



Job Application Details

DEPUTY HEADTEACHER

St Mary's RC Primary School, Stockport



EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF  **SALFORD**

Welcome from the Emmaus Catholic Academy Trust (Diocese of Salford)

We would like to take this opportunity to thank you for your interest in the advertised Deputy Headteacher role at St Mary's RC Primary School RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Deputy Headteacher role at St Mary's RC Primary School will contribute significantly to the strategic direction of the school over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

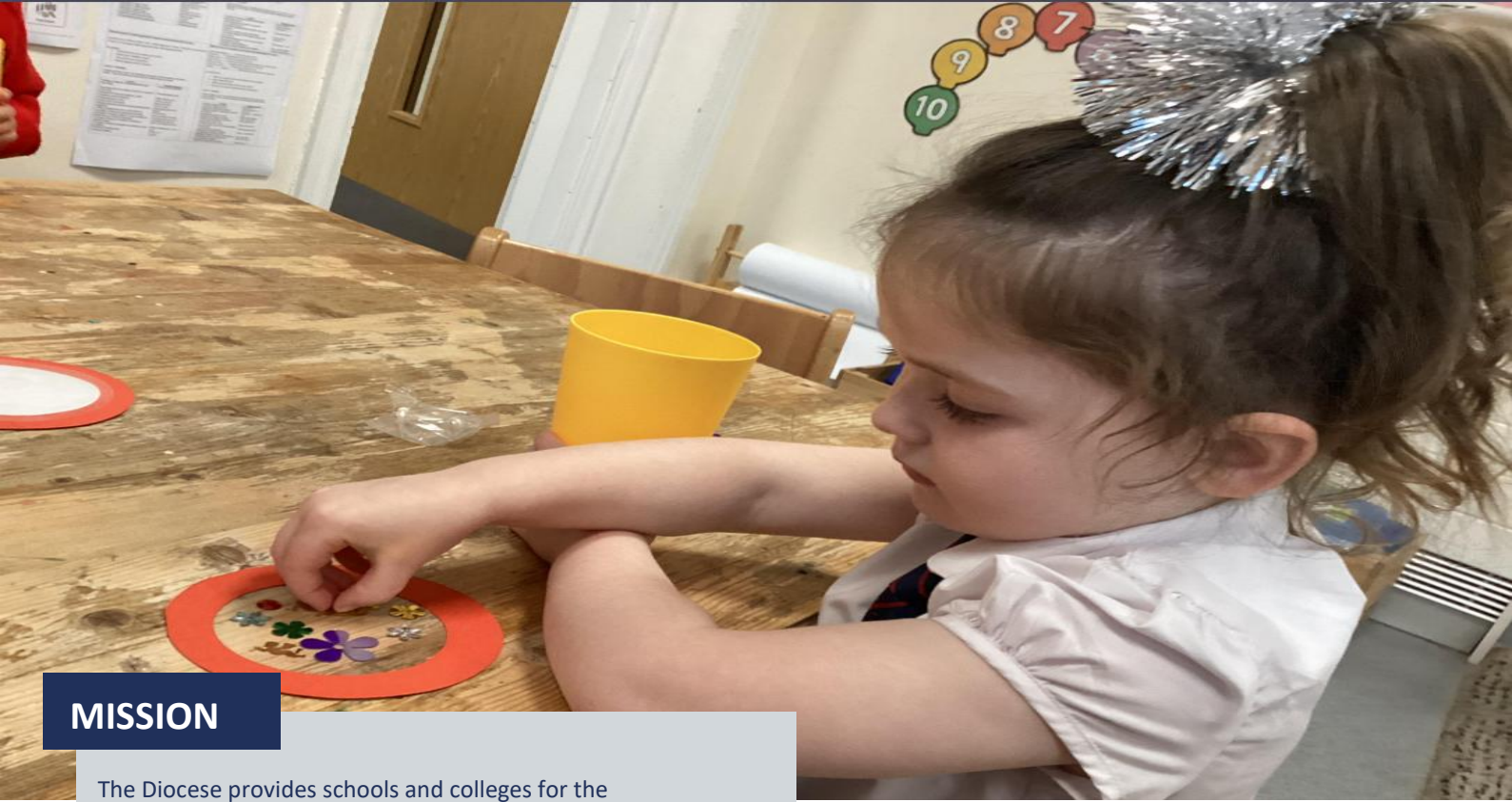
Working with the Central Executive Team and the Local Governing Body at St Mary's RC Primary School, we are very much looking forward to recruiting an effective Deputy Headteacher. The successfully appointed Deputy Headteacher will join the school's leadership team, working with our central education and safeguarding teams and the local communities, ensuring that pupils get the very best Catholic formation and education for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen the school.

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO





MISSION

The Diocese provides schools and colleges for the following reasons: To assist in the mission of making Christ known to all people;

To assist parents, who are the prime educators of their children, in the education and religious formation of their children;

To be of service to the local Church – the Diocese – the Parish and the Christian home;

To be of service to society

CULTURE

We enable our schools to provide great Catholic education across Greater Manchester.

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

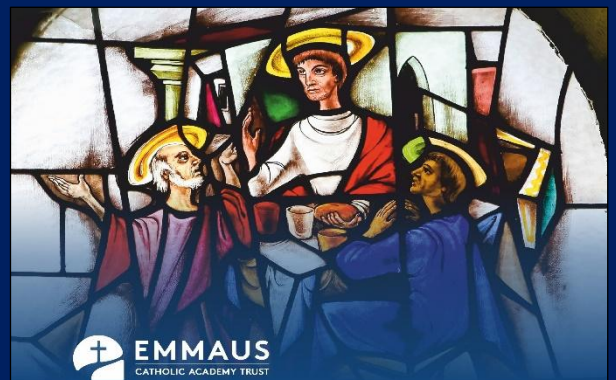
The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.

Open our eyes, so we see the signs of your presence around us;

open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.

Amen.



 **EMMAUS**
CATHOLIC ACADEMY TRUST

SALFORD
CATHEDRAL
1999-2000

Deputy Headteacher

St Mary's Catholic Primary school, Stockport
Roman Road
Heaton Norris
Stockport, SK4 1RF
Start Date: 1st September 2026
Salary: L5-L9 (£57,418 - £63,381)



If so, we can offer you:

- Wonderful children who love school with very supportive parents
- Caring, dedicated and hardworking staff, who welcome new ideas
- An attractive, stimulating and safe environment
- Exceptional links with the Diocese, Emmaus Catholic Academy Trust and other local Catholic schools
- Commitment to your own personal development
- The opportunity to work within a growing Catholic Academy Trust

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

To arrange a visit to the school, please contact Victoria Watson to arrange a mutually convenient date and time via;

victoria.watson@SJSMRCPS.co.uk

To request a pack/application form please e mail admin@stmarysstockport.org

Shortlisting will take place on 21st April 2026 and interviews will take place on: 5th May 2026
Please return completed application forms and supporting documents to: Jodie Urmston at Emmaus Catholic Academy Trust by email; recruitment@emmauscat.com

The Directors of Emmaus CAT, St Mary's RC Primary School Local Governing Body and the Diocese of Salford wish to appoint an exceptional leader, a dynamic and inspirational practising Catholic to support their Headteacher with taking the school forward.

Could this be you?

If it was you, you would:

- Be a practising Catholic, with a strong faith and commitment to the Catholic ethos of the school and its community
- Be aspirational in your approach to the quality of teaching and learning and of the achievement and wellbeing of every child
- Be a role model who inspires and motivates others through their commitment, enthusiasm and dedication to raising standards
- Be a highly effective leader who can manage and organise the personnel, financial and professional needs of the school's resources and staff
- Be an experienced leader with the interpersonal skills to develop strong working relationships with staff, children, parents, parish and governors
- Be a skilled communicator who can share and develop their vision of what makes a good school with the school's shareholders

Visits to St Mary's RC Primary School are encouraged and strongly recommended.



'Stay with us Lord on our journey'

Deputy Headteacher Job Description

St Mary's Catholic Primary School, Stockport

Introduction

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Therefore, this post requires a practising Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the board of directors of the **Emmaus Catholic Academy Trust** under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Academy Trust 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.

Accountable to: The Headteacher.

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing 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;

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



MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

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 these 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

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 union and associations.



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 Catholic Multi Academy Trust.

7. Relationships

- 7.1 To advise and assist the Local Governing Board and Academy Trust 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 **Emmaus Catholic Academy Trust** 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

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Deputy Headteacher Person Specification

St Mary's RC Primary School, Stockport

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

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St Mary's RC Primary School is 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	Source
Practising Catholic	E		A/I/R
Involvement in parish community		D	A/I/R

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

	Essential	Desirable	Source
Leading school worship		D	A/I
Ways of developing religious education and worship	E		A/I
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		A/I
How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E		A/I



[B] Qualifications

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

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy headteacher		D	A
Evidence of recent leadership and management professional development		D	A
Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
Has successfully undertaken Designated Safeguarding Lead training	E		A/I/CC
Has completed the Catholic Leadership Programme or has a commitment to do so		D	A/I/CC
Has completed the Catholic Middle Leadership Programme or has a commitment to do so		D	A/I/CC

[D] School leadership and management experience

	Essential	Desirable	Source
To have substantial and current experience as a senior leader in a primary school		D	A/I/R
To have had active and effective leadership of a team/department/key stage/curriculum area	E		A/I/
To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	E		A/I/R
To have involvement in or understating of financial management in a school		D	A/I/R
To have implemented and developed a whole school initiative		D	
To have had responsibility for policy development and implementation		D	A/I/R
To have had experience of and ability to contribute to staff development across the primary range (eg coaching, mentoring, INSET for staff)		D	A/I/R
Work positively with parents and carers	E		A/I/R
To demonstrate an awareness of current national education policy	E		A/I/R



[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of pupils/students in the primary phase		D	A/I/R
Experience of teaching in a school in similar circumstances/serving a similar community		D	A/I/R
Significant teaching experience and proven excellence in teaching pupils within the primary phase	E		A/I/R
To have a knowledge and understanding of all key stages in the primary phase	E		A/I/R
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E		A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

	Essential	Desirable	Source
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		A/I/R
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		A/I/R
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
Show a good commitment to sustained attendance at work	E		A/I/R

[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



[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 supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

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



HOW TO APPLY



EMMAUS Catholic Academy Trust

2nd Floor Crossgate House, 47 – 55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL - Daniel Copley
ceo@emmauscat.com

Chair of Directors - Catherine Anderson
chair@emmauscat.com

Company No. 12206105

www.emmauscat.com

@EmmausCAT

Applications need to be made using the CES application form. To request an application pack please email:

admin@stmarysstockport.org

Closing date: Wednesday 15th April 2026

Interviews will take place on: Tuesday 5th May 2026

Please return completed application forms and supporting documents to Jodie Urmston at Emmaus Catholic Academy Trust by email;

Recruitment@emmauscat.com

