

**St Peter's RC
Primary School**



**Deputy Headteacher
Application Pack**

INDEX

Welcome letter from the Chair of Governors & Headteacher	3
Timetable for appointment	4
Salary	4
Advert	5
Job description	7
Person specification	11
Attendance policy statement	15
Safeguarding statement	15

St. Peter's R.C. Primary School

Headteacher: Mrs A. O'Neill

Telephone: (01254) 691745

st.peters.blackburn@stpetersrc.co.uk

www.stpetersrc.co.uk



Hawkins St
Blackburn
Lancs
BB2 2RY

WELCOME LETTER

Dear Applicant,

On behalf of the Governing Body, thank you for your interest in the position of Deputy Headteacher at St. Peter's RC Primary School. Our previous Deputy Headteacher is retiring at the end of the summer term and, as a result, we are seeking to appoint an enthusiastic, dynamic and inspirational leader to join our team.

At St. Peter's RC Primary School our mission statement is core to everything we do; "Growing together in Christ. We are a Catholic school. Our special purpose is to live, learn and work together in the presence of Christ." We really care about our children, our families, the parish and the wider community. We work hard to be inclusive, celebrate diversity and create a welcoming environment for all.

We strive for excellence in all aspects of school life and we are looking for someone who will continue to build and enhance an exceptional learning and caring environment where all members of the school community thrive.

As governors, we are very proud of our school, where we work to instil a love of learning in our children, and where we endeavour to continually promote our Catholic ethos for the benefit of staff, pupils, parents and the community.

You are encouraged to visit the school to meet our staff and wonderful children. Please ring the school to make a mutually convenient appointment, noting that the school is closed for the half term break Monday 16.02.26 – Friday 20.02.26.

Thank you again for interest shown in this position.

Yours faithfully,

Carol Holding

Mrs Carol Holding
Chair of Governors

Ann-Marie O'Neill

Mrs Ann-Marie O'Neill
Headteacher

Timetable for the appointment of deputy headteacher – St Peter's RC Primary School

Initial meeting of the governing body	20.01.26 at 16:00.
Advertisement appears	22.01.26.
Closing dates for applications	20.02.26 at 12 noon.
Shortlisting meeting	24.02.26 at 16:00.
Interviews and appointment	20.03.26.
New deputy headteacher takes up post	01.09.26.

Agreed pay range

IPR (Individual Pay Range for DHT)

L12 (£67,898) – L17 (£76,772)

ADVERTISEMENT

Advertisement Grade: Group 3

L12 (£67,898) – L17 (£76,772)

Term: Full-time.

Perm/Temp: Permanent.

Required: From 01.09.26.

Closing date: 20.02.26 at 12:00 noon.

Location:

St Peter's RC Primary School

Hawkins St

Blackburn

BB2 2RY

Tel:01254 691745

School website:

www.stpetersrc.co.uk

Roll: 408

The Governors of St. Peter's RC Primary School wish to appoint an inspirational and innovative Deputy Headteacher. We are looking for an excellent teacher and leader to join our Senior Leadership Team. We are seeking someone who will continue to build and enhance an exceptional and caring learning environment where all members of the school community can thrive.

We are looking for an enthusiastic, dynamic and inspirational leader who:

- Is a practising Catholic, who can confidently lead, develop and model high quality worship and nurture the faith and spiritual formation of pupils and staff.
- Provides strong support to the Headteacher and is confident in taking on key leadership responsibilities.
- Is approachable, reflective and an effective communicator, able to build trust, foster collaborative and positive relationships with pupils, staff and families.
- Is an excellent practitioner who is hard working, a team player, well organised with excellent management skills and a good sense of humour.
- Can demonstrate a proven ability to lead whole school improvement successfully; who is passionate about children's learning, raising attainment and developing the whole child.
- Engages proactively in professional learning and stays informed about current educational research.

We can offer you:

- A welcoming school family, with a strong Catholic ethos.
- Children who are enthusiastic, happy, friendly and who are willing to learn.
- A nurturing environment where staff are valued, encouraged and fully supported in their professional and spiritual growth.
- A supportive, dedicated staff community who work closely together with governors.

- An opportunity to respond to your vocation, deepen your faith and develop your professional career whilst contributing to the ongoing growth of St. Peter's RC Primary School.

Application packs can be accessed online. Please email applications to: st.peters.blackburn@stpetersrc.co.uk by 20.02.26 by 12 noon, with your letter addressed to the Chair of Governors. Late applications will not be considered.

St Peter's RC Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake an enhanced DBS check, will be subject to receipt of suitable references, and qualifications and identity checks.

Rehabilitation. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Blackburn with Darwen Borough Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.



**Deputy Headteacher Job Description
Catholic Voluntary Aided Schools
St Peter's RC 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 governing board of the school under the terms of the Catholic Education Service contract signed with the governors 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 Governing Board 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.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

The Deputy Headteacher of St Peter's RC Primary will:

- Undertake some teaching in school;
- Be a member of the senior leadership team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake Designated Safeguarding Lead training and take on one of the deputy lead safeguarding roles in school;
- To take a lead role in teaching and learning, and curriculum design, under the direction of the Headteacher.
- 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 Governing Board 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 school teacher 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

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.

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/Selection Criteria for
Deputy Headteacher at St. Peter's RC 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 Salford. 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.

St Peter'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
1.	Practising Catholic	E		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
2.	Leading school worship	E		A/I
3.	Ways of developing religious education and worship	E		A/I
4.	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
5.	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
6.	Qualified teacher status	E		A/CC

7. Degree	E		A/CC
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[C] Professional Development

		Essential	Desirable	Source
8.	Evidence of appropriate professional development for the role of Deputy Headteacher		D	A
9.	Evidence of wider leadership and management professional development	E		A
10.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
11.	Has successfully undertaken Designated Safeguarding Lead training or has a commitment to undertaking training within an agreed timeframe	E		A/I/CC
12.	Has completed a Leadership Programme or has a commitment to completing a Catholic Leadership Programme upon appointment	E		A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
13.	To have had active and effective leadership of a team / key stage / curriculum area as a middle leader	E		A/I/R
14.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum		D	A/I/R
15.	To have an understanding of financial management in a school and how targeted funding can lead to improved pupil outcomes		D	A/I/R
16.	To have implemented and developed a whole school initiative	E		A/I/R
17.	To have had responsibility for policy development and implementation	E		A/I/R
18.	To have had experience of and ability to contribute to continuing professional development across the phase. (e.g., coaching, mentoring, CPD for staff, lead staff meetings)	E		A/I/R
19.	Work positively with parents and carers	E		A/I/R
20.	To demonstrate an awareness of current national educational policy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
21	Experience of teaching in more than one school		D	A/I/R

22	Significant teaching experience and proven excellence in teaching pupils	E		A/I/R
23	To have a knowledge and understanding of all Key Stages in the phase	E		A/I/R
24	To have experience and knowledge of teaching in KS2.		D	A/I/R
25	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E		A/I/R
26	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
27.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met	E		I
28.	To 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		I
29.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
30.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
31.	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.

[J] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post,

The CESEW leadership application form must be fully completed following the guidance outlined in Section G above	E
The supporting statement should not exceed <u>1300</u> words in length, be clear, concise and related to the post and setting applied for. Any words in excess of 1300 will be cut off and will not be seen by the appointing panel.	E

STAFF ATTENDANCE POLICY STATEMENT

St Peter's RC Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum. Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and acts in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness. Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

SAFEGUARDING STATEMENT

In our school, the welfare of the child is paramount. St Peter's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.