

St Paul's C of E Primary School
Deputy Head Teacher Recruitment



“To nurture and promote achievement for all within a caring Christian environment”

Contents

1. Welcome letter from the Head Teacher
2. Welcome letter from the Chair of Governors
3. Welcome letter from Thierry Guillemin, Vicar at St Paul's Wibsey
4. Our School needs....
5. Key Facts, Statistics & Location
6. Our Vision and Values
7. Copy of the advertisement
8. Job Description
9. Personnel Specification
10. Equal Opportunities
11. Key Dates summary





Welcome letter from the Head Teacher

Dear Applicant,

We are delighted that you have shown an interest in the role of Deputy Head Teacher at St Paul's C. E. Primary School. St Paul's is a popular primary school with a reputation for high standards of behaviour and achievement. We pride ourselves on our fabulous children who are polite, enthusiastic and eager to learn and we strive to create a special place where all children, parents, carers, governors and staff feel valued and respected. It is our vision to nurture and promote achievement for all within a caring Christian environment. We want everyone in our school community to enjoy learning and coming to our school!

We are seeking to appoint a highly motivated and dynamic Deputy Head Teacher who will work in partnership with myself and the whole school community to build on our strengths, whilst addressing our school improvement priorities. Our Deputy Head Teacher must be fully committed to raising the standards of achievement of our pupils whilst aiming for outstanding performance in all areas of school life.

The school is brimming with potential and the pupils' participation in school life provides good spiritual, moral, social and cultural development. In our most recent Ofsted inspection (Feb 2020) the school was graded 'Good' and it was reported that '*There is an effective curriculum to support pupils' understanding of the wider world. This means they learn about different faiths and cultures. Tolerance, respect and kindness are values fostered well in the school.*'

We are very proud of our close links with the St Paul's Church. In our most recent SIAMS inspection (Dec 2015) the school was graded 'Outstanding' and it was reported that '*The school has re-established children's high levels of achievement and progress through an unshakeable commitment to learning within a community inspired by Christian faith.*'

The successful candidate will receive my full support, along with that of our dedicated staff team and committed Governing Body. They will have the opportunity to work closely with parents and carers who actively seek a strong and productive partnership with the school and fantastic children who are keen to learn.

Applicants are encouraged to visit our school, in line with current guidance, and I will be more than happy to discuss any further details regarding this opportunity prior to application.

Further information about our school can be found on the website:
www.stpaulscephprimary.com

Thank you for your interest, I look forward to receiving your completed application and to meeting you in due course.

Good luck!

Mrs Cath Palmer
Head Teacher



Welcome letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the vacancy for our Deputy Head Teacher. I hope that you find the enclosed information useful and that it inspires you to apply for this exciting position.

Our dynamic, forward-thinking Head Teacher joined us in January and we are now in a position to appoint a Deputy Head Teacher. This is a fabulous opportunity, for the right person, and you will be joining a school which at the last Ofsted inspection in February was judged as being 'Good'.

We are a one-form entry voluntary aided school with 210 pupils on role. Our pupils come from rich and diverse backgrounds mainly from within the parish. They are polite, well behaved and committed to making the most of their time at our school. We are rightly proud of our close links with our church which shares the same site, and everything we do links back to our mission statement, '*To nurture and promote achievement for all within a caring Christian environment*'. With this in mind we are looking for a unique individual who will drive forward teaching and learning in a caring, innovative and imaginative way.

We need someone who will support the Head Teacher, other Senior Leaders and Governors; inspiring the adults and children around them to achieve their very best. Our Deputy should know what it takes to work in a Church of England school and share our ethos and vision to build on our work with parents, the local community and church to ensure the best outcomes for everyone.

St Paul's is a great school in a lovely part of Bradford with fantastic pupils and a hard working, caring and committed staff team. The school collaborates with a number of other schools within the locality of varying sizes, some maintained and some academies, all with their own diverse identities and issues.

If St Paul's sounds like the place for you then come and have a look around, meet our Head Teacher, and see for yourself.

Yours sincerely,

Mr Paul Bland
Chair of Governors



Welcome letter from the Vicar

Dear Applicant,

I am pleased to join our Chair of Governors and Head Teacher in thanking you for your interest in our school.

Since the beginning, our church and school have been very close, both were founded at the same time and by the same people 177 years ago. The sharing of the same site by both buildings is the symbol of our common spiritual heritage, and the unusual fact that the school and church share a common entrance.

This link is so strong that our school is the only Voluntary Aided Church School (not Voluntary Controlled) in our area. The majority of governors on our governing body are appointed by the Church. That makes St Paul's unique amongst other church schools, the nearest other Voluntary Aided schools being in Shipley and Idle.

We place a particular emphasis on collective worship in school, as well as prayer. There is a special room allocated for 'reflection and prayer' open to children of any faith, and a dedicated quiet space in each classroom with a prayer box which is well used by all.

Before the pandemic, the children used to go to church every week, for collective worship. Special services were led by the children for all of the important Christian festivals, and the school was invited to our Sunday morning service 5 times a year. Volunteers from church regularly were going into school to read with children and also run a fully subscribed weekly after school Christian Club. These activities have been temporarily suspended due to the present situation, but should resume when it will become possible.

I look forward to hopefully meeting you should you apply for this exciting opportunity and I wish you the best of luck with your application.

God bless you!

Thierry Guillemin
Vicar at St Paul's



Our pupils need someone who....



When our staff team were asked what qualities they were looking for in our Deputy Head Teacher they said.....





Key Facts and Statistics

Type of School	C of E, Voluntary Aided
Age Range	4-11
Number of Children	210
% of children with SEN support	9%
% EHCP	0.5%
% of children with English as an additional language	4%
% of children eligible for free school meals	21%
Pupil Premium (2018/19 budget)	23%

School Location

Our address:

St Paul's CE Primary School,
 St Paul's Avenue,
 Wibsey,
 Bradford,
 West Yorkshire
 BD6 1ST





Statement of school's ethos and values

Vision Statement

It is our vision at St Paul's CE Primary School to nurture and promote achievement for all within a caring Christian environment.

Key Values

"Love each other as I have loved you" (John 15:12)

Community-Koinonia, Compassion, Courage, Forgiveness, Honesty, Justice, Love, Perseverance, Respect, Responsibility, Thankfulness, Wisdom.

Each value is the focus of collective worship for a half term.

Our golden rule in school is:

"Do to others as you would have them do to you" (Luke 6.31)

These values and the Golden rule underpin all our policies and plans.

British Values

As of September 2014, the DfE requires all schools to promote the historical and current values that underpin the national identity known as being British. Within this, all schools are required to ensure that the curriculum actively promotes these fundamental British values. St Paul's CE Primary is a multicultural community within which we celebrate students and cultures from all over the world. Alongside this, the school is keen to support all students in learning about and deepening their understanding of British values, culture and systems.





Copy of the advertisement

Deputy Head Teacher
Salary Range L8 – L12
Start date January 2021

“To nurture and promote achievement for all within a caring Christian environment”

The Governors at St Paul's CE Primary are looking to recruit a Deputy Head Teacher to support the Head teacher in providing professional leadership and management for our school. The role of Deputy Head Teacher will be central to the school team, working with the Head teacher to accomplish the very best outcomes for our whole school community.

We are at a pivotal point in our school development journey and the Deputy Head Teacher will have an integral role in driving us forwards; with this in mind, applications are welcome from candidates with a range of expertise and leadership experience. This post involves a teaching commitment that will be 0.5 initially.

Are you:

- A **dynamic, creative** and **passionate** classroom practitioner, who will model **outstanding** practice?
- **Enthusiastic, motivated** and **proactive** in your approach to **school improvement**?
- **Committed** to achieving **success** through **partnership** and **team** work?
- Able to work on your own **initiative**?
- A **reflective** practitioner, **focused** on **solutions**?
- **Skilled** at **developing** and **maintaining positive relationships** with children, staff, governors and the wider community?

Do you:

- Have **strong, proven leadership** and **organisational** skills?
- **Maximise** opportunities for **collaboration** with the **Church** and **local community**?
- Have **high expectations** of yourself, staff and pupils and a **commitment to raising standards**?
- Have the **skills to lead** and **develop** colleagues to ensure the **highest standards of teaching and learning**?
- **Nurture potential**?
- Have a great sense of **humour**?

**If the answer to all of the above is
YES...
OUR SCHOOL NEEDS YOU!**

We have:

- A **welcoming** school **community**
- A **dedicated** staff team **committed** to our **school** and our **children**
- A **supportive governing body** and **leadership** team
- **Pupils** with **fantastic behaviour** and **attitudes to learning**
- **Embarked on an exciting journey and would love you to join us.....**

We encourage all prospective candidates to find out about our thriving school by coming to see us. Please note that currently, visits to school will only be arranged outside of the school day and in line with social distancing guidelines. To arrange a visit please contact the School Business Manager, Sarah Wassell, on 01274 679183.

Closing Date: 12 noon Mon 12th October
Shortlisting: Tuesday 13th October
Interviews: Monday 19th and Tuesday 20th October



Job Description

Post: Deputy Head Teacher, St Paul's Church of England, Voluntary Aided Primary School.

CORE PURPOSE

The core purpose of the post is to provide the professional leadership and management of St Paul's which enables the school to give every pupil high quality education and which promotes the highest possible standards of achievement within a distinctive and inclusive Christian ethos. The Governing Body will expect the Deputy Head Teacher to lead by personal example in demonstrating a full and professional commitment to excellence in primary education.

SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

Main purpose

The Deputy Head Teacher, under the direction of the Head Teacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Nurture the distinctive Christian character of our school. Promote and develop an ethos which reflects our Christian Values within a diverse faith environment, and in which an individual can freely explore their own faith and spiritually.
- If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the governing body
- The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities and knowledge

Under the direction of the Head Teacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Participate in national and school assessment procedures

Pupils and staff

Under the direction of the Head Teacher:

- Ensure ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Secure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Play a full part in the planning and organization of all school activities, functions and events, including an active involvement in the extra-curricular life of the school

Systems and processes

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school
- To be a named person for Safeguarding purposes
- Lead collective worship in accordance with school policy

The self-improving school system

Under the direction of the Head Teacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Encourage parental interest and involvement within school guidelines

Other areas of responsibility

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

Personnel Specification

Key for sources of evidence:

A = Assessed at Application, I = Assessed at Interview, T = Assessed through Selection Test, R= Assessed from Reference



Person Specification	Attributes Required		
Qualifications, Qualities and Knowledge (QK)	<u>Essential</u>		
			<u>Evidence</u>
	QK 1	Upholds and nurtures the distinctive and inclusive Christian character of the school.	A, I, T
	QK 2	Builds a distinctive vision of educational excellence; communicates it compellingly; and drives the strategic leadership.	A, I, T
	QK 3	Demonstrates appropriate personal behaviour, positive relationships and constructive attitudes towards pupils and staff, and towards parents, governors and members of the local community.	A, I, T, R
	QK 4	An inspirational leader who motivates and empowers staff.	A, I, R
	QK 5	Treats people fairly, equitably and with dignity, creating and upholding a positive school culture.	I, T, R
	QK 6	Good oral and written communication skills; committed to learning, listening and reflecting.	A, I, T, R
	QK 7	Responds to the views of staff, pupils, parents, and the community.	A, I
	QK 8	Holds a DfE recognised teaching qualification.	A
	QK 9	Has a Good Honours degree, 2:2 or above, or equivalent qualification.	A
	QK 10	Is an active learner, and can evidence continuous professional development appropriate to the Deputy Head Teacher role.	A, I
	QK 11	Able to balance work and personal life and is considerate of the well-being of others.	A, I, R
		<u>Desirable</u>	<u>Evidence</u>
	QK 12	Relevant Safeguarding training	A, I
	QK 12	A higher degree, or further relevant qualifications.	A
QK 14	Experience of leadership in more than one primary school.	A, I	
QK 16	Worshipping member of a Christian Community which is in communion with the Church of England or one which upholds the doctrine of the Holy Trinity.	A, I, T	



<u>Person Specification</u>	<u>Attributes Required</u>		
Pupils and Staff (PS)	<u>Essential</u>		<u>Evidence</u>
	PS 1	A minimum of 5 years relevant experience in primary education with a minimum of 3 years successful experience of senior leadership.	A
	PS 2	Evidence of delivering a creative curriculum, one that effectively balances breadth and depth, and ensures that all pupils encountered opportunities for cultural enrichment and outdoors learning.	A, I
	PS 3	Substantial experience of achieving excellent outcomes for pupils through a sure grasp of how pupils learn, and knowing what makes for successful classroom practice.	A, I, T
	PS 4	Evidence of creating a culture within which staff are motivated, and supported to develop their skills and subject knowledge, and support each other.	A, I, T
	PS 5	Substantial experience of monitoring and evaluation, target-setting and school improvement planning as part of a senior leadership team.	A, I, T
	PS 6	Evidence of ability to establish and carry through effective school self-evaluation processes, as part of a senior leadership team, in preparation for determining the school's strategic priorities, and to ensure the school is always ready for SIAMS and Ofsted inspections. Evidence of ability to implement strategies in order to meet school priorities and Ofsted recommendations.	A, I, T
	PS 7	Evidence for the resolve, ability and resilience to hold all staff to account for their professional conduct and practice.	A, I, T
	<u>Desirable</u>		<u>Evidence</u>
PS 8	Has a clear understanding of the SEN Code of Practice	A, I	



<u>Person Specification</u>	<u>Attributes Required</u>		
Systems and Process (SP)	<u>Essential</u>		<u>Evidence</u>
	SP 1	Commitment to providing a safe, calm, well ordered environment for all pupils and staff, focused on the safeguarding of pupils and the well-being of all, a healthy environment where children grow in confidence and mature awareness of themselves and others.	A, I
	SP 2	Able to promote good behaviour and high attendance.	A, I
	SP 3	Commitment to ensuring that the school's systems, organization and processes are well considered, efficient, and fit for purpose, upholding the principles of transparency and integrity.	A, I
	SP 4	Ensures that strategic planning takes account of the diversity, values and experience of the school and the community.	A, I
	SP 5	Evidence of the insight and flexibility to distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities, and hold each other to account for their performance.	A, I, T
	SP 6	Capacity for exercising strategic, curriculum-led financial planning in order to ensure the equitable deployment of budgets and resources, in the best interests of pupils' progress, and having regard for a sustainable use of precious resources.	A, I, T
	SP 7	Willingness to work out of operational hours as necessary.	I
	<u>Desirable</u>		<u>Evidence</u>
SP 8	Knowledge of funding streams and experience of securing external funding for projects.	A, I	



<u>Person Specification</u>	<u>Attributes Required</u>		
The Self-Improving School System (SIS)	<u>Essential</u>		<u>Evidence</u>
	SIS 1	Is prepared to work in partnership with and understands the strategic role of the Governing Body.	I
	SIS 2	Has a commitment to the principles of Spiritual, Moral, Social and Cultural development and to inclusive practices ensuring equal rights for all.	A, I
	SIS 3	Recognises the vital partnership with parents/carers and in particular, their role in contributing to the child's education and positive school life.	A, I
	SIS 4	Committed to networking and collaboration with partners, including other Churches within the parish, the diocese, other schools, the LA, businesses and community organisations.	A, I, R
	SIS 5	Commitment to the continuing development of St Paul's CE Primary School as an outward-facing school which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secures excellent achievements for all pupils.	A, I
	<u>Desirable</u>		<u>Evidence</u>
	SIS 6	Experience of developing effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all pupils.	A, I



Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to school's services.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personal Specification. As an equal opportunities employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Job Sharing

Job share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

Key Dates Summary

Closing Date	12 Noon, Monday 12 th October 2020
Visits round school	By Appointment - 01274 679183
Shortlisting Date	Tuesday 13 th October 2020
Assessment & Interview Dates	Monday and Tuesday 19 th / 20 th October 2020
Start Date	January 2021