

# Deputy Headteacher

## Candidate Information Pack

# St Paul's CE Primary School



## Deputy Headteacher

**Salary: L6 – L10**

**Start Date: 1<sup>st</sup> September 2026**

**Hours: Full Time, Permanent**

**Location: St Paul's CE Primary School, Warrington Road, Wigan. WN3 6SB**

Welcome to St Paul's C E Primary School, on behalf of the LDST, and the Local Governing Body we would like to invite applications for the post of Deputy Head Teacher.

We are looking to appoint an outstanding and inspirational classroom practitioner to contribute to our successful and hardworking school and become a significant part of our Senior Leadership Team.

We are seeking to appoint someone who is energetic, talented and ambitious and who can inspire, challenge, motivate and support both children and colleagues. We require someone who has high expectations of themselves and others and can demonstrate a co-operative approach whilst being passionate about providing the highest quality of education within a "small school with a big heart".

St Paul's C E Primary School are proud to be a part of the Liverpool Schools Diocese Trust (LDST) since 2018. The LDST are a multi-academy trust of 19 schools from across the Liverpool Diocese. Our Trust is inclusive and values-driven and all schools within it benefit from working collaboratively and sharing a vision of providing an excellent education, built on distinctly Christian Values.

We can offer you:

- A dedicated and supportive school team
- Friendly, well-behaved children who are eager to learn
- Positive and supportive relationships with parents, the local church and community
- A real commitment to high quality continuous professional development
- A committed and supportive Local Governing Body and Trust

Visits to the school are encouraged and warmly welcomed. Please contact the school office on 01942 243068 or email the school office manager Mrs Louise Cooke on [stpaulswigan@LDST.org.uk](mailto:stpaulswigan@LDST.org.uk) to make an appointment. Visits by appointment on: Friday 24 April 2026, Wednesday 29 April 2026 and Thursday 30 April in the afternoon.

**Closing date: 21 April 2026 at 12noon**

**Shortlisting: 21 April 2026**

**Interviews: 6 May 2026**

**Lesson observations to be confirmed at shortlisting. To take place in current candidates setting.**

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.**

**Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.**

## About St Paul's CE Primary School

We are proud that St Paul's C E Primary School is a "small school with a big heart" rated GOOD. (Ofsted October 2023).

We recognise that every child is special and unique, each having their own contribution to make. We believe that the primary years are the most important to develop and encourage a sense of wonder and discovery, these years really do allow our children to **grow at the heart of God's community**, which marries with our **"J1" SIAMS grade May 2024**.

We are all very proud of our school and work hard to do the best for our children. This is a high attaining school with high standards of behaviour and achievement. As an Anglican foundation we seek to promote a loving and caring environment, which has Christian values at the very centre of all that we do.

**We encompass both our Christian values into our mission statement and our curriculum using GRACE for all to articulate our promise to our children.**

### **School values central to life in our community**

At St Paul's CE Primary our core values of **Friendship, Thankfulness, Compassion, Forgiveness, Truthfulness, Justice, Respect & Koinonia** are at the centre of all that we do and all that we are. We feel that these values are fundamental to the growth of all.

**Our Curriculum of GRACE is designed to promote a dynamic education which provides equality for all.**

**G – God at the heart of everything we do**

**R – Resilience and Retention of Knowledge**

**A – Aspiration and Application of Knowledge and Skills**

**C – Core Purpose – to ensure that a wide vocabulary is promoted in all subject areas**

**Love never fails, 1 Corinthians 8:13**

**For the Lord gives wisdom: from his mouth comes knowledge and understanding.  
Proverbs 2:6**

## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Deputy Head Teacher. This is an exciting opportunity to join our school at a pivotal moment as we continue to strengthen our vision, raise aspirations, and ensure that every child is supported to achieve their full potential.

At the heart of our school is a deep commitment to nurturing the whole child. We are looking for a leader who believes passionately in supporting every pupil not only to achieve academically, but also to flourish socially, emotionally, spiritually, and personally. Our aim is to provide a rich variety of life skills, experiences, and opportunities so that each young person can grow into a confident and compassionate member of our community, wider society, and the world beyond.

As Deputy Head Teacher, you will work closely alongside me to lead the school with integrity, ambition, and purpose. You will exemplify the role of a senior leader, collaborating with all staff, supporting their development, and providing the guidance and challenge needed to drive sustained improvement. This is a role for someone who leads by example, inspires others, and brings a positive, solution-focused approach to the whole school community.

As part of the Liverpool Diocesan Schools Trust (LDST), a family of 19 schools, you will also have opportunities to share, contribute to, and learn from excellent practice across our Trust. We are committed to ensuring that you feel connected, supported, and involved in the wider professional learning community that LDST offers.

Within our school and Trust, we fully recognise the importance of your role as a senior leader. We are committed to supporting your leadership pathway, offering development opportunities that will enrich your practice and strengthen your ability to deliver our shared ethos of making a difference for all children.

As Headteacher, I am sincerely looking forward to working with you and ensuring that together we continue "**learning and living through Jesus Christ**" guiding our children with compassion, love, and purpose.

Thank you once again for considering joining our team. We look forward to receiving your application and learning more about the qualities and vision you would bring to our school.

Kind regards,  
Karen Mowbray  
Headteacher

## Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

**LDST is a multi-academy Trust of 18 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.**

As a Trust, we have a very clear purpose, and an uncompromising vision.

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



### **Learn**

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



### **Love**

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



### **Achieve**

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



### **Together**

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

**We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.**

## What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



**Laurie Kwissa**  
**Chief Executive Officer**

## **Job Description**

**Title: Deputy Headteacher**

**Salary: L6 – L10**

**Hours: Full Time**

**Term: Permanent**

**Accountable to: Headteacher**

**Location: St Paul's CE Primary School, Warrington Road, Wigan, WN3 6SB**

### **Main Duties**

- Be an excellent classroom practitioner.
- To take the lead on specific roles and responsibilities determined following appointment of success candidate.
- Undertake the professional duties of the Headteacher during their absence.
- Have an impact on educational progress beyond your assigned pupils.
- Identify and drive the School Improvement Plan to raise achievement and progress under the overall direction of the Headteacher.
- Line manage and appraise identified staff.
- Ensure Health and Safety requirements are met.
- Assist in the smooth running of the whole school at all times.
- Analyse and interpret whole school data and produce action plans for improvement.
- To manage behaviour effectively in both the classroom and through supporting colleagues with behaviour management.
- Lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.

Duties and responsibilities of the post will change over time as requirements and circumstances change. The post holder will be required to carry out such other duties consistent with the post and as directed by the Headteacher.

These duties and responsibilities are in addition to meeting the Teacher Standards.

### **Qualities and Knowledge**

- Holding and articulating clear values and moral purpose, focused on providing a world class education all for pupils.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.

- Working with political, business and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into our school's context.
- Communicate at every opportunity the vision of our school and, empowering all pupils and staff to excel.

## **Pupils and Colleagues**

- Demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.
- Creating an ethos within which all colleagues are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all colleagues to account for their professional conduct and practice.
- Attending meetings and prepare reports for the Local Governing Body and the Trust Board as required.

## **Systems and Processes**

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive pupil outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all pupils and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

## **The Self-Improving System**

- Working and collaborating across the Trust to improve outcomes for all pupils.
- Championing best practice and securing excellent achievements for all pupils.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all pupils.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in pupil's lives and to promote the value of education.

## **Safeguarding Children and Safer Recruitment**

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting the welfare of students and recruitment of staff.
- Ensure that the safeguarding policy is followed where there may be a concern.

## **Additional and Special Educational Needs and Disabilities**

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure that the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND Code of Practice.

## **General Duties and Responsibilities**

- Teaching the pupils according to their educational needs, including the preparation and, marking and feedback of work.
- Provide cover teaching when required.
- Lead Collective Worship.
- Assessing, recording and reporting on the development, progress and attainment of all pupils.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned.
- Keeping relevant records and writing reports.
- Maintaining records of and reporting on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.**

## Person Specification

The successful candidate will have:	Essential/ Desirable	Source
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Recognised teaching qualification with Honours degree or equivalent</li> <li>• Evidence of recent personal and professional development</li> <li>• Evidence of continued and relevant professional development in school leadership and management</li> <li>• Completed or working towards Leadership qualifications such as; NPQSL, NPQH, SENCO or alternative qualifications</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>
<p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>• Secure understanding of the school's Christian character and distinctive ethos</li> <li>• Evidence of clear values and moral purpose which place pupils at the heart of all decisions</li> <li>• Demonstrating personal behaviour consistent with the ethos and vision of both Holy Trinity and LDST</li> <li>• Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their well-being</li> <li>• Absolute commitment to ensuring the safety and well-being of pupils</li> <li>• Proven record of being transparent and accountable to parents, governors, LDST, relevant external bodies and the local community</li> <li>• To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of all Trust schools</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• To have a knowledge and understanding of all 3 Key Stages in the primary sector</li> <li>• Secure understanding of the current educational landscape and the challenges and opportunities it presents</li> </ul>	<p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>
<ul style="list-style-type: none"> <li>• Demonstrate the ability to plan strategically, lead, motivate, develop and inspire staff, and to manage change</li> <li>• Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so</li> <li>• Knowledge of SEND and inclusive practices</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 years teaching in primary school(s)</li> <li>• Proven record of excellent teaching in the primary classroom</li> <li>• Proven successful experience as a Senior Leader for 2 or more years in a primary school</li> <li>• Able to evidence strong curriculum leadership</li> <li>• Experience of leading a team/phase</li> <li>• Experience of working with a wide range of abilities including Gifted and Talented, and Special Educational Needs</li> <li>• Experience of leading staff development</li> <li>• Experience of Safeguarding including: Designated Safeguarding Lead or member of a Safeguarding Team</li> <li>• Proven track record of analysis, evaluation and communication of progress data to ensure positive outcomes</li> <li>• Experience of leading SEND and inclusion</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Letter of Application/ Interview</p>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• To think strategically, and support the Headteacher in building and communicating a coherent vision</li> <li>• Excellent inter-personal skills</li> <li>• A working knowledge of effective inclusive practice</li> <li>• Involvement of school improvement planning</li> <li>• Knowledge of self-evaluation processes</li> <li>• Up to date knowledge of safeguarding practices</li> <li>• Sound knowledge of the role of ICT in teaching and learning across the curriculum</li> <li>• A high regard for administrative efficiency</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Positive leadership qualities coupled with an enthusiastic team approach to management</li> <li>• Able to uphold the Christian ethos of the school and its teamwork approach</li> <li>• Able to maintain and further develop links with parents and the local community</li> <li>• Ability to relate to people at all levels with good communication skills</li> <li>• A self-confident person with an engaging personality who can maintain the caring, child centered approach that currently exists within the leadership of the school</li> <li>• Excellent organisational skills and ability to meet deadlines</li> <li>• Present a good role model for pupils and staff</li> <li>• To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of the school</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Letter of Application/ Interview</p>

## How to Apply

### Application Process

The application process for this role is a 3-stage process:

- Application completed on My New Term
- Teaching Observation
- Interview and tasks

To be considered for this role you must complete an application through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions please email [louise.cooke@ldst.org.uk](mailto:louise.cooke@ldst.org.uk)

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 21 April 2026 at 12 noon**

**Shortlisting Date: 21 April 2026**

**Interview Date: 6 May 2026**

**Start Date of Post: 1st September 2026**

**School visit dates by arrangement: Friday 24 April 2026, Wednesday 29 April 2026 and Thursday 30 April in the afternoon.**

**Please contact the school office on 01942 246038 or email The Office Manager: [Louise.Cooke@LDST.org.uk](mailto:Louise.Cooke@LDST.org.uk) to arrange a visit.**

**Lesson observations to be confirmed at shortlisting. To take place in current candidates setting.**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen