



ROMERO
CATHOLIC ACADEMY TRUST



RECRUITMENT PACK

Deputy Headteacher

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WELCOME FROM HELEN BIBBY, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St John the Baptist RC Primary School, I hope you find the information in this recruitment pack both informative and inspiring.

Our school is a happy, nurturing, and faith-filled community where Christ is at the centre of all that we do. We are deeply committed to providing an excellent standard of education that enables every child to flourish academically, spiritually, and personally. We strive to ensure that each pupil is known, valued, and loved, and we seek staff who share our dedication to fostering a caring environment rooted in Gospel values.

We are proud of our pupils, our staff, and the strong partnerships we have built with parents, our parish, and the wider community. Our team is supportive, collaborative, and driven by a shared mission to inspire a love of learning while guiding children to grow in faith, confidence, and compassion.

We are looking for a Deputy Headteacher who is passionate about education, committed to high standards, and willing to contribute positively to the wider life and Catholic ethos of our school. In return, we offer a welcoming and supportive workplace, opportunities for professional development, and the chance to be part of a staff family that truly cares for one another. Should you choose to apply, we look forward to learning more about you and the gifts you could bring to our community.

Thank you for considering becoming part of our team, we look forward to receiving your application.

Yours faithfully,

Helen Bibby

WELCOME FROM MICHAEL MULROONEY, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest that you have shown in the Deputy Headteacher position at St John's RC Primary School.

The school is an integral part of the Parish of the Good Samaritan, of which St John the Baptist RC Church (Burnley) is included. Recently, The Parish of St John's has greatly diversified and become home to Catholic families from other countries including Asia and Eastern Europe. Our aim is to work together to live out the Gospel values of Jesus Christ, and ensure that the children, both Catholic and non-Catholic, feel safe, happy and supported to achieve their best. We strive for excellence, value each individual, actively encouraging pupils to recognise each other's uniqueness and abilities. Pupil Chaplains organise regular Masses and Assemblies, to which parishioners, family and friends are always welcomed.

We have a dedicated and motivated team, who strive to promote high standards and preserve the integrity of our Catholic ethos, whilst encouraging our eager children to achieve their full potential. Support is provided by the very committed Governing Body members who are actively involved in School life.

Further information is available on our website, but please visit our school to find out more about the parish and faith life where you will be warmly welcomed.

Yours faithfully,

Michael Mulrooney

JOB ADVERT

DEPUTY HEADTEACHER

PERMANENT/ FULL TIME

SCP L5-L10- £57,137 - £64,691 FTE

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST JOHN THE BAPTIST RC PRIMARY SCHOOL

REQUIRED TO COMMENCE: 1ST SEPTEMBER 2026

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St John the Baptist RC Primary School, are seeking to appoint an outstanding, inspirational and highly motivated individual who will work with the Headteacher to shape the joint vision for the school, and to work with staff to build on the school's most recent achievements, utilising the unique provision we are gifted with.

St John the Baptist RC Primary School is situated on the outskirts of Burnley. We are under the Trusteeship of the Salford Diocese and part of the Romero Catholic Academy Trust, welcoming pupils of all Christian denominations and world faiths or no faith. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The person appointed will need to have proven experience of whole school impact in raising standards along with a commitment to delivering the highest quality teaching and learning within a Catholic context.

The successful candidate will work alongside the Headteacher in driving standards and progress; roles and responsibilities will be confirmed based on the areas of strength of the successful candidate. This is a fantastic opportunity for an individual who wants to help us shape the exciting future of our very special school.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01282 438120** or office@stjohns.lancs.sch.uk.

Full details are available from the 'My New Term' website [Education Job Search | Find Teaching, Leadership & School Support Jobs](#).

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 1 st May 2026 @ 12 noon
Shortlisting Date	Thursday 7 th May 2026
Lesson Observations	Week Commencing 11 th May 2026
Interview Date	Tuesday 19 th May 2026

DEPUTY HEADTEACHER

JOB DESCRIPTION

JOB PURPOSE

To support the Headteacher in contributing to the strategic direction and development of the school and the development, implementation and monitoring of school improvement plans, based on school self-evaluation. To support the strategic development and operational management of the curriculum provision to reflect both school, local and national priorities ensuring that curriculum provision maximises the opportunities for student achievement.

To support the quality of pastoral provision that is offered to the students through the Behaviour Policy and Rewards and Sanctions system across the school.

To deputise in the absence of the headteacher and take a major role in the day-to-day running of the school.

The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

QUALITY OF EDUCATION ACCOUNTABILITIES

- To support other members of the senior leadership team to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- To have overall responsibility for the monitoring and evaluation of the quality of teaching and of student achievement and using benchmarks and target setting for school improvement.
- To take a lead in ensuring that the financial implications of curricular developments are delivered within budgetary constraints.
- To be accountable in leading the development of the teaching and learning provision which meets the needs of all students through:
 - meeting all statutory requirements
 - offering equal opportunities to all students; including those with special and additional needs and providing stretch and challenge to students of all abilities and across all year groups
 - fostering student enthusiasm for learning and recognising progress and achievement
 - ensuring that data is accurate and analysed to target interventions appropriately
- To ensure a thorough analysis of data to identify trends and anomalies in order to deliver improved outcomes for students
- To have responsibility in supporting the headteacher in the self-evaluation of the school and subsequent improvement planning; taking responsibility for several areas of the School Improvement Plan
- To ensure the implementation of support plans for individuals/groups that are designed to accelerate rates of progress and evaluate the impact
- To have overall accountability for the leadership of curriculum developments at whole school and subject level
- To be responsible for ensuring that the curriculum delivers the quality of education required to ensure that all students make excellent progress, meet or exceed their targets and successfully access the next stage of their education

- To be responsible for leading and developing the CPD offer; ensuring that it is of the highest quality, meets the needs of the school and is targeted at need
- To directly line manage middle leaders and undertake appraisals as appropriate.
- To have responsibility for ensuring the smooth process of transition across all age phases
- To lead the appraisal process for support staff and providing recommendations for progression to the Headteacher and governing body in line with the school policy.

LEADING AND MANGAGING STAFF

- Promote the ethos of the school in which the highest achievements are expected from all members of the school community.
- Lead by example with integrity, creativity, resilience, and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards, students, staff, parents and wider members of the school community.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Create and maintain good working relationships among all members of the school community.
- Contribute to an effective and rigorous performance management process.

OTHER RESPONSIBILITIES

- To play a lead role in the leadership and management of the school to ensure good working relationships with and between all students and staff
- To support the Headteacher and Governors in annual budget planning and monitoring
- Contribute to the strategic thinking required to deliver our vision
- Act as a strong presence and role-model during the school day and at whole school events
- To share whole school responsibility for the safeguarding, wellbeing, health and safety and data protection by implementing agreed school policies and codes of practice.
- Act as a role-model during the school day and at whole school events
- Monitor and challenge professional standards across the school
- Participate in, and lead, whole school marketing events and information evenings, as appropriate
- Participate in, and engage with, workplace learning and development opportunities, continually working to improve your own performance and that of the school
- Undertake any other reasonable duties requested by the Headteacher

DEPUTY HEADTEACHER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Faith Commitment		
Practising Catholic	E	A / I / R
Involvement in Parish Community	D	A / I / R
Qualifications and Training		
Degree and Teaching qualification.	E	A / C
QTS.	E	A / C
Strong track record of professional development or further professional study and ability to evidence the impact on school effectiveness.	E	A / I / C / R
NPQH qualification or willingness to complete	E	A / C
Post-graduate qualification	D	A / C
Professional qualification – NPQSL	D	A / C
CCRS or a commitment to obtaining this	E	A / C
Knowledge and Experience		
Evidence of impacting positively on student outcomes	E	A / I / R
Up to date and relevant pedagogical knowledge in order to successfully inform the teaching and learning approach across the school.	E	A / I
Evidence of inspiring confidence in staff and students so they succeed and achieve their personal best.	E	A / I / R
Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain a school's progress and outcomes.	E	A / I / R
Evidence of successful delivery of CPD.	E	A / I
A comprehensive understanding of both national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward improvements.	E	A / I
Knowledge and understanding of attachment and trauma sensitive practice.	E	A / I
An understanding of all age phases within primary school.	E	A / I / R
Experience of implementing strategies and interventions to improve behaviour, achievement and standards.	D	A / I / R
Experience of pastoral work in a school setting.	D	A / I
Experience in more than one school.	D	A / I
Successful teaching experience.	E	A / I / R
Leadership experience.	E	A / I / R
Successful experience of managing, motivating and supporting others to improve.	E	A / I / R

Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change.	E	A / I
Skills and abilities		
Evidence of the ability to manage change effectively.	E	A / I
Ability to work as part of a team and to lead others by example.	E	A / I / R
An ability to work autonomously and prioritise conflicting demands.	E	A / I / R
An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources.	E	A / I
Personal Qualities		
A commitment to school / Trust vision and values.	E	A / I / R
A commitment to safeguarding and promoting the welfare of children and young people.	E	A / I / R
A passionate commitment to developing the best in all young people.	E	A / I / R
A positive approach to challenge; seeking solutions to problems.	E	A / I
To be prepared to work flexibly outside of the school's usual hours.	E	A / I
Other		
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Apprentice	Date: 02/2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

DEPUTY HEADTEACHER

HOW TO APPLY

APPLICATION FORM

To apply for the role, please ensure that you provide a completed application form, including a written statement of no more than 1,300 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the position of Deputy Headteacher at St John the Baptist RC Primary School.

If you would like to find out more about the position or have any queries about the application requirements, please contact the HR Department on 01282 855500 or careers@romerocat.com.

CANDIDATE ADVICE AND GUIDANCE FROM THE DIOCESE

Thank you for your interest in the post of Deputy Headteacher at St John the Baptist RC Primary School, which is part of the diocesan Romero Catholic Academy Trust and one of our diocesan schools.

Within this information pack prepared by the Trust, you will have a copy of the Diocesan Equal Opportunities Statement adopted by the Trust and school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website.

The Trust's Board and the School's Governors will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous teaching experience, especially if you are not currently teaching in a Catholic school. The diocese and the school's governors are fully aware that everyone's experience and circumstances are unique, and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore, we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact the Diocese prior to making your application or at any time during the appointment process.

IMPORTANT ADVICE REGARDING FAITH REFERENCES

As you are aware, the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)- your present post - school, areas of responsibility- the post to which you are applying - name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

DEFINITION OF PRACTISING CATHOLIC

"Christ at the Centre" is the adopted Salford Diocesan guidance which sets out our understanding of what it means to be a "practising Catholic" in relation to Catholic schools. The document can be accessed via the Catholic Education Service website.

BISHOP'S MEMORANDUM

As a minimum requirement it is the 'Bishops' Conference of England and Wales that expects that the posts of Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education are to be filled by practising Catholics.

Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice, often as a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not defined in legislation for example: Executive Headteacher, Associate Headteacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day-to-day management of the school, and the person who is the second most senior person in the leadership team.

NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender reassignment, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases, there will be a requirement that the successful candidate is a baptised and practising Catholic.

DEPUTY HEADTEACHER

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Helen Bibby on 01282 438120 or head@stjohns.lancs.sch.uk.

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