



# **Deputy Headteacher**

## **Full Time – Permanent L17 – L21**

**Permanent post available from 1<sup>st</sup> September 2021.**

### **Information for Applicants**

Page 2	Letter from Barry Mellor, Chair of the Governing Body
Page 3	Further Information about the Post
Page 4	Person Specification
Page 8	Job Description

May 2021

Dear Applicant,

Thank you for your interest in the full time post of Deputy Headteacher at Christ the Word Catholic School. This is a full time, permanent post, to start on 1st September 2021 on payscale L17 – L21.

Christ the Word Catholic School opened in Sept 2019 it has seen a huge increase in numbers. Our school caters for learners aged 3 to 16 and we are very keen to ensure our transition is seamless as learners and teachers spend time in both the upper and lower school.

The Headteacher, Amanda Preston is striving for excellence to ensure that Christ the Word Catholic School provides outstanding learning opportunities for learners across all age groups.

Governors are seeking an outstanding Deputy Headteacher to join the excellent team in our Catholic School. We wish to appoint someone with passion, drive and enthusiasm to provide the best possible leadership and learning and teaching experiences for our learners.

The successful applicant will have the opportunity to contribute to a wide range of leadership roles which will be dependent on the successful candidates' strengths.

We are very excited about our new school where learners benefit from excellent facilities including a chapel, music rooms, an activity studio, drama studio and an all weather pitch. I enclose some additional information about the post that I trust will be helpful to you.

All shortlisted applicants will have a tour of the school during the interview process, subject to Covid regulations.

You are most welcome to contact us for an informal discussion about the school. Please call Amanda Preston, Headteacher on 01745 352999.

The closing date for applications is **noon** on 20th May 2021. If you are interested in this vacancy, please apply via the TES with the application form, Interviews for shortlisted candidates will be held week commencing Monday 24<sup>th</sup> May 2021.

I look forward to hearing from you and wish you well in your application.

Yours sincerely,

Mr Barry Mellor, Chair of Governors

## Further Information about the Post

We are seeking to appoint an outstanding Deputy Headteacher to join our Senior Leadership team in our fantastic 3- 16 Catholic school.

Christ the Word Catholic School is a new school that opened in September 2019. We have over 800 children and are situated in a state-of-the-art school in the town of Rhyl, Denbighshire. We work tirelessly to ensure every child enjoys school and has the support and opportunities to prepare them to thrive in our modern world. We believe education is the key to unlock doors and improve life chances for our learners. Our Pastoral care is at the heart of everything we do here at Christ the Word. We have developed a real community where everything is based on relationships between learners, staff and our families.

We are looking to appoint a highly motivated and effective leader with a proven track record at senior level of raising student outcomes. The successful candidates will have a clear vision, high expectations of both staff and students and a commitment to achieving the best possible outcomes for all students.

The successful applicant will be a team player with high standards. You will have demonstrated leadership qualities in your previous posts. The key responsibilities within the job description will be tailored to the applicant's strengths this will enable you to contribute fully to developing our school but you will also have ample opportunity to further develop your professional learning.

To apply for this post, please complete the application form and email to [Honora.rowlands@denbighshire.gov.uk](mailto:Honora.rowlands@denbighshire.gov.uk) with a covering letter of application of no more than two sides of A4 outlining your leadership qualities and management experience to date. If you would like a tour please ring the school.

Please ensure that your application is completed in full and a work history is provided with any gaps in your employment explained. The referees given in your application must include your employer from when you last worked with children and also your Parish Priest.

Christ the Word Catholic School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to :

An Enhanced Disclosure and Barring Service check

Receipts of references, including your suitability work with children

Checks of professional status

The closing date for this post is noon on 20th May 2021.

Your personal information will be collected for the purpose of recruitment for this post only and will not be used for any other purpose. We will hold your data securely for the required amount of time outlined in our data retention schedule – six months from the date above.

## Advert Details

**Job Title:**

Deputy  
Headteacher

**Location:**

Christ the Word  
Catholic school,  
Rhyl

**Salary:** L17 - L21

**Hours:** Full time

**Contract:** Permanent

**If you would like to discuss any aspect of the post, please call the Headteacher, Amanda Preston, on 01745 352999**

Recruitment timeline	
Closing date:	Noon, Thursday 20 <sup>th</sup> May 2021
Shortlisting date:	Week beginning Monday 24 <sup>th</sup> May 2021
Interview date/s:	Dependant on local COVID-19 at the time, shortlisted applicants will be advised as soon as possible
Start date:	September 2021

## How to Apply

**To apply for this important vacancy, please complete our online application form via the TES website and email it to [honora.rowlands@denbighshire.gov.uk](mailto:honora.rowlands@denbighshire.gov.uk)**

**Please outline on your application form how you meet all the essential criteria for this position within your supporting statement.**

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. For alternative methods of applying, please call HR on 01824 706200

## Christ the Word Catholic School

### Person specification for Deputy Headteacher - permanent

	Essential	Desirable	Identified by
<b>Attitudes and Values</b>	A practising Catholic Committed to Catholic education and family values		Reference Interview
	Committed to the achievement of high standards by all pupils in varied aspects of the school's work		Reference
	Committed to equal opportunities for all pupils and staff to reach true potential. Excellent interpersonal and communication skills Able to manage change and lead innovation		Reference Interview Application
	To demonstrate optimism, a sense of humour and perspective		Interview
	Have an inclusive approach to pupils with special needs		Application Interview
	Passionate about teaching and leadership.  Empathy to deal sensitively with students, parents and staff and the ability to promote wellbeing for staff, students and self		Reference  Interview
	Have the ability to cope with the expectation of the position.  Ability to solve problems and resolve conflict. High professional standards. The ability to motivate, enthuse and inspire staff and students		Reference  Interview
	Resilient and motivated to deliver excellent practice		Reference

<b>Qualifications</b>	Qualified teacher status		Application
	Good honours degree		Application
	Further professional study and in-service training, including areas relevant to the position		Application
	<b>Essential</b>	<b>Desirable</b>	<b>Identified by</b>
<b>Experience and Leadership Qualities</b>	Evidence of leadership professional training and development. A proven record of achievements.	Having achieved or be willing to work towards NPQH.  Significant experience as part of a senior leadership team in a Catholic school	Reference Application
	High professional standards and expectations. A successful and highly effective classroom practitioner. Experience of significant management responsibility		Interview
	Evidence of career progression through a range of curriculum and leadership responsibilities. Proven track record of raising educational standards		Application Reference Interview
	Experience of successfully contributing to planning and implementing school improvement plans. Clear knowledge and understanding of the implications of current developments in the maintained education sector in Wales.		Application Reference Interview
	Experience of implementing strategies for combating underachievement, promoting excellence and enhancing the skills of those involved in the		

	school.		
<b><i>Knowledge and understanding</i></b>	Demonstrates a sound understanding of the distinctive nature of a Catholic School.  Demonstrate commitment to equality of opportunity, diversity of provision and inclusive education		Application Reference Interview
	The ability to continue the development of the school ethos including high standards of behaviour and attainment. Experience of leading initiatives to improve teaching and learning		Application Reference Interview
	Understanding of, and success in use of different approaches to pupil centred learning.  Understanding of strategies to enhance pupil development Evidence of making a significant contribution to building a clear vision and inspiring others to carry the vision forward.		Application Reference Interview
	Knowledge of current educational developments and legislative changes affecting Welsh education  Experience of working within and leading collaborative teams. High expectations and experience of raising standards in staff and students.		Application Interview
	Ability to coach and build capacity in others and commitment to shared leadership  Understanding of information technology and its place in learning and the curriculum		Application Reference Interview

# **Christ the Word Catholic School**

## **Deputy Headteacher**

### **Job Description**

**ACCOUNTABLE TO:** Headteacher

**SCALE:** L17 – L 21

#### **1. INTRODUCTION**

**1.1 NAME OF POST HOLDER:** Leadership

**1.2 Post Title:** Deputy Headteacher

**1.3 Post Purpose:** To support the Catholic ethos of the school and understand the need to contribute actively to its development.

An understanding of the distinctive nature of Catholic education.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a teacher.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student attainment.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**1.4 Reporting to:** Headteacher



<b>1.5</b>	<b>Responsible for:</b>	The provision of a leadership full learning experience and support for students.
<b>1.6</b>	<b>Liaising with:</b>	Headteacher, Leadership Team, teachers and support staff, LA representatives, external agencies and parents.
<b>1.7</b>	<b>Working Time:</b>	Full Time specified within the STPCD
<b>1.8</b>	<b>Salary/Grade:</b>	Leadership
<b>1.9</b>	<b>Disclosure level</b>	Enhanced
<b>2.0</b>	<b>Responsibilities :-</b>	<ul style="list-style-type: none"> <li>• To assist the Headteacher in leading and managing significant areas of the school as part of the Senior Leadership Team</li> <li>• Working as part of the senior leadership team to lead, motivate, challenge and develop staff</li> <li>• To ensure that teaching and learning is of the highest standard and that curriculum and departmental work supports this</li> <li>• To ensure that the highest standards of pastoral care are delivered</li> <li>• To contribute to the development of excellence in the school</li> <li>• To contribute to the strategic management and planning of the school with the Headteacher</li> <li>• To maintain good order and discipline throughout the school</li> <li>• To ensure the school has the highest standards of behaviour through clear procedures and protocols for the management of behaviour and that these are known to staff, students and parents.</li> <li>• Have regard for safeguarding and promoting the welfare of children and young people and work with the leadership team to ensure the implementation of policies and procedures for pastoral care, wellbeing and safeguarding of students</li> <li>• To undertake any related professional duties as delegated by the Headteacher</li> </ul>
<b>2.1</b>	<b>Leadership and Management:-</b>	<ul style="list-style-type: none"> <li>• Work with the senior leadership team to provide a vision and leadership for the school so that its aims are implemented in accordance with the policies of the Governing Body</li> </ul>

- Assist the Headteacher in the development and implementation of the School Development Plan and self evaluation procedures
  - Support the Headteacher in deploying and managing all staff of the school / manage key leaders and ensure school supports students in their personal and academic development
  - Support the Headteacher in accounting for financial and material resources
  - Lead whole school data and assessment procedures and quality assurance
  - Work as part of the leadership team to lead the implementation of the Curriculum for Wales, ALN transformation and the whole school curriculum and timetabling provision
  - Assume responsibility for the discharge of the functions of the Headteacher in case of their absence from school
  - To attend and contribute to relevant meetings of the school's Governing Body
- 2.2 Training and Development :-**
- Participate in the selection and appointment of teaching and support staff of the school
  - Support the professional development of teaching and non teaching staff
  - To lead and organise staff training days
- 2.3 Teaching and Learning**
- Work with the leadership team to plan, organise and implement an appropriate breadth of curriculum within Curriculum for Wales developments
  - Contribute to the evaluation of standards of teaching and learning
  - Ensure standards are high and are targets are met through monitoring, review and challenge, and ensure the senior leadership team, Learning Managers and pastoral staff operate common processes
- 2.4 Community and Environment**
- Promote effective relationships and communicate well with stakeholders, including parents, local authority regional consortium, other schools and external agencies
  - Maintain and develop links with the Governing Body through Full Governors' and sub-committee meetings
  - Undertake the professional duties of a Deputy Headteacher as detailed in the School Teachers' Pay and Conditions Document 2020.

### 13. SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....

(Teacher)

Signed .....

(Headteacher)

Dated .....

(Teacher)

Dated .....

(Headteacher)

#### Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; an enhanced DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

#### Safeguarding Statement

Christ the Word Catholic School recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all employees are required to work in accordance with Denbighshire County Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager/Officer in order that the School and Council can take prompt action when exploitation is identified.