code of conduct
- Promote a culture of inclusion





**As a Deputy Head Teacher you will:**

- Work in partnership with the Head Teacher to take a leading role in the school improvement and school self-evaluation planning process
- Be responsible for managing arrangements for staff sickness and absence including organising cover and ensuring relevant members of the team are fully informed of staff absence and cover arrangements
- Take a strategic view of CPD and plan CPD activities and INSET for members of the team according to identified need and the priorities of the school development plan. This includes leading the planning, development and delivery of training and support for the staff team where appropriate
- Manage the CPD and supply cover budgets
- Undertake activities essential to the day to day running of the school, including the timely dissemination of relevant information to relevant parties
- Provide effective organisation and management of the school and seek ways to improve organisational structures based on rigorous self-evaluation
- Be responsible for teaching, learning and assessment across the school
- Using coaching methods, line manage some teaching staff and use the performance management process to drive school improvement in line with the priorities of the school development plan
- Devise, implement and monitor actions plans and policies
- Attend Governors' meetings and act as an advisor to the Governing Body
- Teach cover lessons and interventions where required
- Plan, delegate, support, motivate and evaluate work carried out by groups, teams and individual colleagues across the school
- Keep abreast of the latest developments in education
- Lead whole school assemblies
- Support the development of collaborative approaches to learning within the school and beyond
- Participate, as required, in the selection and recruitment of staff
- Be the lead professional for the placement, support and monitoring of trainees, volunteers and NQTs
- Undertake the duties of the school's Designated Safeguarding Officer
- Lead by inspiring example to promote positivity and motivation in others
- Demonstrate the highest standards of professional conduct and integrity at all times



## DEPUTY HEAD TEACHER PERSON SPECIFICATION

In your supporting statement, it is essential that you highlight how you meet the criteria in the person specification, referencing these where possible.

Job Title:	Deputy Head Teacher	Salary Range:	L9-L14 (Inner London)
School:	St Mary's Catholic Primary School		
<b>SELECTION CRITERIA</b>			ESSENTIAL(E) DESIRABLE(D)
<b>FAITH COMMITMENT</b>			
A practising and committed Catholic			E
A clear understanding of the distinctive nature of Catholic schools			E
Understanding of, and commitment to, the leadership role in the context of the spiritual development of children and staff			E
A strong commitment to the mission of a Catholic school			E
<b>QUALIFICATIONS</b>			
Qualified Teacher Status			E
Degree			E
Degree Classification 2:1 or higher			D
Postgraduate Qualification			D
CCRS			D
<b>EXPERIENCE</b>			
Proven successful teaching experience at Early Years Foundation Stage, Key Stage One or Key Stage Two			E
Experience of teaching across two or more primary phases (EYFS/KS1/KS2)			D
Successful experience in a key area of school leadership (e.g. core subject, phase leader, assessment lead, SENCo)			E
Experience of teaching within Catholic education			D
<b>PROFESSIONAL DEVELOPMENT</b>			
Evidence of undertaking CPD relating to school leadership			D
Evidence of undertaking CPD relating to curriculum leadership, assessment, teaching and learning			D
Evidence of leading CPD for colleagues e.g. staff meetings / staff training sessions			D
Evidence of collaborating with colleagues from other schools on CPD activities			D
<b>KNOWLEDGE</b>			
Knowledge of relevant assessment methods			E
Knowledge of using data to effect improved outcomes for students including key groups and whole school			E
Methods of monitoring, assessment, recording and reporting of pupils' progress.			E
Statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.			E
Knowledge of coaching methods for leadership and management			D



ST. MARY'S CATHOLIC  
PRIMARY SCHOOL

**St Mary's Catholic Primary School ~ Deputy Head Teacher ~ Applicant Pack**

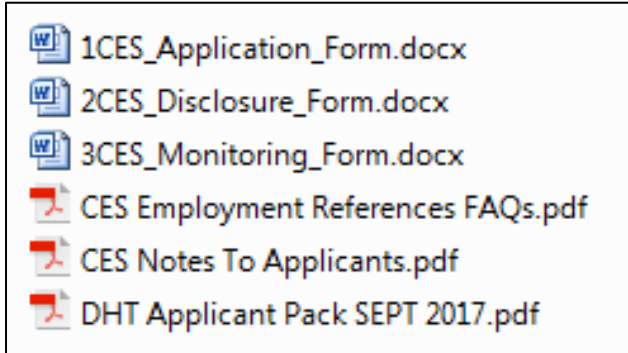
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School:	St Mary's Catholic Primary School		
<b>SELECTION CRITERIA</b>			ESSENTIAL(E) DESIRABLE(D)
<b>SKILLS and QUALITIES</b>			
Proven ability to plan and deliver highly effective lessons and schemes of work			E
A deep understanding of the power of assessment for learning			E
Some knowledge and understanding of school self-evaluation and school development planning			D
The ability to set and maintain high expectations in all aspects of leadership, management, behaviour and learning across the school			E
A clear understanding of the different ways in which children learn			E
The ability to build effective relationships with pupils, parents, staff and other stakeholders			E
The ability to recognise how to improve standards of teaching and learning across the school			E
The ability to reflect upon one's own practice			E
Clear and effective communication skills (in all forms)			E
High motivation of self and others			E
Enthusiasm, positivity, stamina and resilience			E
The ability to communicate effectively using a high standard of English (both verbally and in writing) to a variety of audiences.			E
Passion for school improvement			E
Excellent timekeeping, time management and organisation skills			E
Ability to delegate work and support colleagues in undertaking responsibilities			E
Experience of performance management and supporting the continuing professional development of colleagues			D
Understanding of effective budget planning and resource deployment			D
<b>EQUAL OPPORTUNITIES</b>			
A commitment to equal opportunities			E
Ability to use strategies to promote equality of opportunity in all aspects of school life			E





## HOW TO APPLY

Please download the following documents and read them carefully:



To apply please complete the following three forms electronically:

- 1CES\_Application\_Form.docx
- 2CES\_Disclosure\_Form.docx
- 3CES\_Monitoring\_Form.docx

Once completed please save the forms with their original titles plus your full name (e.g. *1CES\_Application\_Form\_Firstname\_Lastname.docx*) and return all three documents to Mrs Hazel Rhule at the following email address:

[admin@st-marys.merton.sch.uk](mailto:admin@st-marys.merton.sch.uk)

Please be mindful of the fact that the absolute deadline for submission of applications is 09:00h on Friday 13<sup>th</sup> October 2017.

Please note that due to Safer Recruitment protocols the school cannot accept CVs or resumes as an alternative to the forms listed above.

You are welcome to submit a covering letter or your supporting statement as separate documents should you wish to do so.

Applicants will be informed by email as to whether or not they have been shortlisted by the end of the day on Friday 13<sup>th</sup> October 2017.