



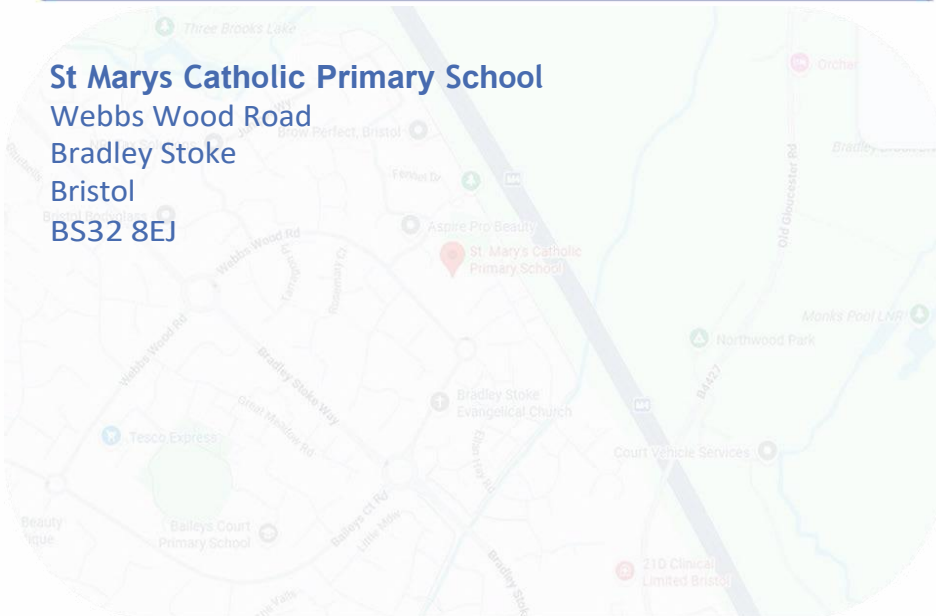
ST MARY'S CATHOLIC PRIMARY SCHOOL

Celebrating Excellence through our Faith and Learning



Deputy Headteacher Recruitment Pack

St Marys Catholic Primary School
Webbs Wood Road
Bradley Stoke
Bristol
BS32 8EJ



At a glance

- Catholic primary school in Bradley Stoke
- Mission-led, inclusive and aspirational culture
- OFSTED: St Mary's is friendly and inclusive
- Welcome from the Headteacher and school overview
- Role summary, job description and person specification
- Application process

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OVERVIEW

Contents

Welcome from the Headteacher	3
About St Mary's	4
Mission, Catholic life and culture	5
Role at a glance	6
Job description	7-8
Person specification	9-10
Application process and safer recruitment	11





INTRODUCTION

Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in the role of Deputy Headteacher at St Mary's Catholic Primary School. St Mary's is a warm, aspirational and inclusive school community where our mission, *Celebrating Excellence through our Faith and Learning*, shapes both daily life and long-term ambition.

We are seeking a practising Catholic leader who will work in close partnership with the Headteacher, governors and staff to sustain excellent provision, strengthen our Catholic life and help every child flourish academically, spiritually, socially and emotionally.

This is a role for a leader who can combine strategic clarity with visible day-to-day presence: modelling excellent practice, supporting colleagues, championing inclusion, safeguarding children and building strong relationships with families, parish and the wider community.

We hope this pack gives you a clear sense of our school, our values and the contribution we are looking for from our next Deputy Headteacher. Visits to St Mary's would be warmly welcomed.

Yours faithfully,

Ms Charlotte Dunt
Headteacher



What makes this role distinctive

- Faith-led leadership within a successful Catholic primary school
- A strong emphasis on high-quality teaching, learning and inclusion
- A visible role in school improvement, staff development and safeguarding
- A community-focused post, rooted in relationships with families and parish



Mission-led learning at St Mary's



SCHOOL OVERVIEW

About St Mary's

St Mary's opened in 1999 and has developed a strong reputation as a popular and highly successful Catholic primary school in Bradley Stoke.

The school presents itself as a friendly and inclusive community where children are happy, polite and enthusiastic learners, and where staff, parents and governors work together to help every child feel safe, supported and successful.

Strong parish and community links, a clear Catholic identity, and a consistent focus on high expectations help to shape the school's warm but ambitious culture.

Our aim is simple: every child deserves the very best opportunities at school to help them learn, grow, and feel happy and safe. We encourage you to apply if you believe you can play a key role in achieving this.

Location	Webbs Wood Road, Bradley Stoke, Bristol BS32 8EJ
Mission	Celebrating Excellence through our Faith and Learning
Headteacher	Ms Charlotte Dunt
Inspection	https://www.stmarysbradleystoke.org.uk/essential-info/ofsted-re-inspections
Contact	01454 866390 admin@stmarysbs.org.uk
School life	Gospel houses, parish links, chaplaincy, Mini Vinnies and faith awards



Why candidates may be drawn to St Mary's

<p>Inclusive and caring culture</p> <p>Inspection messaging highlights a school where values shape daily life and where families value the warm, supportive atmosphere.</p>	<p>Clear faith identity</p> <p>Prayer, liturgy, RE and Catholic Social Teaching are woven through school life, with a commitment to helping children know and love God.</p>
<p>Ambitious for all</p> <p>St Mary's couples strong expectations with a nurturing approach so that pupils can flourish in their faith, learning and personal development.</p>	<p>Leadership opportunities for pupils</p> <p>The school emphasises pupil leadership, service and character, including faith awards, house leadership and charitable action.</p>



DISTINCTIVE CHARACTER

Mission, Catholic Life and Culture

Mission statement

Celebrating Excellence through our Faith and Learning

Psalm 119:105 - "Your word is a lamp to guide me and a light for my path."

St Mary's Catholic ethos is lived across collaborative work, prayer, liturgy, Religious Education and everyday relationships.

Children are encouraged to encounter God in the life of the school and to grow in their understanding of service, dignity and respect for others.

St Mary's presents itself as an open and welcoming community that also helps pupils appreciate other faiths, cultures and the needs of others.

Current faith-centred features on the website

- Chaplains, prayer and liturgical life across the year
- Mini Vinnies and charitable action
- Leaders in Faith award supported by the Clifton Diocese
- Catholic Social Teaching and care for creation
- House system rooted in Matthew, Mark, Luke and John



The leadership opportunity

The next Deputy Headteacher will play a central role in ensuring that Catholic life, teaching quality, inclusion and school improvement remain closely aligned and mutually reinforcing. This will require a leader of integrity who can articulate the school's mission with clarity, inspire confidence in others, and support colleagues in translating the school's values into consistently strong practice.

The successful candidate will help to ensure that pupils experience a culture that is both aspirational and deeply caring, where high expectations sit alongside genuine compassion, dignity and respect for every individual.

As part of the role, the Deputy Headteacher will also take strategic responsibility for SEND provision, ensuring that inclusion is not seen as a separate priority, but as an integral part of the school's mission and daily practice. In fulfilling the SENDCo aspect of the post, the successful candidate will champion the needs of vulnerable and disadvantaged pupils, work closely with staff, families and external agencies, and ensure that provision is both ambitious and effective. This role calls for a leader who can combine whole-school vision with detailed oversight, so that every child is supported to flourish.



THE POST

Role at a Glance

This Deputy Headteacher post is founded on Catholic leadership, high-quality teaching and learning, school improvement, operational management and safeguarding, and includes strategic oversight of SEND provision through the SENCo responsibility within the role.

Job title	Deputy Headteacher
Salary range	Leadership range L5 - L9 (NOR: 203)
Reporting to	Headteacher
Faith requirement	Practising and committed Catholic
Core purpose	To support the Headteacher in leading a distinctly Catholic school where pupils thrive spiritually, academically and personally.
Teaching commitment	Class teaching responsibilities as required by the school.
SENDCo role	To lead SEND provision effectively, ensuring that pupils with additional needs are supported to flourish.
Safeguarding role	Acts as designated child protection lead in the absence of the Headteacher and supports safeguarding leadership.

We are looking for a leader who will...

- Model a strong Catholic commitment and support the spiritual life of the school
- Inspire staff and pupils through high expectations and calm, visible leadership
- Use evidence, assessment and data intelligently to drive school improvement
- Strengthen inclusive practice and provision for children with additional needs
- Communicate clearly with families, governors, parish and the wider community

This role offers the chance to...

- Shape school strategy alongside the Headteacher and governors
- Lead teaching and learning development across the school
- Coach colleagues and help build future leaders
- Support systems, staffing, timetabling and day-to-day organisation
- Make a deep contribution to Catholic life, safeguarding and community partnership



KEY RESPONSIBILITIES

Job Description

Mission and Catholic ethos

- Promote and contribute to the spirituality, prayer and worship life of the school.
- Help ensure the Catholic ethos is lived across the curriculum and wider school experience.
- Translate the school's vision into clear objectives and operational plans that sustain improvement.
- Build commitment to the school's mission among pupils, staff, parents and governors through personal example and professional leadership.

Leadership and management

- Support the Headteacher in setting the strategic direction of the school and in shaping the School Development Plan.
- Help ensure the smooth day-to-day running of the school and deputise effectively when the Headteacher is absent.
- Contribute to the management of people, systems, resources, budget, policy and compliance so that the school operates efficiently and purposefully.
- Recruit, deploy and develop staff appropriately, including induction, appraisal and performance management processes.

Teaching, learning and curriculum

- Maintain a consistent whole-school focus on achievement and progress for every pupil.
- Monitor teaching and learning, support curriculum development and champion effective pedagogy and assessment.
- Promote a culture of challenge and support in which all pupils can achieve, including those with SEND and other additional needs.
- Lead on monitoring, target-setting and annual reporting so that learning remains central to school improvement work.

Culture, relationships and accountability

- Promote high standards of behaviour, attendance, wellbeing and pastoral care
- Build positive relationships across the school community, including governors, parents, parish and external agencies.
- Provide clear information, advice and reporting to support governance and accountability.

Safeguarding and statutory duties

- Support the Headteacher in ensuring safeguarding procedures are fully implemented and understood by all staff.
- Take lead responsibility for child protection when required and work effectively with external agencies.
- Ensure the school meets statutory requirements, including health and safety, welfare and safer recruitment expectations.



OPERATIONAL LEADERSHIP

Job Description Continued

Administrative responsibilities

- Coordinate day-to-day organisation, curriculum and behaviour.
- Support the induction of new staff, supply staff and student placements.
- Liaise over staffing, deployment, timetabling and school administration systems, including ICT and SIMS.
- Help resolve staff issues and maintain effective daily routines.

Staff development and support

- Support appraisal processes and professional development for teaching and non-teaching staff.
- Promote high expectations, coaching and mentoring in line with school priorities.
- Challenge underperformance with fairness and appropriate follow-up.
- Play an active role in succession planning and building a strong staff team.

Professional conduct

- Uphold public trust, ethics and the Catholic mission of the school.
- Have proper regard for school policies, attendance, punctuality and confidentiality.
- Model professional behaviour, accountability and positive relationships at all times.
- Work within statutory frameworks and current school policies.

What success in post could look like

- A deeply Catholic school life that is visible, calm and joyful.
- Highly consistent and learning-focused routines across teaching, behaviour and safeguarding.
- Strong staff development with well-supported, improving middle leaders.
- Clearer systems that reduce friction and allow the school to focus on improvement.

Working with governors, parish and families

- Provide objective advice and school performance information to support governance.
- Develop trusted relationships with parish and the wider Catholic community.
- Strengthen communication with families and uphold the school's inclusive ethos.
- Ensure responsibilities are understood, reviewed and celebrated across the school.

SENDCo

- Lead and coordinate SEND provision across the school, ensuring that pupils with additional needs are identified early, supported effectively and enabled to achieve well.
- Promote high-quality inclusive practice through adaptive teaching, effective intervention and close partnership with staff, families and external agencies.
- Monitor progress, wellbeing and engagement of pupils with SEND.



ESSENTIAL AND DESIRABLE CRITERIA

Person Specification

The person specification sets out the essential and desirable qualifications, experience, skills and qualities required to fulfil the role effectively and contribute positively to the life of the school.

Category	Essential	Desirable
Faith commitment	<ul style="list-style-type: none"> • Practising and committed Catholic • Secure understanding of Catholic education • Awareness of the leadership role in pupils' and staff spiritual development 	<ul style="list-style-type: none"> • Active participation in the faith life of the community • Experience of leading worship in Catholic schools
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree-level qualification 	<ul style="list-style-type: none"> • Postgraduate qualification • NPQH or leadership pathways certification • CCRS or equivalent
Experience	<ul style="list-style-type: none"> • Substantial successful teaching experience • Leadership of one or more subjects or areas • Teaching across at least two phases or key stages 	<ul style="list-style-type: none"> • Experience as an Assistant Headteacher • Recent experience in a Catholic VA school or academy • Experience teaching in more than one school or mixed-age classes
Professional development	<ul style="list-style-type: none"> • Ongoing CPD in leadership, curriculum and teaching • Formation linked to Catholic ethos and RE • Ability to identify own learning needs and support others 	<ul style="list-style-type: none"> • Experience of leading professional development • Experience of working with other schools, organisations or agencies
Strategic leadership	<ul style="list-style-type: none"> • Clear vision of primary education within Catholic mission • Ability to inspire staff, pupils, parents and governors • Evidence of planning, implementing and evaluating improvement • Strong use of data, target-setting and progress review 	<ul style="list-style-type: none"> • Evidence of translating whole-school vision into reality
SENDCo	<ul style="list-style-type: none"> • Secure knowledge of the SEND Code of Practice and effective provision for SEND pupils. • Ability to identify need, plan appropriate support and review impact on pupils'. • Ability to build effective partnerships with staff, families and external professionals. • Willingness to undertake NASENCO Q 	<ul style="list-style-type: none"> • NASENCO qualification • Experience of leading SEND provision • Experience of supporting staff development in SEND and inclusive classroom practice



LEADERSHIP PROFILE

Person Specification Continued

Category	Essential	Desirable
Teaching and learning	<ul style="list-style-type: none"> • Secure understanding of the National Curriculum and Early Years • Strong grasp of assessment and effective teaching strategies • Experience of monitoring and evaluating teaching and learning • Understanding of effective behaviour management 	<ul style="list-style-type: none"> • Understanding of the Curriculum Directory for Religious Education • Understanding of successful RE teaching across the key stages
Leading and managing staff	<ul style="list-style-type: none"> • Experience of leading teams and delegating effectively • Experience of performance management and colleague development • Understanding of budget planning and resource deployment 	<ul style="list-style-type: none"> • Successful involvement in recruitment, appointment and induction in a Catholic context • Experience of working with governors to fulfil whole-school responsibilities
Accountability	<ul style="list-style-type: none"> • Ability to communicate clearly to staff, pupils, parents, governors, parish and clergy • Experience of self-evaluation and improvement strategies • Secure understanding of performance management 	<ul style="list-style-type: none"> • Experience of presenting reports to governors • Experience of leading sessions for parents • Understanding of Catholic school evaluation criteria
Skills, qualities and abilities	<ul style="list-style-type: none"> • High-quality teaching skills and high expectations • Strong commitment to the mission of a Catholic school • Ability to build and maintain positive relationships • Resilience, organisation and sound decision-making • Good communication and interpersonal skills 	<ul style="list-style-type: none"> • Confidence in offering both support and challenge
References	<ul style="list-style-type: none"> • Positive and supportive faith reference from the parish priest • Positive professional references • Satisfactory health and attendance record 	<ul style="list-style-type: none"> • Faith and professional references without reservation



NEXT STEPS

Application Process and Safer Recruitment

We warmly encourage applications from candidates who feel they have the qualities, experience and commitment to make a positive contribution to our school community.

How to apply

Visits to the school are warmly encouraged and can be arranged through the school office.

Applications should be made via MyNewTerm and supported by a letter addressing Catholic leadership, school improvement and inclusion.

Candidates should explain why they are well suited to the mission and context of St Mary's.

Illustrative timeline

School visits	<i>Please contact the school</i>
Closing date	Monday 11 May - 09.00am
Shortlisting	<i>Friday 8th May</i>
Interview day	<i>W/C 18th May</i>
Start date	<i>1st September 2026</i>

Interview checklist

- Original proof of Right to Work in the UK
- Three original identity documents
- Original certificates for all relevant qualifications
- Signed copy of your application form
- Any other documents requested in the invitation to interview letter

Contact details

School office:
admin@stmarysbs.org.uk
Telephone: 01454 866390
Address: Webbs Wood Road,
Bradley Stoke, Bristol BS32 8EJ
Website:
www.stmarysbradleystoke.org.uk

Safer recruitment

- Enhanced DBS and pre-employment checks
- References sought in line with school policy
- Online / social media searches if used

The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting.

Application checklist

- Completed CES Application that shows how you meet the person spec and job description
- Details of two professional referees and one faith reference
- Completion of all other required forms
- Notification of any reasonable adjustments needed

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**Thank you for taking the time to
read this recruitment-pack and
for your interest in joining our
school community.**

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