



# The Blessed Peter Snow Catholic Academy Trust



## Deputy Headteacher Candidate Pack

Start date: September 2026  
Location: St Paulinus  
Salary: L8-L12



# The Blessed Peter Snow Catholic Academy Trust

The centrality of the Eucharist, the value of martyrdom, the communion of saints and the importance of unity.

“

God's glory is seen in a human being who is fully alive;  
and that life is truly full when the person catches a  
glimpse of God

St Irenaeus (c. 130 - 200)

”



## The Blessed Peter Snow Catholic Academy Trust - Prayer

God our loving Father,

You have gathered us together as one community in the name of our patron, Blessed Peter Snow.

Bless our schools, our families and our parishes, may we be united as one.

We ask that with Your grace we might grow together in love and service of you and each other in our communities.

May we be a reflection of You in all that we do.

We ask this through Jesus Christ our Lord.

Amen



# The Blessed Peter Snow Catholic Academy Trust

## Welcome Letter from Chair of the Trust Board

Dear Applicant,

On behalf of the Directors of the Blessed Peter Snow Trust, we would like to thank you for the interest you have shown by responding to our advertisement for the position of Deputy Headteacher at St Paulinus part of The Blessed Peter Snow Catholic Academy Trust.

Our Trust is a family of fourteen primary academies and one secondary academy. We are committed to providing a superb quality of education for all our pupils and work closely with our school leaders to achieve this.

We are looking for a committed Catholic Leader who is dedicated, passionate and driven. A Leader who knows what fantastic education looks like and have high expectations for all the children in their care. A Leader who is caring and nurturing and can embrace our strong Catholic ethos and provide a safe, spiritual school community for our pupils and families to thrive.

We invest in our academy leaders and support them to work together to share best practice, bring about sustained improvement and raise standards for all.

We would positively encourage you to contact us to arrange a visit to St Paulinus. Such a visit will allow you to begin to understand our ethos. I am sure this will help you in the preparation of your application. There is also a wealth of information available on the School and Trust websites.

We look forward to receiving your application and thank you once again for your interest.

**Antonia Dorsey**  
**Chair of the Trust Board**



# The Blessed Peter Snow Catholic Academy Trust

## Our Mission

The five strands in our mission help us journey closer to Jesus. Through scripture and the sacraments we are guided in our mission to provide opportunities for each person to have life and have it to the full.

Accompanying our pupils, staff and communities through:

### Strengthening Our Journey of Faith

Our community is encouraged to discover more about who they are within a supportive Catholic environment, so that by making our journeys together, all may catch a glimpse of God

### Strengthening Inclusion for a Just Society

Show respect and acceptance to each other, so that all feel welcomed, and are thus prepared to take their place in a just and caring society

### Strengthening Opportunities in our Schools and Communities

Have the freedom and safety to find, recognise and celebrate all the gifts and talents, opportunities and achievements that lead to happiness

### Strengthening Outcomes

Through knowing and celebrating success in all its forms during their time with us, lay the foundations for a successful life outside our Academies

### Strengthening Learning for Life

Thrive and grow in their work and learning, inspired to show curiosity and independence of thought



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**Diocese of Leeds**

***St Paulinus Catholic Primary Academy***  
**Part of the Blessed Peter Snow Catholic Academy Trust**

**Temple Road, Dewsbury, WF13 3QE [office@stpaulinus.org](mailto:office@stpaulinus.org)**



St Paulinus is a Catholic Primary Academy and part of the Blessed Peter Snow Catholic Multi-Academy Trust (BPSCAT) established by the Diocese of Leeds for Catholic Education in Kirklees and Calderdale.

St Paulinus is a friendly and caring learning community with wonderful pupils, serving the local Catholic community. Working alongside a newly appointed Headteacher we are seeking to appoint an empathetic, innovative and dedicated Deputy Headteacher to help lead our school community. With a committed staff and senior leadership team the newly appointed Deputy Headteacher will continue to prioritise the whole child and their learning to further develop the progress made with the curriculum and co-ordinate Special Educational Needs and Disabilities in the school.

We wish to appoint a Deputy Headteacher who is: -

- A practising Catholic with high expectations to develop the academic and spiritual life of the school
- Able to model teaching and learning, unique to the challenges faced with schools in disadvantaged areas
- An experienced teacher and has experience in all phases of primary education
- Values working with other professionals and school leaders within our Trust
- Able to evidence sustained improvement and middle leadership experience in schools of similar challenging circumstances
- Able to lead curriculum development with the Headteacher, be creative, inspirational and motivate staff and children alike
- Able to lead strategic oversight and operational coordination of SEND and inclusion, fulfilling the statutory role of SENDCo

In return we can offer: -

- A catholic community where the children are enthusiastic, keen and flourish in their learning
- A supportive and dedicated team of staff who will respond and drive forward school improvement



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- Proactive academy council members who contribute positively to school life
- The opportunity to build on our partnerships with the Parish, Trust Academies and the wider local community
- Increased possibilities to develop your skills within our Trust and with key professionals
- A school where you will transform lives of the children we serve and their families with goodness and love
- Access to Health Assured, our Employee Assistance Programme, providing:
  - 24/7 confidential helpline support
  - Counselling services
  - Legal and financial advice
  - Wellbeing resources and tools
  - Access to an online portal and app
  - Employee discounts and special offers at a wide range of high street retailers and services

St Paulinus Catholic Primary Academy is committed to safeguarding and promoting the welfare of children and young people in line with Keeping Children Safe in Education (KCSIE). All appointments are subject to satisfactory pre-employment checks, including an enhanced DBS check and references. We expect all staff to share this commitment and to uphold a culture of vigilance and responsibility.

**You are strongly encouraged to arrange a visit to the school. Appointments can be made by contacting Ms Elizabeth McDonagh, Headteacher on 01924 488282. The closing date is Midnight on Sunday 19th April 2026.**



# The Blessed Peter Snow Catholic Academy Trust

## Catholic Leadership

The Blessed Peter Snow Catholic Academy Trust was formed as a result of Bishop Marcus' vision for Catholic Education. The Instrument of Governance states that it is part of the Catholic Church and is to be conducted as a Catholic Multi-Academy Trust in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The professional leadership in the academies is rooted in the Catholic Faith recognising a joint responsibility across all schools. It is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education. The Trust Board 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 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, Headteacher and Local Governance share responsibility for the mission of the school and as such is called to work in collaboration with Parents, Priests, Parishioners, Diocesan Officers. In a Catholic school, the role of the Deputy Headteacher is one of leadership of a learning community rooted in faith. The Deputy Headteacher's leadership along with the Headteacher must take Christ as its inspiration. The Deputy Headteacher and Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Deputy Headteachers and Headteachers lead, by example, the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality teaching and learning.

The discharge of the role of Deputy Headteacher and Headteacher requires a significant theological insight and vision of the development of this Catholic school.





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## Section 1: Ethics and Professional Conduct

Catholic Deputy Headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic Deputy Headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic Deputy Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Catholic Deputy Headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. They are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour.

Both within and outside school, Catholic Deputy Headteachers:

1. Build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God and at all times observe proper boundaries appropriate to their professional position.
2. Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
3. Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and the Church's Social Teaching.



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4. Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, Deputy Headteachers:

5. Serve in the best interests of the school's pupils.
6. Conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
7. Uphold their obligation to give account and accept responsibility.
8. Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
9. Take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
10. Make a positive contribution to the wider education system within and without the Catholic sector.

## Section 2: Shaping the Future

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

### Main Tasks/Actions

#### To work with the Headteacher:

1. To ensure the Catholic vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
2. To work within the school and parish community to translate the vision into agreed objectives and



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operational plans which will promote and sustain school improvement.

3. To demonstrate the vision and values in everyday work and practice.
4. To motivate and work with others to create a shared culture and positive climate that reflects the mission of the Church in education.
5. To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.
6. To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large and the mission of the Church in education.
7. To teach target groups of pupils as and when required.

## Section 3: Leading Learning and Teaching

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.

### Main Tasks/Actions:

#### To work with the Headteacher:

1. 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.
2. To ensure that learning is at the centre of strategic planning and resource management.
3. To establish creative responsive and effective approaches to learning and teaching in line with the school's Mission Statement.
4. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.



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5. To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole school community.
6. To implement strategies which secure high standards of behaviour and attendance for pupils
7. To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
8. To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
9. To monitor, evaluate and review classroom practice and promote improvement strategies.
10. To challenge underperformance at all levels and ensure effective corrective action and follow-up.

## Section 4: 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:

1. 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.
2. To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
3. To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
4. To ensure effective planning, allocation, support and evaluation of work undertaken by teams



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and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

5. To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
6. To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
7. To regularly review own practice, set personal targets and takes responsibility for own personal development.
8. 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.

## Section 4: Managing the Organisation

### To work with the Headteacher:

1. 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.
2. To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
3. To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives,
4. To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
5. To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school.
6. To implement successful performance management processes with all staff.
7. 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.



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8. 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.
9. To use and integrate a range of technologies effectively and efficiently to manage the school.

## Section 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:

1. To fulfil commitments arising from contractual accountability to the governing body.
2. To develop a Catholic school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
4. To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
5. 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.
6. To reflect on personal contribution to school achievements and to take account of feedback from others.

## Section 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



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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.

## Main Tasks/Actions:

### To work with the Headteacher:

1. 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.
2. To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
3. To ensure learning experiences for pupils are linked into and integrated with the wider community.
4. To ensure a range of community-based learning experiences.
5. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
6. To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
7. 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,
8. 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.
9. To co-operate and work with relevant agencies to protect children.



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## Section 7: Specific Curriculum Responsibility

The deputy headteacher is likely to be designated the following responsibilities for the first year of the appointment:

1. Professional Development for staff
2. Timetables/Rotas
3. Curriculum, Assessment including Whole School Tracking for pupil performance
4. Monitoring of Teaching and Learning
5. Line management of ETA's and Lunchtime Supervisors
6. Induction of new staff
7. Manage positive behaviour strategies for pupils who present with challenging behaviour
8. Lead strategic oversight and operational coordination of SEND and inclusion, fulfilling the statutory role of SENDCo

### Additional Duties

This job description is not intended to be exhaustive. The Deputy Headteacher will be expected to undertake other duties and responsibilities that are commensurate with the senior leadership role and pay range, as reasonably required by the Headteacher or Trust, in order to support the strategic and operational leadership of the school.



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## Additional Information Relating to the Post

**Start date:** September 2026

**Location:** St Paulinus Catholic Primary Academy, Temple Road, Dewsbury, WF13 3QE

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Elizabeth McDonagh, headteacher on [office@stpaulinus.org](mailto:office@stpaulinus.org)

**How to Apply:** [The Blessed Peter Snow Catholic Academy Trust - Recruitment \(bpstrust.org.uk\)](https://www.bpstrust.org.uk)

**Closing date:** Sunday 19<sup>th</sup> April 2026

**Shortlisting date:** Wednesday 22<sup>nd</sup> April 2026

**Interview dates:** Tuesday 28<sup>th</sup> April 2026



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ESSENTIAL	DESIRABLE	A	I	R
<b>QUALIFICATIONS AND TRAINING</b>				
A practising Catholic (in line with the Diocesan briefing note)		X		
Educated to Degree Level	Educated to Masters level or equivalent	X		
QTS	Professional development or training undertaken in preparation for headship	X		
	Completion of NPQH or similar leadership programme	X		
Evidence of continued and current CPD		X		

EXPERIENCE				
A distinctive vision for an outstanding Catholic school		X	X	X
	Experience in leading collective worship		X	
Understanding of the central place of religious education as a core subject in the school's curriculum		X	X	X
Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools		X	X	X
Evidence of prior successful leadership and management at AHT or equivalent level	Leadership experience in a Catholic school	X	X	X
Evidence of raising student progress and attainment		X	X	X
Led a school staff team on an aspect of school improvement		X	X	X



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Experience of monitoring teaching and learning, evaluating and target setting		X	X	X
	Participating fully as a reviewer in performance management			
Involvement in the induction of new staff	Have experience of leading and evaluating CPD and its impact on standards across a group of staff	X	X	
Experience of student tracking data		X	X	
Effective pastoral experience		X	X	

ESSENTIAL	DESIRABLE	A	I	R
<b>KNOWLEDGE AND SKILLS</b>				
Understands safeguarding requirements and their application across the curriculum		X	X	X
Understands and demonstrates what constitutes outstanding teaching and leading		X	X	X
Knowledge and understanding of effective teaching strategies		X	X	
	Uses coaching techniques to improve the teaching of others	X	X	X
Knowledge of the characteristics of outstanding leadership			X	
Knowledge of SEND code of practice		X	X	
Knowledge of local and national statutory guidance, educational initiatives and trends			X	
Understands the process of school improvement		X	X	



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	Able to evaluate school policies and procedures		X	
Is able to use the tracking of pupil progress and achievement to raise standards			X	
Knowledge and practice of effective behaviour management strategies		X	X	X

PERSONAL QUALITIES				
Enthusiastic, high expectations, resilient, sensitive and positive			X	X
An excellent personal and professional role model who puts Catholic values into practice			X	X
Demonstrates commitment to collaborative leadership and effective team workings		X		X
Able to motivate, develop, empower and lead students, individuals and teams		X		X
Able to delegate and support effectively		X		X
Excellent communicator and listener with the ability to manage conflict successfully		X	X	
Proficient in the use of IT		X	X	
Demonstrates a positive commitment to equal opportunities and inclusion		X	X	
Demonstrates a strong commitment to CPD for self and others			X	X