

Deputy Headteacher

Candidate Information Pack

Cronton CE Primary School



Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision: The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All our schools' benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensure a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining, and we are committed to being:

- **Respectful** of the individual identity of our schools – knowing their strengths and understand where improvements are needed.
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement.
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements.
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve.

Our family of schools' support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues, and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa
Chief Executive Officer

About Cronton CE Primary School

Our mission is:

To provide a wide range of outstanding educational and life experiences so that every child can attain their full potential within a happy and Christian environment based on Christian values.

Our school is both happy and welcoming, and the education the children receive is of an extremely high standard. It is a place of happy memories and enjoyable learning, where all children are given a chance to shine and to leave the school as well-rounded individuals prepared for the future.

We aim to give our children a firm foundation in the skills needed to succeed. Our curriculum teaches them to be literate, numerate, creative and to possess technology skills, so that they can discover information for themselves within a safe, purposeful and open learning environment.

Our curriculum also provides a wide range of enrichment and experiences. This enables our children to gain knowledge and understanding of the world around them and value the opportunities that they have. Key to this is developing our children as life-long learners who are confident and motivated to learn, who can develop their own individual abilities and discover their talents, so that they can achieve success that is recognised and celebrated.

We are proud of the relationships we have with our parents /carers and always work in partnership to support the development of their child or children.

Key to all this is recognising and celebrating our staff. We value CPD and develop the skills and knowledge of all staff who are committed to having an impact on the children we teach and families we serve.

ETHOS AND VALUES

As a distinctly Christian school, we aim to teach every child to be considerate and respectful of themselves, others and the environment and to always lead by example, demonstrating our belief in the Christian values.

Our school enjoys strong links with the church, and this allows everyone to learn about and practice Christian beliefs, and all are invited to take part in its community life. The school is committed to respecting the personal values and beliefs (religious or otherwise) of parents/carers and children.

Our school values are underpinned by our Christian beliefs and values for life. The Christian Values are chosen by the children and this year are:

Generosity, Justice, Wisdom, Compassion, Forgiveness, Trust

We aim to develop children's spiritual maturity enabling them to take responsibility for their own actions and to understand the needs of others. Giving children opportunities to reflect with awe and wonder on what they learn in school and the world around them and fostering their spiritual development. Throughout their time at Cronton C. E. School children are encouraged to express experiences, feelings, questions and ideas in their own words.

Our school motto - "BEST" - sums our vision and mission up and ensures that our children:

Believe - to have faith in God, oneself and others

Enjoy - to be happy, secure, confident and independent.

Succeed - for every child to be well motivated, develop their potential and experience success.

Together - to be part of the community, locally, nationally and globally; to be well mannered, disciplined, sociable, caring and respectful.

Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Deputy Headteacher at our school. This follows the retirement of our long-standing acting deputy who has served our school community for 23 years.

We are an outstanding school with high expectations for our children and staff. We support our team to excel in all they do and provide a package of professional support and growth to help all staff flourish in their own career and roles.

The vision for our school is to provide a wide range of high-quality educational and life experiences so that our children can attain their full potential within a happy and Christian environment, based on the Gospel values. We strive to ensure that through our "Keys Curriculum," all children are included and are able to achieve success in all areas of school life. Our dedicated team at Cronton work extremely hard to ensure that the education we offer is the best we can give.

Our school is a happy and vibrant place, one where children feel secure and are able to give their best. We are extremely proud of our care and nurture of pupils and the results we achieve together, working alongside our parents and carers.

We are keen to appoint the right candidate who shares this vision of excellence, putting children at the heart of all we do. I warmly invite you to come and see the school in action.

Kind regards

Anne-Marie Willis

Job Description

Title: Deputy Headteacher

Salary: L6 – L10

Hours: Full Time

Term: Permanent

Accountable to: Headteacher

Location: Cronton CE Primary School, Cronton, Widnes WA8 5DF

Main Duties

- Be an excellent classroom practitioner.
- To take the lead on specific roles and responsibilities determined following appointment of success candidate.
- Undertake the professional duties of the Headteacher during their absence.
- Have an impact on educational progress beyond your assigned pupils.
- Identify and drive the School Improvement Plan to raise achievement and progress under the overall direction of the Headteacher.
- Line manage and appraise identified staff.
- Ensure Health and Safety requirements are met.
- Assist in the smooth running of the whole school at all times.
- Analyse and interpret whole school data and produce action plans for improvement.
- To manage behaviour effectively in both the classroom and through supporting colleagues with behaviour management.
- Lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.

Duties and responsibilities of the post will change over time as requirements and circumstances change. The post holder will be required to carry out such other duties consistent with the post and as directed by the Headteacher.

These duties and responsibilities are in addition to meeting the Teacher Standards.

Qualities and Knowledge

- Holding and articulating clear values and moral purpose, focused on providing a world class education all for pupils.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.
- Working with political, business and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into our school's context.
- Communicate at every opportunity the vision of our school and, empowering all pupils and staff to excel.

Pupils and Colleagues

- Demanding ambitious standards 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.
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.
- Creating an ethos within which all colleagues are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all colleagues to account for their professional conduct and practice.

- Attending meetings and prepare reports for the Local Governing Body and the Trust Board as required.

Systems and Processes

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive pupil outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all pupils and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

The Self-Improving System

- Working and collaborating across the Trust to improve outcomes for all pupils.
- Championing best practice and securing excellent achievements for all pupils.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all pupils.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in pupil's lives and to promote the value of education.

Safeguarding Children and Safer Recruitment

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting the welfare of students and recruitment of staff.
- Ensure that the safeguarding policy is followed where there may be a concern.

Additional and Special Educational Needs and Disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure that the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties regarding the SEND Code of Practice.

General Duties and Responsibilities

- Teaching the pupils according to their educational needs, including the preparation and, marking and feedback of work.
- Provide cover teaching when required.
- Lead Collective Worship.
- Assessing, recording and reporting on the development, progress and attainment of all pupils.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned.
- Keeping relevant records and writing reports.
- Maintaining records of and reporting on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification

The successful candidate will have:	Essential/ Desirable	Source
Qualifications <ul style="list-style-type: none"> • Recognised teaching qualification with Honours degree or equivalent. • Evidence of recent personal and professional development. • Evidence of continued and relevant professional development in school leadership and management. • Completed or working towards Leadership qualifications such as; NPQSL, NPQH, SENCO or alternative qualifications. 	E E E E	Letter of Application/ Interview
Qualities <ul style="list-style-type: none"> • Secure understanding of the school's Christian character and Distinctive ethos. • Evidence of clear values and moral purpose which place pupils at the heart of all decisions. • Demonstrating personal behaviour consistent with the ethos and vision of both Cronton CE Primary and LDST. • Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their well-being. • Absolute commitment to ensuring the safety and well-being of pupils. • Proven record of being transparent and accountable to parents, governors, LDST, relevant external bodies and the local community. • To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of all Trust schools. • A faith reference. 	E E E E E E D	Letter of Application/ Interview

<p>Knowledge</p> <ul style="list-style-type: none"> • To have a knowledge and understanding of all 3 Key Stages in the primary sector. • Secure understanding of the current educational landscape and the challenges and opportunities it presents. • Demonstrate the ability to plan strategically, lead, motivate, develop and inspire staff, and to manage change. • Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so. • Knowledge of SEND and inclusive practices. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>
<p>Experience</p> <ul style="list-style-type: none"> • A minimum of 5 years teaching in primary school(s). • Proven record of excellent teaching in the primary classroom. • Proven successful experience as a Senior Leader for 2 or more years in a primary school or across an authority. • Able to evidence strong core curriculum leadership. • Experience of leading a team/phase. • Experience of working with children of all abilities and a commitment to inclusion. • Experience of leading staff development. • Experience of Safeguarding. • Proven track record of analysis, evaluation and communication of progress data to ensure positive outcomes. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>
<p>Skills</p> <ul style="list-style-type: none"> • To think strategically, and support the Headteacher in building and communicating a coherent vision. • Excellent inter-personal skills. • A working knowledge of effective inclusive practice. • Involvement of school improvement planning. • Knowledge of self-evaluation processes. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>

<ul style="list-style-type: none"> • Up to date knowledge of safeguarding practices. • Sound knowledge of the role of ICT in teaching and learning across the curriculum. • A high regard for administrative efficiency. 	<p>E</p> <p>E</p> <p>E</p>	
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Positive leadership qualities coupled with an enthusiastic team approach to management. • Able to uphold the Christian ethos of the school and its teamwork approach. • Able to maintain and further develop links with parents and the local community. • Ability to relate to people at all levels with good communication skills. • A self-confident person with an engaging personality who can maintain the caring, child centered approach that currently exists within the leadership of the school. • Excellent organisational skills and ability to meet deadlines. • Present a good role model for pupils and staff. • To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of the school. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form with a personal statement
- Interview and tasks

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please contact Rachel Clare on 07782 790 595 or alternatively email rachel.clare@ldst.org.uk

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Friday 24th April 2026

Visit Dates: Monday 13th April, Wednesday 15th April and Tuesday 21st April 2026 – times available between 9am-Midday

To arrange an appointment, please contact Rachel Clare on **07782 790 595** or by email at rachel.clare@ldst.org.uk

Shortlisting: Monday 27th April 2026 at 3pm

Interview Date: Friday 8th May 2026

Start Date of Post: 1st September 2026

Our Trust Prayer

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give

excellence to our learning

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen