



St Mary's Catholic Primary School Axminster



Information pack for Deputy Head

www.stmarysaxminster@devon.sch.uk



St Mary's Catholic Primary Axminster

Deputy Head



Full Time Permanent: Salary / Grade: Leadership 2 – 7

Job starting date: September 2018

Plymouth CAST and St Mary's Catholic Primary Axminster are seeking to appoint a dynamic and inspirational Deputy Head to join our team from September 1st 2018

We require someone who:

- demonstrates a clear understanding of what constitutes outstanding teaching and learning and has the ability to lead staff in these areas;
- is enthusiastic, driven and committed to ensuring the Academy's future success;
- is highly motivated and committed to high quality teaching and learning and is able to keep the children at the heart of the teaching and learning process;
- will be able to work in partnership with all those involved in the life of the school;
- thrives on developing themselves and others in a collaborative approach;
- has experience of working across the primary age range;
- fosters and promotes the Catholic ethos of our school.

In return we offer you:

- a dedicated team of enthusiastic, hardworking staff committed to excellence;
- motivated, friendly, happy and caring children with good learning behaviours;
- strong support from governors, parents and Parish along with close working links with our partner schools in CAST Multi Academy Trust.

Informal visits to the school are welcomed and can be arranged by contacting the school office. For an application pack please visit the school website, email admin@stmarysaxminster.devon.sch.uk or telephone the school office on 0129732785

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The position is subject to enhanced disclosure from the Disclosure and Barring Service.

- Tour of the school available—please ring the office 01297 32785

Closing date for applications: Monday 21st May 9am 2018



Values & Ethos



St Mary's Catholic Primary's Mission Statement is Living, Loving and Learning with God. Every action in the school reflects our Mission statement as we learn, play and pray together.



We aim to be guided by God in all actions; in loving, in learning and in living. We want St Mary's Catholic Primary to be a happy and welcoming place where all can grow and develop spiritually, intellectually, emotionally, socially and physically.





Assistant Head



Accountable to: Head Teacher

Pay Range/Salary: L2 - L7 (£39,960 - £45,290) according to experience

Main Purpose

The Deputy Head will:

- Help to create and foster the Christian community of the school and to work with the families and the parishes in the Catholic nurture of the child.
- Be a member of the senior leadership team, assist the head teacher in leading and managing the school and to take responsibility in the absence of the head teacher.
- Work with the head teacher and Governors to formulate school policies and lead the staff in their delivery.
- Play a major role under the overall direction of the head teacher in formulating and reviewing the School Development/Improvement Plans and the aims and objectives of the school by:
 - establishing the policies through which they shall be achieved;
 - leading and managing staff and resources to that end;
 - monitoring progress towards their achievement.
- By example, assist in leading the staff to act and work in a conscientious, enthusiastic and professional manner.
- Develop and maintain good relationships with parents.
- Undertake the usual responsibilities of the class teacher.
- Undertake such duties as are delegated by the head teacher.



Deputy Head

Job Description

The internal organisation, management and control of the school:

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school;
- formulating the aims and objectives of the school and policies for their implementation;
- planning improvement which will translate school aims and policies into actions;
- implementing the school's policies;
- the efficient organisation, management and supervision of school routines.

Main Tasks

- To ensure own professional development and leading colleagues for their professional development in a designated subject leadership role..
- To participate in arrangements for further training and the development of own professional skills and knowledge with particular reference to the new curriculum.

With the Head teacher

- To lead on the development of teaching and learning, working collaboratively with teachers.
- To share responsibility for monitoring the impact of raising standards.
- To ensure colleagues have the knowledge and support necessary to ensure attainment is monitored and raised with progress identified.
- To conduct frequent book scrutiny throughout the school ensuring at least good progress is being made.
- To conduct lesson observations and assess the impact of teachers on the learning of the children in their class, supporting professional development when necessary.

To complete tasks other tasks agreed with the head teacher during leadership and management time.



Deputy Head



Job Description

The management of staff

- To be responsible for the line management, performance management and appraisal of specific staff.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To help maintain and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Specific Responsibilities (Teaching and Learning)

- To be responsible with the Head Teacher for improving the quality of teaching across the school through monitoring, developing and evaluating teachers and other support staff
- To drive improvements in children's progress rates across the school.
- To identify and promote innovative teaching strategies and learning styles to meet the needs of all students
- Contribute to school policies on curriculum, teaching and learning, assessment, recording and reporting
- To be the mentor for both newly qualified and student teachers who are based at the school.
- To contribute to the pastoral work within the school.
- To ensure that safeguarding is enshrined in school policies and practice.



Deputy Head



Job Description

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To lead effective learning, providing an opportunity for the children to take responsibility for their own learning.
- To ensure the good behaviour of all children and to develop within them positive attitudes towards adults, peers, property and learning..
- To keep records of children's work and achievement in accordance with school policy.
- To have high expectations and to encourage the children in the class to make at least good progress.
- To ensure effective liaison with the teaching assistants
- To ensure effective liaison with the meal time assistants.
- To supervise the children during and after school in accordance with the rota.
- To discuss the child's progress and needs with the parents at twice yearly parents' evenings and at any other reasonable time on request.
- To be prepared to meet with designated governors to report on the teaching of the specific role.
- To keep up to date with developments in the specific role by reading, attending courses and reporting back to colleagues.
- To provide the head teacher with a copy of the long and medium term planning and to prepare a synopsis for parents.

The management of staff

To be responsible for the line management, performance management and appraisal of specific staff.



Deputy Head

Person Specification

Faith Commitment/Understanding	Essential	Desirable	Evidence
A practising Catholic, able to lead a Catholic school	✓		R/I
Willingness to enable the school to play an active part in the parish community.	✓		A/I
Understanding of and commitment to the Religious Education curriculum.	✓		I
Experience in leading assemblies and collective acts of worship.	✓		A/R
Understanding of school's role in the parish and wider community.	✓		I
Education and training			
Qualified Teacher status with evidence of continuous INSET and commitment to further professional development	✓		A
Evidence of continuous professional development, e.g. NPQSL	✓		A
Experience			
Teaching experience and proven ability within the primary phase	✓		A
Teaching experience– taught in more than one key stage	✓		A/I
Experience at middle management level.	✓		A/I
Show evidence of sustained impact on standards and achievement at class/subject level	✓		A/I
Commitment to links with other schools, educational establishments and the wider community to enhance teaching and learning and pupils' personal development		✓	A/I
Commitment to developing the extended school provision to impact on outcomes for children and families		✓	A & I



Deputy Head

Person Specification

Experience (continued)	Essen-	Desirable	Evidence
Experience of managing and supporting staff	✓		A/I
Experience of school self-evaluation processes		✓	A/I
Successful leadership at key stage or subject level	✓		A/R
Knowledge of the curriculum requirements in key stage one and two	✓		A/I
Awareness of different learning approaches across Early Years, key stage one and two.	✓		A/I
Leadership skills			
Ability to work strategically and collaboratively with the Head Teacher, staff and Governing Body.	✓		A/I
Ability to prioritise areas for development and improvement.	✓		A/I
The ability to maintain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.		✓	A/I
Confidence and willingness to direct, delegate, develop and empower others.		✓	A/I
A commitment to communicating the vision and values of the school to all stakeholders.		✓	A/I
An ability to provide a safe, calm and well- ordered environment for all pupils and staff, focused on safeguarding pupils.	✓		A/I
Ability to use strategies effectively to implement change.		✓	A/I
Self Management			
Work under pressure, meet deadlines, prioritise and manage own time effectively.	✓		A/I/O
Identify own professional needs	✓		A & I



Deputy Head

Person Specification

Communication Skills	Essen-	Desirable	Evidence
Communicate effectively, orally and in writing to a wide range of audiences.	✓		A/I
Chair meetings effectively.		✓	A & O
Develop effective relationships with fellow professional and colleagues in other public services to improve academic and social outcomes for all pupils.	✓		A/I
Personal Attributes			
Adaptability to changing circumstances and new ideas.	✓		I/O/R
Energy and commitment to follow tasks through to completion.	✓		I/R
Demonstrate optimistic behaviour, positive relationships and attitudes towards pupils, staff, and towards parents, governors and members of the local community.	✓		I/O/R
Commitment to inclusive education.	✓		A/I
Teaching and Learning			
Proven ability to sustain and develop high quality teaching and learning across the school to impact on outcomes for children.	✓		A/I/O
Knowledge of effective strategies for personalising teaching and learning for all children.	✓		A/I/O
Sustain wide current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.		✓	A/I/O
Commitment to the school's approach to the positive management of behaviour.	✓		A/I/O

Information about our Multi Academy Trust –Plymouth CAST

Plymouth CAST is a trust set up by the Catholic Diocese of Plymouth to support and develop its schools. The Diocese of Plymouth covers the traditional counties of Cornwall, Devon and Dorset and therefore also includes the newer unitary authorities of Plymouth, Torbay, Poole & Bournemouth. Altogether there are 35 schools within the Trust spread from Penzance in the West to Bournemouth in the East. Together CAST employs 1300 staff and provides education for 7000 pupils.

Purpose. As Catholic schools, our fundamental mission has always derived from the wider mission of the Catholic Church and the particular emphases of the diocesan Bishop. The trust allows for a shared responsibility for standards across all the schools and increased levels of transparency, particularly between head teachers. Regular monitoring, challenge and support allow for early identification of underperformance in all aspects of a school's provision and focused strategies to respond quickly and effectively.

Structure. The most important elements within CAST's structure are the schools themselves. The 35 schools each have a local governing body with a delegated budget and delegated powers. CAST operates within three local areas: West, Central and East. St Mary's Axminster is part of the East Area. Each school has a dedicated 'Education Officer' whose role includes:

- ensuring that the Board of Directors is fully aware of any school performance issues;
- working with the head teachers and governing bodies of each of their Area schools to ensure that they have an up to date and accurate picture of all aspects of their school's strengths and weaknesses;
- working with the relevant personnel from each school to identify effective strategic responses to their development needs;
- brokering school-to-school and external support for the improvement strategies that have been formulated.