



RECRUITMENT PACK

Deputy Headteacher

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WELCOME FROM PATRICK CALDWELL, CHIEF EDUCATION OFFICER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School.

As a member of our Senior Leadership Team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to the role of Deputy Headteacher, working alongside a new Headteacher from September.

You will be supported by Romero CAT colleagues and leaders who are committed to your professional development and wellbeing. This is a school and trust which believes in aspiration, inclusion and care for all our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

We look forward to receiving your application.

Yours faithfully,
Patrick Caldwell
Chief Education Officer

WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - Faith, Truth, Unity, Justice, Forgiveness and Industry - guide our curriculum, pastoral care and relationships. We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,



Mike Zammit
Chair of Governors

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realising that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

DEPUTY HEADTEACHER

PERMANENT FULL TIME

SCP L19 – L24A £80,655 - £90,255

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to recruit a highly skilled and motivated Deputy Headteacher who is committed to providing an outstanding Catholic education to our school.

At Our Lady & St John we aim to be a caring Catholic Community where our faith and values underpin everything we do, shaping not only academic excellence but also the character and personal growth of our students. Families choose our school because they want the strong foundation we provide to help their children grow into confident, compassionate, and capable young adults.

This is an outstanding opportunity for a proven and experienced leader to make a difference as a Deputy Headteacher. With a new Headteacher starting in September 2026, we are looking for an outstanding leader who is keen to continue to drive the school forward.

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 **01254 588388** or enquiries@olsj.blackburn.sch.uk.

To apply, please visit our website: www.romerocat.com where you will be redirected to our recruitment platform, My New Term.

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	Sunday 26 th April 2026
Shortlisting Date	Monday 27 th April 2026
Interview Date	Friday 1 st May 2026

DEPUTY HEADTEACHER

JOB DESCRIPTION

JOB PURPOSE

The core purpose of the Deputy Headteacher is to support the Headteacher in providing professional leadership and management of the school, to embody the vision, ethos and aims of Our Lady & St John, and to enable all students to be the best that they can be.

The Deputy Headteacher will play a key role in the strategic leadership and day-to-day management of the school, ensuring the highest standards across all aspects of provision. They will work closely with the Headteacher and Senior Leadership Team to secure excellent outcomes for pupils, promote a positive and inclusive culture, and ensure the effective operation of the school.

The Deputy Headteacher will contribute to the strategic direction and development of the school, including the development, implementation and monitoring of school improvement plans, informed by rigorous self-evaluation. They will support the leadership and management of key areas of school provision, ensuring alignment with school priorities and national expectations.

Accountable to the Headteacher, the Deputy Headteacher will work collaboratively with the Senior Leadership Team to ensure that all aspects of school life are of the highest quality. This may include oversight of areas such as:

- Teaching and learning
- Curriculum and timetabling
- Behaviour and attitudes
- Personal development and inclusion
- Staff professional development
- Assessment and outcomes

In this role, you will provide strategic and operational leadership across the school, working with Assistant Headteachers and middle leaders to develop, implement and sustain high-quality provision. You will support the leadership, development and performance of staff, ensuring a strong culture of professional learning and accountability.

We are particularly interested in candidates who are ambitious, resilient and committed to whole-school improvement. This is an excellent opportunity for a candidate seeking a new challenge or wishing to further develop the skills required for future headship.

Our team is committed to securing the highest standards for our young people so that they can truly excel. The successful candidate will be welcomed and fully supported to succeed in their role.

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.

Your duties and responsibilities will include:

MAIN AREAS OF RESPONSIBILITY

- Provide vision, leadership and direction for staff, promoting and developing whole-school policies and procedures
- Support the Headteacher in securing high standards across all aspects of school life
- Contribute to the strategic direction, development, implementation and evaluation of the school improvement plan, informed by rigorous self-evaluation
- Lead and take accountability for designated areas of whole-school responsibility, ensuring measurable impact
- Line manage a range of staff, ensuring continuous improvement through effective support, challenge and accountability
- Act as a leading professional within the school, modelling best practice and high expectations
- Promote and uphold the ethos, aims and objectives of the school
- Undertake any professional duties as reasonably delegated by the Headteacher

STRATEGIC LEADERSHIP AND SCHOOL IMPROVEMENT

- Work with the Headteacher to shape and deliver the strategic direction of the school
- Play a leading role in school self-evaluation and improvement planning
- Lead and manage whole-school initiatives to secure sustained improvement
- Ensure that improvement priorities are translated into effective operational practice
- Use data, research and evidence to inform strategic decision-making
- Promote a culture of high expectations, inclusion and continuous improvement
- Work with external partners and stakeholders to inform and strengthen school improvement

TEACHING, LEARNING AND CURRICULUM

- Be an excellent role model, exemplifying high standards of teaching and professional practice
- Promote high-quality teaching and learning across the school
- Support the development and implementation of an ambitious, inclusive and well-sequenced curriculum
- Contribute to systems for monitoring, evaluating and improving teaching and learning, including lesson visits, learning walks and work scrutiny
- Support the development of a clear, evidence-informed pedagogical approach
- Ensure effective behaviour for learning approaches are embedded and consistently applied
- Support staff through coaching, professional dialogue and modelling of best practice
- Maintain an up-to-date understanding of national expectations, including inspection frameworks

ASSESSMENT DATA AND OUTCOMES

- Support the development and implementation of effective assessment systems
- Oversee the collection, analysis and use of data to inform teaching, learning and intervention
- Ensure that data is accurate, accessible and used effectively by staff at all levels
- Lead or support target setting and the monitoring of pupil progress across all groups
- Identify trends, gaps and priorities to inform improvement strategies
- Ensure appropriate intervention strategies are in place and evaluated for impact

PUPIL, BEHAVIOUR AND PERSONAL DEVELOPMENT

- Promote high standards of behaviour, attendance and attitudes to learning
- Contribute to the development and implementation of effective behaviour systems
- Support inclusive practices that meet the needs of all learners, including disadvantaged and SEND pupils
- Promote pupil wellbeing, safeguarding and personal development

- Ensure pupils remain engaged, supported and able to succeed within the school community

LEADING AND MANAGING STAFF

- Lead by example with integrity, resilience and professionalism
- Build and maintain positive working relationships across the school community
- Line manage staff, providing support, challenge and accountability
- Contribute to recruitment, retention and deployment of staff
- Support and contribute to a rigorous performance management process
- Maximise the contribution of all staff to improve outcomes for pupils

QUALITY ASSURANCE AND ACCOUNTABILITY

- Contribute to and help lead a rigorous programme of quality assurance
- Monitor and evaluate the effectiveness of provision across the school
- Provide clear feedback and ensure follow-up actions lead to improvement
- Support accurate and evaluative self-assessment
- Contribute to reporting to Governors, parents and other stakeholders
- Take responsibility for promoting and safeguarding the welfare of children and young people

STAFF DEVELOPMENT

- Promote a culture of professional learning and continuous improvement
- Support the planning and delivery of high-quality professional development
- Encourage reflective practice and collaboration
- Support early career teachers and developing staff where appropriate
- Contribute to leadership development across the school

MANAGING THE ORGANISATION

- Support the effective organisation and operational management of the school
- Contribute to staffing, timetabling and resource deployment where appropriate
- Ensure policies and practices reflect national and local priorities
- Support the effective use of resources to provide value for money
- Assist in budget planning and monitoring where required

COMMUNITY AND PARTNERSHIPS

- Promote strong relationships with parents, carers and the wider community
- Work effectively with external agencies and partners
- Support communication and engagement with stakeholders
- Contribute to the school's reputation and community presence

OTHER RESPONSIBILITIES

- Play a full part in the life of the school community, supporting its vision and values
- Act as a visible and active presence around the school
- Support safeguarding, wellbeing, health and safety, and data protection responsibilities
- Lead the school in the absence of the Headteacher where required
- Undertake any other reasonable duties as directed 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
A confident Senior leader with proven experience of leading pupil worship	E	A / I
Passion for, and demonstration of, Romero Catholic Academy Trust Values	E	A / I
Qualifications and Training		
Degree and Teaching qualification	E	A / C
Qualified Teacher Status	E	A / C
Strong track record of professional development or further professional study and ability to evidence the impact on school and effectiveness	E	A / I / C / R
National Professional Qualification for Senior Leadership	D	A / C
CCRS or a commitment to obtaining this	E	A / C
Knowledge and Experience		
Proven experience of senior leadership within a secondary school setting	E	A / I / R
Demonstrable impact on improving outcomes for pupils across a range of measures	E	A / I / R
A clear understanding of what constitutes high-quality education, including teaching, curriculum, behaviour and personal development	E	A / I / R
Up-to-date knowledge of effective pedagogy and the ability to support high-quality teaching across the school	E	A / I
Strong understanding of school improvement strategies, including the effective use of data to identify priorities, set targets and monitor impact	E	A / I
Experience of using assessment systems to track pupil progress and implement timely and effective intervention	E	A / I
Evidence of inspiring confidence in staff and pupils, fostering a culture of high expectations and achievement	E	A / I / R
Recent evidence of whole-school impact, demonstrating the ability to secure and sustain improvement	E	A / I / R
Experience of leading or contributing to high-quality staff training and professional development	E	A / I

A secure understanding of national accountability measures and the current inspection framework, and experience of using these to drive school improvement	E	A / I
Understanding of the secondary phase, including progression across key stages	E	A / I / R
Experience of implementing strategies to improve behaviour, attendance and inclusion	D	A / I / R
Experience of leadership across more than one context or phase	D	A / I
Strong leadership experience, including line management and developing others	E	A / I / R
Proven ability to motivate, challenge and support staff to improve practice	E	A / I / R
Experience of managing change effectively, including the ability to address challenges, resolve issues and implement new initiatives successfully	E	A / I
Skills and Abilities		
An innovative leadership style with the ability to motivate staff and to build on the existing standards in school	E	A / I
A senior leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents-the ability to work well with others is vital	E	A / I / R
An understanding of the importance of, and the desire to, engage with and inspire all young people whatever their challenges	E	A / I
Ability to within a team and lead and inspire staff and students, of all abilities, and to communicate high expectations	E	A / I / R
Strong written communication and presentation skills, high order administrative and management skills	E	A / I
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
An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives	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 safeguarding and protecting the welfare of children and young people	E	A / I
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 Team	Date:	April 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

To apply, please visit our website: www.romerocat.com where you will be redirected to our recruitment platform, My New Term.

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 Our Lady & St John RC High 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.

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.

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