

# THE WILLOWS CATHOLIC PRIMARY SCHOOL

## Deputy Headteacher Application Pack



Closing Date:  
Monday 13<sup>th</sup> April 2026 - midday

Shortlisting Date -  
Wednesday 22<sup>nd</sup> April 2026

Interview Date -  
Wednesday 6<sup>th</sup>/ Thursday 7<sup>th</sup> May  
2026



# Welcome to The Willows

Thank you for your interest in the post of Deputy Headteacher at The Willows Catholic Primary School.

This is an important appointment for our school. We are proud of what we have achieved and ambitious about what comes next. We are seeking a leader who combines professionalism with warmth, clarity and a strong faith commitment, ready to play a central role in shaping the next stage of our development.

The Willows is a Catholic school where faith underpins our values, relationships and expectations, while high standards drive our academic work. We aim to develop confident, respectful pupils who achieve well and contribute positively to their community. Our staff are dedicated and reflective, our governors are supportive and well informed, and our families value the strong partnership we work hard to maintain.

We are looking for a Deputy Headteacher with excellent communication skills, someone who can articulate a clear vision, listen carefully to others and build trust across the whole school community. The successful candidate will be confident leading staff, coaching colleagues and holding others to account with fairness and consistency. They will understand that strong leadership requires both strategic thinking and visible presence.

A key aspect of this role is the leadership of behaviour. You will demonstrate a proven track record of securing excellent standards of behaviour through clear systems, consistent expectations and strong relationships with pupils and families. You will support staff to manage behaviour confidently, address issues decisively and ensure that every classroom remains focused on learning. At the same time, you will promote a culture of respect, responsibility and inclusion, recognising the individual needs of pupils while maintaining high standards for all.

The Deputy Headteacher will work closely with the Headteacher and Governing Body to drive school improvement, using assessment information, leading curriculum development and ensuring that teaching remains consistently strong. This role requires resilience and the ability to balance strategic oversight with day-to-day operational leadership.

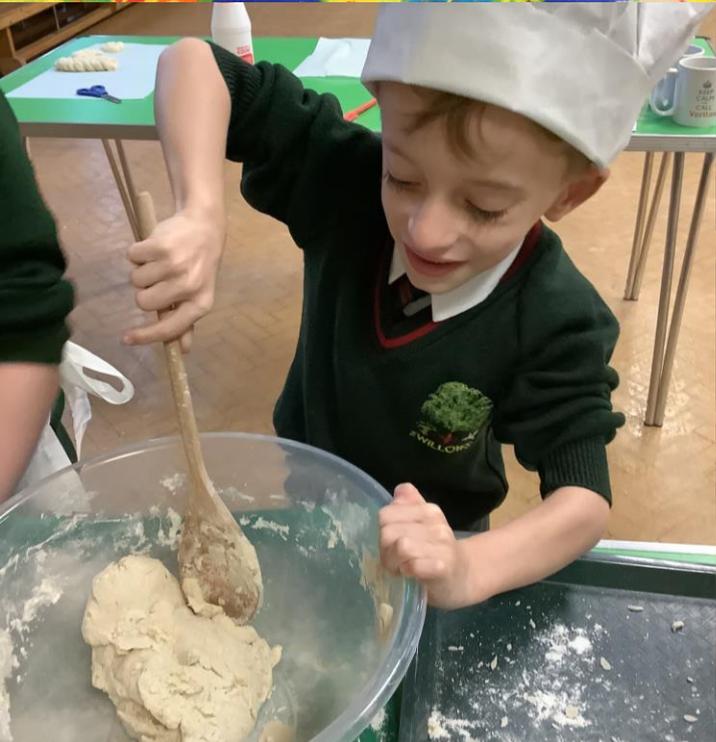
If you are ambitious, committed to high standards and ready to make a significant contribution to a strong Catholic school community, we would be delighted to receive your application.

We look forward to meeting you.

Yours faithfully,

Mr R. Wylde

Headteacher



"God Loves Me, God Loves Everyone"

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at The Willows Catholic Primary School, Kirkham. The Willows is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

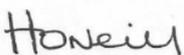
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

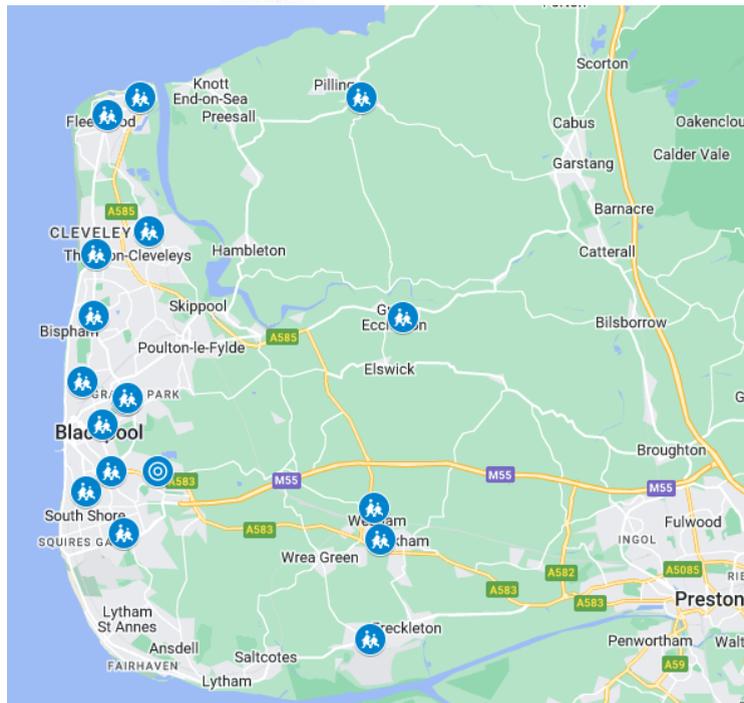
Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Sacred Heart Catholic Primary School		St Bernadette's Catholic Primary School
	St Cuthbert's Catholic Academy		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Teresa's Catholic Primary School
	St William's Catholic Primary School		St Wulstan's & St Edmund's Catholic Primary School
	The Willows Catholic Primary School		



# Message from the Diocese

Thank you for interest in the role of Deputy Headteacher at The Willows Catholic Primary School in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter's Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, two independent schools and one sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire  
Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool, the Fylde and Wyre  
Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael Merrick

Diocesan Schools Commissioner  
Diocese of Lancaster



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## **Prior to applying**

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01772 684371

or

Email - [bursar@willows.lancs.sch.uk](mailto:bursar@willows.lancs.sch.uk)

## **Application process**

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/The-Willows-Catholic-Primary-School,-Kirkham/151086>

**Closing date for applications:** Monday 13<sup>th</sup> April 2026 - midday

**Shortlisting date:** Wednesday 22<sup>nd</sup> April 2026

**Interview date:** Wednesday 6<sup>th</sup> / Thursday 7<sup>th</sup> May 2026

## **Post Details:**

**Salary: Leadership Scale L7 to L11**

**Contract: Permanent, Full Time**

**Required: 1<sup>st</sup> September 2026**

# Job Description

## Deputy Headteacher Job Description Catholic Schools and Academies The Willows Catholic Primary School

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the Trust board and local governing body of the school under the terms of the Catholic Education Service contract signed with the Trust as employers. It is subject to the conditions of service for deputy Headteacher contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

**The Trust and Local Governing Body is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.**

**Please note that in line with Keeping Children Safe in Education 2024 guidance, an online search will be carried out as part of our due diligence on shortlisted candidates**

JOB TITLE: **Deputy Headteacher**

ACCOUNTABLE TO: **The Headteacher**

MAIN PURPOSE:

### **The Deputy Headteacher will:**

- Undertake the normal responsibilities of a class teacher;
- Be a member of the senior Leadership team;
- Assist the Headteacher in leading the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;
- Be willing to act as SEND Co-Ordinator and if necessary be willing to undertake a SEND qualification;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher, the Governing Board or Trust shall require.

# Job Description

## **MAIN TASKS:**

*The specific nature and balance of these responsibilities may vary from time to time and, may be distributed amongst other Senior Leaders.*

### **1. Class teacher responsibilities**

- 1.1 To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

### **2. The internal organisation, management and control of the school**

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
  - Fulfilling the school's Mission Statement
  - Maintaining and developing the Catholic ethos, values and overall purposes of the school
  - Formulating the aims and objectives of the school and policies for their implementation
  - A development plan which will translate school aims and policies into actions
  - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
  - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - The efficient organisation, management and supervision of school routines

### **3. Curriculum Development**

- 3.1 To contribute to:
  - The development, organisation and implementation of the school's curriculum
  - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
  - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
  - Ensuring that the Diocesan policy on Religious Education is fulfilled
  - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
  - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
  - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
  - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
  - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
  - The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

# Job Description

## 4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

## 5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

# Job Description

## 6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

## 7. Relationships

- 7.1 To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
  - To promote a positive image of the school
  - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher.*

# Person Specification

## Person Specification/Selection Criteria for the post of Deputy Headteacher at The Willows Catholic Primary School

*The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.*

*BEBCMAT and Holy Family Catholic Primary School, are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*The applicant will be required to safeguard and promote the welfare of children and young people.*

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: **Candidates failing to meet any of the essential criteria will automatically be excluded**

### [A] Faith Commitment

	Essential	Desirable
Practising Catholic	E	
Involvement in parish community		D

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

	Essential	Desirable
Leading school worship	E	
Ways of developing religious education and worship	E	
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E	
How relationships should be fostered and developed between the school, parish and its community	E	
How relationships should be fostered and developed between the Diocese of Lancaster and the Blessed Edward Bamber Catholic Multi Academy Trust		D

# Person Specification

## [B] Qualifications

	Essential	Desirable
Qualified teacher status	E	
Degree	E	
CCRS/CTC or commitment to obtaining the certificate	E	

## [C] Professional Development

	Essential	Desirable
Evidence of appropriate professional development for the role of Deputy Headteacher	E	
Evidence of recent leadership and management professional development	E	
Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E	
Has successfully undertaken Designated Safeguarding Lead training or has a commitment to doing so	E	
Has completed the Catholic Leadership Programme or has a commitment to doing so	E	
Has completed the National Qualification for SEND or has a commitment to doing so		D

## [D] School leadership and management experience

	Essential	Desirable
To have substantial and current experience as a leader in a primary school	E	
To have had active and effective leadership of a team / department/ key stage/ curriculum area	E	
To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum		D
To have involvement in or an understanding of financial management in a school		D
To have implemented and developed a whole school initiative	E	
To have had responsibility for policy development and implementation		D
To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff)	E	
To have worked positively with parents and carers	E	
To demonstrate an awareness of current national educational policy e.g the role of English Hubs in the current education landscape	E	

# Person Specification

## [E] Experience and knowledge of teaching

	Essential	Desirable
Experience of teaching in more than one school		D
Relevant teaching experience and proven excellence in teaching pupils within the primary phase	E	
To have a knowledge and understanding of all Key Stages in the primary phase	E	
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E	
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E	

## [F] Professional Attributes

	Essential	Desirable
Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	E	
Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E	
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E	
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E	
Show a good commitment to sustained attendance at work	E	

## [G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

# Person Specification

## [H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

## [I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A further supportive professional reference.	E

The Trust reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

## [J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, **following the guidance outlined in section G above.**

**The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.**

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**