

# St Mary's Church of England School Deputy Headteacher Recruitment Pack

St Mary's Church of England School is a happy and lively school where both children and adults work together as a strong, committed team. We are proud to be an inclusive and successful school, serving our local community and many families beyond. With 450 pupils on roll, we strive to prepare every child for the challenges and opportunities of the future by enabling them to build strong foundations and achieve the highest standards in their personal and academic development, so that they can truly '*shine as lights in the world*'.

Our Christian values of Respect, Integrity and Resilience underpin everything we do and reflect our strong Church of England foundation. These values are lived out daily in our nurturing ethos and ambitious approach to learning. Ofsted recognised that the school's vision of '*shine as lights in the world*' is evident throughout this caring and supportive community.

We are seeking an aspirational and dynamic Deputy Headteacher to join us at an exciting stage in our journey. The successful candidate will bring proven expertise in delivering exceptional teaching and learning, alongside a passion for leading curriculum development and assessment across the school. You will play a key role in driving high standards, supporting colleagues, and further developing your own leadership within a collaborative and forward-thinking team.

## Message from our Headteacher

Thank you for your interest in the post of Deputy Headteacher at St Mary's Church of England School. Would you like to be part of a forward-thinking, supportive school community where your professional development is truly valued? At St Mary's, we are committed to providing ongoing career development opportunities and are seeking an exceptional Deputy Headteacher to join our dynamic and ambitious leadership team. This vacancy has arisen following the promotion of our current Deputy Headteacher to Head of School, reflecting the strong culture of leadership development within our setting.

As Deputy Headteacher, you will play a key role in the strategic and operational leadership of the school. This will include supporting the continued development of our curriculum and assessment, helping to manage the day-to-day organisation of the school, and working closely with the Senior Leadership Team to drive improvement. You will work in close partnership with the Headteacher to further enhance teaching and learning and ensure the best possible outcomes for all pupils.

This is an exciting opportunity to join the St Mary's community and make a lasting difference. We are proud of our wonderful children, who are at the heart of everything we do. Staff wellbeing is a priority, and we are committed to fostering a positive, supportive working environment. Behaviour management is strong across the school, enabling a calm and purposeful atmosphere where everyone can thrive.

We look forward to welcoming a committed and inspirational leader who will help all members of our school community to '*shine as lights in the world*'.

Lisa Bennett - Headteacher

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## Our Vision, Values and Aims

### “Shine as lights in the world”

At St Mary's CE School, our core purpose is to enable all to 'shine as lights in the world'.

Through our inclusive Christian values, we empower the school community to be thoughtful human beings by showing **respect** for themselves, for others and for the world around us. We strive for all to have the **integrity** to achieve our full potential through **resilient** endeavours.

Our Christian values thread through our vision and underpin everything that we do:

### Respect, Integrity, Resilience

These values are underpinned by Jesus' words:

"You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

**Matthew 5:14-16**

## Our Aims

At St Mary's CE School, we strive to be a place where:

- Children learn in a happy, safe and nurturing environment, developing their knowledge and understanding, thinking skills, self-confidence, resilience, and social and emotional wellbeing.
- A love of learning is fostered through rich, meaningful and enjoyable experiences that inspire curiosity and engagement.
- Children are equipped with the skills, attitudes and independence needed to become lifelong learners.
- Questions, reflection and mistakes are valued as essential parts of the learning process, with all encouraged to develop a wide range of learning powers.
- Children grow in their understanding of the Christian faith, whilst also developing respect, appreciation and empathy for other faiths, cultures and beliefs within a community that celebrates diversity.
- Children gain a strong understanding of the world around them and are encouraged to "shine as lights in the world", recognising their potential to make a positive contribution to the school, the local community and society as a whole.

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## Key School Facts

<b>School Type:</b>	Primary Academy, part of the Oxford Diocese Buckinghamshire Schools Trust (ODBST)
<b>Age Range:</b>	4 - 11
<b>Maximum Entry:</b>	60 pupils in Reception
<b>Current Number on Roll:</b>	451 (June 2026)
<b>Catchment Area:</b>	Fairford Leys, Aylesbury
<b>Class Organisation:</b>	<b>EYFS</b> - Nursery and Reception <b>Lower School</b> - Years 1, 2 & 3 <b>Upper School</b> - Years 4, 5 & 6

## 2025 Performance Data:

EYFS	GLD	75%
KS1	No. Passing phonics screening check	88%
KS2 Achieving ARE	Reading Writing Maths	80% 62% 76%

OFSTED report (January 2025)

SIAMS report (February 2026)

## Secondary Destinations:

Children transfer at the end of Year 6 to a range of Secondary schools both Comprehensive and Selective Grammar including Aylesbury Grammar School, Aylesbury High School, Sir Henry Floyd School, Aylesbury Vale Academy, St Michael's Catholic School, Waddesdon C of E School, Stoke Mandeville School, John Collet School, The Grange School, Kingsbrook School as well as schools in the private sector.

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## Our Location

St Mary's C of E School is a modern school, built in 2000, situated in Fairford Leys. It relocated from its central Aylesbury location when the village of Fairford Leys was built to provide a larger school for the local children.

Fairford Leys is a village situated in the south west area of Aylesbury. It has its own village square with a range of traditionally fronted shops including restaurants, a nursery, a hairdresser and barbers, beauty shops, a craft shop, a local estate agent and gift shop, an off licence, a small general store an ecumenical church and a community centre. It also has a Nuffield Fitness Centre a short distance from the centre. In addition, the village offers a school, dentists, an optician, a pharmacy, a veterinary practice and a doctor's surgery within the environs of the village.

We have strong and positive relationships with our local community, ensuring close liaison between families, the wider community and our children. The school is an integral and valued part of Fairford Leys, and we take pride in our role within it. Following the recent pandemic, we have enthusiastically re-engaged with our local church and community events, including Remembrance, Harvest Festival, Christmas and Easter celebrations, as well as a range of charitable initiatives. We are excited to continue strengthening these links and warmly welcome new ideas that will further enrich our community partnerships.

## The St Mary's C of E School Governing Body

At St Mary's C of E School, we have a very active, supportive and committed team of Governors who meet at least twice a term.. Our Governors always welcome ideas or suggestions from parents, pupils and other members of the community.

## The St Mary's PTA

St Mary's are extremely grateful for the hard work and support from the school's PTA, is a thriving group of parents that organises numerous events throughout the year. It provides an important link between parents, the school and the local community, and raises significant funds to support the school. Particular highlights in the academic calendar are the Christmas and Summer Fairs and the ever popular discos.

## Safeguarding and the Selection Process

### Safeguarding

St Mary's C of E School provides a safe and secure environment for pupils to learn. The school and its Governors are committed to safeguarding and promoting the welfare and safety of children and young people and operates a strict Safeguarding Policy, with procedures being rigorously and consistently applied. The Deputy Headteacher will be required to demonstrate a commitment to promoting and safeguarding the welfare of children and young people and to become a Deputy Designated Safeguarding Lead (DDSL) for the school.

The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

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## School Visit

We encourage all applicants to visit our school before submitting their application. Please contact the school via e-mail on HR@sma.odbst.org or 01296 482 094

## Applications and Closing Date

Applications must be received no later than 12 noon on Friday 19<sup>th</sup> June 2026 and submitted through Mynewterm.

## Interview and Selection Day

This will take place on Friday 3<sup>rd</sup> July. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process.

## Pay Scale

Range L9-L14

## Deputy Headteacher Job Purpose and Description Deputy Headteacher Job Description

### Post - Deputy Headteacher

Responsible to Headteacher, Governing Body

### St Mary's CE School

The Deputy Headteacher will play a key role in supporting the Headteacher in providing strategic leadership and day-to-day management of the school, ensuring the highest standards of teaching, learning and pupil wellbeing.

They will uphold and promote the Christian ethos and vision of St Mary's CE School, ensuring all children are supported to flourish academically, socially and spiritually.

### Key Responsibilities

- To support the Headteacher in the overall leadership and management of the school.
- To contribute to and help drive the school's vision, values and strategic direction.
- To lead by example as an outstanding classroom practitioner, modelling high-quality teaching and learning.

### Curriculum Leadership

- To lead and develop a broad, balanced and ambitious curriculum that meets the needs of all children, including those with SEND, disadvantaged pupils and those who have higher prior attainment.
- To ensure the curriculum is inclusive, engaging and enables all pupils to achieve their full potential.
- To monitor, evaluate and continually refine curriculum design and implementation to ensure progression, coherence and impact across all subjects.

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- To lead and support subject leads to ensure ensuring consistency, high expectations and continued development across all curriculum areas, enabling staff to deliver the highest quality teaching and learning.

## Assessment and Standards

- To lead the development and implementation of effective assessment systems across the school.
- To ensure that both formative and summative assessment are accurate, consistent and used effectively to inform teaching and move learning forward.
- To support staff in using assessment information to identify next steps, address gaps and raise standards for all groups of learners.
- To monitor pupil progress and attainment, ensuring appropriate intervention and support is in place where needed.

## Teaching and Learning

- To support, coach and develop staff to ensure consistently high-quality teaching across the school.
- To promote a culture where questioning, reflection and learning from mistakes are integral to practice.
- To lead on quality assurance, including lesson observations, work scrutiny and pupil voice.

## Inclusion and Wellbeing

- To ensure all children learn in a safe, happy and nurturing environment.
- To promote children's social, emotional and mental wellbeing alongside academic achievement.
- To foster a culture of high expectations, inclusion and respect for all.

## Ethos and Community

- To actively promote the Christian ethos of the school while fostering respect and understanding of diverse faiths and cultures.
- To support the school's role within the local community and wider society.

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## Person Specification

	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; training</b>			
Qualified Teacher Status	*		A C
Degree	*		A C
Evidence of further study		*	A C
<b>Experience</b>			
Evidence and quantifiable impact of successful leadership and management experience in a school	*		A R I
Significant teaching experience across a primary setting	*		A R
Involvement in school self-evaluation and development planning	*		A R I
Demonstrable experience of successful line management and staff development	*		A R
Leadership of at least one core curriculum area to a high standard	*		A R
Evidence of successful partnerships with stakeholders	*		A R
Experience of SIAMS		*	A R
Experience of working with a governing body		*	A R
Experience of at least two primary settings	*		A R
<b>Skills and knowledge</b>			
Ability to articulate high quality curriculum leadership with examples of positively quantifiable initiatives	*		A R I
Data analysis skills, and the ability to use data to set targets and identify areas for development	*		A R I
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	*		A R I
Understanding of all aspects of inclusion but especially SEND and disadvantaged pupils	*		A R I
Effective behaviour management skills	*		A R

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	Essential	Desirable	Method of Assessment
<b>Skills and knowledge cont'd</b>			
Effective communication and interpersonal skills	*		A R I
Ability to communicate a vision and inspire others	*		A R
Ability to build effective working relationships	*		A R I
Successful involvement in the preparation for external reviews and/or inspections		*	A R
<b>Personal qualities</b>			
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	*		A I
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	*		A R I
An understanding and appreciation of the values of a Christian school and a willingness to embrace the ethos	*		A I
Ability to work under pressure and prioritise effectively	*		A I
Commitment to maintaining confidentiality at all times	*		A R I
Experience of working with school council or other such as pupil voice		*	A R I
Safeguarding responsibilities experience		*	A R I C

**Key to Method of Assessment - A = Application; I = Interview and assessment; R = Reference; C = Certificate.**

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## About the Oxford Diocesan Bucks Schools Trust (ODBST)

ODBST is made up of our family of schools, belonging to one ambitious and aspirational Trust. We have a clear focus on school improvement. Our mission is to Empower Lives and Flourish Together. We want our children and young people to be able to 'experience life in all its fullness' and although this is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils.

This has been borne out by the community schools that have chosen to join ODBST, signing up to the vision and values that have children at their core. The trust exists for families with faith and none and regardless of any faith perspective we invest in our pupils' spiritual development. Our schools exist to serve their community. We want our pupils to achieve all that they possibly can and, in doing so, that they and their families experience the best quality of education and care. We strive to foster a great sense of belonging in our schools so that pupils, parents, staff and the wider community all feel proud to be part of the family.

Our Trust strives to enable strong and effective local leadership that is supported and challenged to recruit, train and retain quality staff; be passionate about being the best that they can be; provide opportunities for enriched learning and pathways for all pupils, and work with governors to make decisions at a local level. We offer unrivalled opportunities for professional development and networking for teaching and support staff. We have cultivated a strong and supportive environment for our schools that utilises the collective skills and knowledge of our Headteachers and practitioners, enabling our schools to achieve high educational standards.

## Our Vision and Values

### Living "life in all its fullness" - John 10:10

Each of our schools has its own character and serves a unique community, but we are united by a shared vision. We are committed to ensuring that this vision embraces every pupil and adult, regardless of background or belief. This unity fosters a common zest for life and learning, enabling us to deliver a broad, enriched, and exciting curriculum. We are dedicated to helping every young person experience life in all its fullness by empowering them to reach their highest potential. We believe in inclusivity, ensuring everyone feels valued, respected, and part of our larger family. Our strength lies in the collaboration across our schools - working together as one unified body, sharing resources, expertise, and support to ensure that no one is left behind.

Our unique school communities thrive on mutual support, shared learning, and the collective goal of making a positive impact. Through our commitment to service, we aim to make a difference not only within our schools but also in the wider world. Together, we create an environment where every young person and adult can flourish, embracing all the opportunities life and learning have to offer.

Our vision for empowering lives and flourishing together is rooted with Jesus' promise of 'life in all its fullness'.

We have identified 4 core values: Inclusivity, Community, Service, Empowerment that resonate with what we believe the ODBST Learner and Leader should follow. They reflect the values that are central to our schools and the diocese. Through our values, we aim for excellence for everyone in our Trust. Building on the uniqueness of our pupils, families and school communities, we strive to enable everyone to develop and thrive intellectually, socially, culturally and spiritually.

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## ODBST Shared Services

Shared services are funded through a service charge from each school's General Annual Grant (GAG) to provide the ongoing support for ODBST schools to run effectively. ODBST schools are provided with the following:

## School Improvement

- A bespoke package of school improvement support visits provided by ODBST officers
- Half-termly visits from a Trust Challenge Partner to monitor and advise on a range of school improvement topics
- Rigorous safeguarding resources and support including whole Trust membership of CPOMS
- Support for the development of effectiveness governance
- A programme of support for Ofsted, pre visit and during any inspection
- Specialist SEND support for all ODBST schools
- Policies are made available for all schools to utilise, some of which are mandatory and some which can be tailor made for individual settings
- Support for the appointment process of senior leaders in school
- Unlimited telephone and email access to advice from experienced advisers
- Specialist RE support, support for collective worship and SIAMS inspection advice from the
- Diocese of Oxford schools team (two visits in one year)
- Professional development and training for Teaching Assistants, Teachers and School Leaders

## Finance & Audit

- Individual school bank accounts enable local monitoring of cashflow and flexibility with purchasing.
- All schools use the same financial IT system for budgeting and financial monitoring.
- Annual external and internal audit requirements are centrally managed, including pension audits.
- A support network for school business managers, including training.
- Central team supports schools with the requirements of the Academy Trust Handbook.
- One Gift Aid account with HMRC to recover gift aid claims, one registration for the Trust.
- Centralised VAT recovery on behalf of the schools, again one registration.
- SRMSAT submitted by Trust based on data from the common finance system.

## Human Resources

- Support from our team of HR professionals who know each school and are able to provide consistent advice and guidance on all aspects of HR (policies, recruitment, restructures, disciplinary, appraisal etc).
- Trust (through its centrally appointed payroll provider) issue employment contracts, at the request of schools who lead on local recruitment.
- Membership of the Teacher Pension Scheme and Local Government Pension Scheme ensures staff retain pension benefits.
- Wellbeing helpline and resources (Health Assured).

## Data Protection

- ODBST has one registration with the ICO on behalf of all its schools and one central Data Protection Officer.



Head Teacher; Mrs. Lisa Bennett,  
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## Health and Safety

- Our professional Health & Safety Competent Advisor engages regularly with schools to assure their legal duties, ensure the school site is safe and secure, and undertake annual condition inspection of PE, outdoor play and DT or ceramic equipment.

## Admissions

- The Trust Board is the admission authority, and the policy is centrally composed & Local Governing Body are required to accept this policy. Support for School Admissions and Appeals is provided by the Diocese.

## Capital Projects

- Large-scale capital projects are funded through School Condition Allocation (an allowance managed by the Diocese on behalf of the Trust) rather than through an annual application process into the DfE. This is subject to change as the DfE changes the funding process, so should the Trust no longer be included in the SCA funding managed by the Diocese the Trust will either apply directly for SCA funding or apply to the Condition Improvement Fund.
- Devolved Formula Capital continues to be managed by the Local Governing Body but is required to be authorised through the approved purchasing limit guidelines. LGBs are the experts on what is required for their schools and can advise on prioritisation and organise tenders, but the Trust signs off on the proposal and has control over the release of funds.

## Centralised IT Purchasing

- The Trust has a Trust wide contract for the following services that are not included in the service charge and are recharged to the schools at cost:
  - Broadband, Communications & Internet Based Telephony (VoIP) - includes filtering, cyber security, safeguarding software & alerts, anti-virus software
  - Managed Service Provider - supporting the schools IT requirements, assisting in purchasing IT equipment, maintaining the schools' intranet, ensuring licences are compliant and that all patches and upgrades for software are completed
  - MIS - Bromcom is the MIS of choice for the Trust and this includes assessment tracking, parent email, parent pay services

## Why join the ODBST Team?

As an employee of the Oxford Diocesan Bucks Schools Trust, you will work with inspirational colleagues who are focused on delivering a broad, enriched and exciting curriculum, coupled with a shared zest for life and learning. We are an inclusive employer that embraces diversity and encourages everyone to discover and grow their talents to be the best they can be.

## Training Opportunities

To support your development, we offer a highly regarded Continuous Professional Development (CPD) programme which includes training and network meetings to support governors, leaders, teachers and support staff across our Trust. We hold an annual ODBST conference for senior leaders and work with our sister Trust, the ODST, for an annual conference with them also. In addition, as a member of staff you will have access to online training that covers areas such as Health and Safety and Data Protection. Our CPD programme is constantly evolving based on feedback received, with new events being added all the time.



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## Career Development

We have established an "Aspirant Leaders" programme for those aiming to be our school leaders of tomorrow. The programme is facilitated by experienced leaders and provides a forum to explore the types of topics and scenarios that senior leaders face on a daily basis.

As a growing Multi-Academy Trust, we have an increasing number of opportunities for staff to grow and experience different school settings as they progress their career, whilst remaining within the ODBST family.

## Health and Well-being

The health and well-being of our staff is of paramount importance to us, and we are committed to a healthy work life balance for our employees. To demonstrate our commitment, we are proud to have signed up to the Department for Education's Staff Well-being Charter and established a well-being ambassador group with the primary aim of enhancing staff well-being across the trust. We have open channels of communication to ensure our employees know where to turn for support. We encourage well-being suggestions from our staff and ensure all ideas are listened to and considered.

We have a monthly well-being newsletter for staff and an Employee Assistance Programme in place which offers staff a 24-hour confidential telephone line with support on a range of different topics, including health, bereavement and finances. In addition, we provide access to a wellbeing app and web portal where employees can access a range of resources, such as a mood tracker, mini health checks and healthy eating advice.

## Pension Scheme

As an ODBST employee you will have access to either the Local Government Pension Scheme if you are a member of our Support Staff or the Teachers' Pension Scheme if you are a Teacher. You don't pay tax or national insurance on your contributions and the ODBST adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.