



BISHOP HOGARTH

Catholic Education Trust

# We are **HIRING!**

## APPLICANT INFORMATION PACK



## DEPUTY HEADTEACHER

St. Paul's Catholic Primary School

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF Hexham & Newcastle

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## DEPUTY HEADTEACHER



St. Paul's Catholic Primary School  
Wolviston Mill Lane, Billingham, TS22 5LU



L6 - L10 £58,569 - £64,691



Permanent

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on short-listed candidates.

As an employee of Bishop Hogarth Catholic Education Trust you may work from time to time in one or more of our Academies.

The Diocese of Hexham and Newcastle and Directors of Bishop Hogarth Catholic Education Trust invite applications for this Deputy Headteacher position.

**We are looking for a leader who:**

- Is a practising Catholic.
- Is an exceptional and inspirational Deputy Headteacher.
- Is dynamic, innovative and determined.
- Will inspire, challenge and encourage staff.
- Will nurture the spirituality and wellbeing.
- Has an excellent ability to think strategically and develop shared strategic approaches across the school.
- Will have the energy and inspiration to drive the school forward.

**We can offer:**

- The ability to help shape strategic leadership.
- Opportunities to work with the executive team to deliver school improvement strategies.
- Commitment to high quality CPD for all staff.
- Strong and active partnerships with the parish Priests, the parishes, parents/carers, the local communities, the Diocese of Hexham and Newcastle and the Trust.
- Opportunities to share talents within a supportive and trusting network of leaders.

A visit to the School is warmly welcomed and positively encouraged. Please contact Lisa Dunwell PA to the CEO on **(01325) 523411** to arrange a visit.

For further information a visit and application forms please email [recruitment@bhct.org.uk](mailto:recruitment@bhct.org.uk) or contact Lisa Dunwell PA to the CEO on **(01325) 523411**



# JOB DESCRIPTION

**Post Title:** Deputy Headteacher

## Introduction

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 Roman Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. 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.

This appointment is with the Board of the Trust under the terms of the Catholic Education Service contract signed with the Board as employers. It is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the deputy headteacher shall consult, when appropriate: the Board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the Headteachers' Standards published by the Department for Education (2020).

(N.B. Other specific tasks e.g. designated safeguarding officer should be added here as required).

The Board and the Diocese acknowledge the importance of the role of the Catholic deputy headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the deputy headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the deputy headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. Therefore, the post of deputy headteacher must be filled by 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 aspects.

# JOB DESCRIPTION

## SECTION 1: Ethics and professional conduct

Catholic deputy headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic deputy headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic deputy headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness · integrity · objectivity · accountability · openness · honesty · leadership

Catholic deputy headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic deputy headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic deputy headteachers:

- Build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God<sup>4</sup> and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognising differences and
- Respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue<sup>5</sup> and the Church's social teaching<sup>6</sup>.
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, deputy headteachers:

- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- Uphold their obligation to give account and accept responsibility.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
- Make a positive contribution to the wider education system within and without the Catholic sector.

<sup>3</sup>The Gospel of Matthew 5:3-12

<sup>4</sup>The Book of Genesis 1:26-27

<sup>5</sup>Dialogue and Proclamation, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

<sup>6</sup>Compendium of the Social Doctrine of the Church, 2004, Vatican.

# JOB DESCRIPTION

## SECTION 2: Deputy Headteachers' Standards

### 1. School Culture

Deputy Headteachers:

- Establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese.
- Create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish.
- Uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education<sup>7</sup> and which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God.
- Ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence.

### 2. Teaching

Deputy Headteachers:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains, and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full<sup>8</sup>.
- Ensure effective use is made of formative assessment.
- Carry out duties as a school teacher, including teaching set classes

<sup>7</sup>The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

<sup>8</sup>The Gospel of John 10:10

### 3. Curriculum and assessment

Deputy Headteachers:

- Ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

# JOB DESCRIPTION

## 4. Behaviour

Deputy Headteachers:

- Establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen.

## 5. Additional and special educational needs and disabilities

Deputy Headteachers:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social teaching<sup>9</sup>.
- Establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers, parish 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.

<sup>9</sup>The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

## 6. Professional Development

Deputy Headteachers:

- Ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

## 7. Organisational Management

Deputy Headteachers:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education.

Ensure rigorous approaches to identifying, managing and mitigating risk.

# JOB DESCRIPTION

## 8. Continuous School Improvement

Deputy Headteachers:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

## 9. Working in partnership

Deputy Headteachers:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, Diocese and the local community.
- Commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

## 10. Governance and accountability

Deputy Headteachers:

- Understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility.
- Establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

**Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic deputy headteacher in upholding the mission of the Church.**

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
QUALIFICATIONS	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
PROFESSIONAL DEVELOPMENT	E7	Evidence of appropriate professional development for the role of deputy headteacher	A
	E8	Evidence of recent leadership and management professional development	A/I/CC
	E9	Evidence of appropriate safeguarding training	A
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E10	To have substantial and current experience as a middle leader	A/I/R
	E11	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E12	To have taken an active involvement in school self-evaluation and development planning	A/I/R
	E13	To have implemented and developed a whole school initiative	A/I/R
	E14	To have had responsibility for policy development and implementation	A/I/R
	E15	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A/I/R
EXPERIENCE AND KNOWLEDGE OF TEACHING	E16	Significant teaching experience	A/I/R
	E17	To have a knowledge and understanding of all key stages in the school	A/I
	E18	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I

# PERSON SPECIFICATION

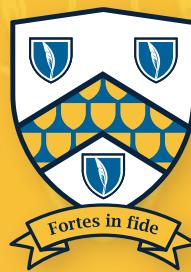
## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PROFESSIONAL ATTRIBUTES	E19	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E20	The form must be fully completed and legible	A
	E21	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
FAITH COMMITMENT	D1	Involvement in parish community	A/I
EXPERIENCE & KNOWLEDGE	D2	Recent experience in a Catholic school	A
	D3	Experience of teaching in more than one school	A
	D4	Experience of monitoring staff performance	A/I
	D5	Knowledge and understanding of current educational issues	A/I
	D6	Postgraduate level qualification	A
	D7	Successful completion of diocesan leadership programme	A
	D8	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I

Key – Stage identified	
AF	Application Form
I	Interview
R	References
CC	Checking Certificates



# **BISHOP HOGARTH**

## **Catholic Education Trust**

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 01325 523411

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 [www.bhcet.org.uk](http://www.bhcet.org.uk)



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