



## DEPUTY HEADTEACHER APPLICATION PACK



Saint Martin's Catholic Academy

Stoke Golding, Nr Nuneaton, Warwickshire, CV13 6BF

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January 2022

*Dear Applicant*

### **Deputy Headteacher – Saint Martin's Catholic Academy**

Thank you for the interest you have expressed in the above post. This is an excellent opportunity for the appropriately qualified person to join our vibrant school. Saint Martins' Catholic Academy is situated in the historic and beautiful Leicestershire village of [Stoke Golding](#). We were founded by the Dominicans over sixty years ago and we continue our commitment to providing an outstanding education founded upon a strong Christian ethos and a traditional Liberal Arts Education for all pupils.

St Martin's Catholic Academy has a national reputation for supporting schools to develop a knowledge rich approach. The school is the home of The Midlands Knowledge Hub and The Direct Instruction Hub. We co-deliver the DFE Exemplary Leadership Programme and are part of the Leicestershire and Rutland Teaching School Hub. There would be opportunities for the right candidate to be involved in the work of these professional development hubs and programmes.

Our aim is to provide children, from all abilities and backgrounds, with an ambitiously academic curriculum where all succeed through excellent teaching, uncompromising standards of behaviour and relentless care.

The motto of the Dominican Order is Veritas (which means Truth). The Dominican tradition is to teach "all that is true, all that is noble, all that is just and pure, all that is loveable and gracious, what is excellent and admirable" (St. Paul to the Philippians 4:8). Saint Martin's therefore, a school in the Dominican Tradition, seeks to pass on to its pupils not only a high quality academic education but also values for living life in a way that shows respect for what is noble and true. As Deputy Headteacher, the successful applicant will work closely with the Senior Leadership Team and Headteacher to shape and develop the direction of the school, and to monitor the impact of all work done.

This is a reserved post, meaning that we are looking for someone who meets the definition of a practising Catholic (the details of which are included with this pack). Beyond that, we are seeking someone with a demonstrable track record of evidenced school improvement work; someone who is a genuine team player, and who can show through examples that they are able to take people with them on their strategic journey.

If you feel that this could be the exciting next step on your own career pathway, we would be delighted to receive an application from you. The deadline is 9.00am on Wednesday 26<sup>th</sup> January 2022, and interviews are scheduled for 1<sup>st</sup> & 2<sup>nd</sup> February 2022. Please contact my Operations Manager Liz Franklin ([efranklin@saint-martins.net](mailto:efranklin@saint-martins.net)) to arrange a virtual meeting with me to discuss this post further.

Thank you again for your interest in this post. I wish you every success in your application.

Best wishes

Clive Wright  
Headteacher



## Welcome to St Thomas Aquinas Catholic Multi-Academy Trust

We are a vibrant Trust of 21 schools – 17 primary and 4 secondary – serving young people, their families and parishes across Leicester and Leicestershire. We are proud to work both with our fellow Catholic MATs across the Diocese of Nottingham, and a wide range of other schools and MATs across our city and county.

Our CMAT provides innovative ways for our schools to work together. Children benefit from the expertise of staff from across the schools, and they have increased opportunities to work with young people from other schools also. Training for our staff provides even greater quality in our classrooms, and better value for money means that more resources can be focussed in those classrooms.

We are truly blessed to be a family of schools which, with Christ at the heart of all that we do, shares a common mission to prepare our young people for a wholesome, fulfilling, active life in the future. Our commitment to the parents is to care for, support and educate your child to the highest possible standards.





## Working in the Diocese of Nottingham

Thank you for taking the time to find out more about the Deputy Headteacher post at St Martin's Catholic School in the Diocese of Nottingham.

The Diocese of Nottingham was established on 29 September 1850 covers a wide geographical area comprising the counties of Nottingham, Derby, Leicester, Lincoln and Rutland except the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham; 69 primary schools and 15 secondary schools. We serve around 30,000 children and young people. Each school is part of one of four Catholic Multi-Academy Trusts which were established on 1 September 2018.

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in our schools. I do hope that you will consider applying for the post and I wish you every success.

Yours sincerely

Peter Giorgio  
Director of Education

[www.dioceseofnottingham.uk/education](http://www.dioceseofnottingham.uk/education)



## The School Vision

### Learning the best that has been thought & said

Our mission is twofold, firstly to enable pupils to learn about the best that had been thought and said. We are all the inheritors of the greatest ideas, writings and discoveries of the past. Our curriculum is designed to enable pupils to learn about these ideas, taught by teachers with great expertise and knowledge. Our aim is for pupils to not only leave with great qualifications, but also a rich education where they will have read great literature, studied the ideas of philosophers, appreciated art and music, explored the most fascinating scientific discoveries and much more, becoming thoughtful and educated human beings.



### Knowing that we are loved

At the heart of Saint Martin's is our Christian mission, "For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future" Jeremiah 29:11. All have been called and are treasured by the God. Our core purpose is to enable our pupils to know that they are loved; to realise their God-given potential. This means providing children, from all abilities and backgrounds, with an ambitiously academic curriculum where pupils succeed through excellent teaching, uncompromising standards and behaviour and relentless care. We therefore expect no excuses, exemplary behaviour from all pupils.

### Teaching & learning

At Saint Martin's, in order for all pupils to achieve academic excellence, we deliver a knowledge-rich curriculum where teachers are the experts whose role it is to convey their knowledge and expertise to pupils. We believe that all pupils are entitled to learn about 'The best which has been thought and said' (Matthew Arnold). Our plans are inspired by some remarkable schools that have already embarked upon this project, the rationale for which is outlined here by Joe Kirby in his educational blog, Pragmatic Reform.

We have developed a Knowledge-rich curriculum, designed to develop memory and a student's ability to recall information. Intelligence is malleable, in other words, pupils who put in more effort, who practise, who learn and memorise more ideas and knowledge are able to develop greater expertise and thereby become more intelligent than those who do not. Individual facts are of little use, however, if you acquire more factual knowledge, you are able to build a mosaic of information that is a prerequisite for deep understanding. In essence, the more you know, the more you are able to learn and understand. Knowledge is like Velcro, the more you have, the more that sticks.

'Higher-order thinking is knowledge-based: The almost universal feature of reliable higher-order thinking about any subject or problem is the possession of a broad, well-integrated base of background knowledge relevant to the subject'. E D Hirsch



## Applications

If you wish to apply for this post, please complete the Catholic Education Service Application Form and include a supporting statement of no more than 2 sides, and an additional single side of A4, summarising the impact of your work as a school leader in your current / recent roles.

Details of this post and an application form are available on our website [www.aquinas-cmat.org/vacancies/](http://www.aquinas-cmat.org/vacancies/)

Please address your application to Clive Wright, Headteacher, Saint Martins Catholic Academy, and return it to [hr@aquinas-cmat.org](mailto:hr@aquinas-cmat.org) by no later than 9.00am on Wednesday 26<sup>th</sup> January 2022.

Interviews will be held on Tuesday 1<sup>st</sup> & Wednesday 2<sup>nd</sup> February 2022.

If you have any queries regarding this post, please do not hesitate to contact the Central HR Team via email: [hr@aquinas-cmat.org](mailto:hr@aquinas-cmat.org).

The successful applicant will:

- Be a practising Catholic (please see the accompanying NRCDES document 'Catholic School and the Definition of a Practising Catholic) with a strong faith commitment and a clear vision for Catholic Education.
- Ensure that the example and teachings of Jesus Christ are at the centre of all that we do.
- Have a proven track records of successful leadership, management and school improvement.
- Have the vision, drive and energy to initiate, lead and manage strategies to build on the current successes and achievements of the school.
- Be passionate about ensuring that each pupil fulfils their unique potential.
- Be a confident, positive and visible leader with the ability to build relationships with staff, pupils, parents, Governors, Directors and others working in the CMAT and a wide variety of external partners.
- Constantly be looking ahead, working closely with the CMAT, Governors and the SLT to develop a compelling faith centred vision for the school that acts as the focus of all activity and drives improvement.





This appointment is with the St Thomas Aquinas Catholic Multi-Academy Trust (CMAT) under the terms of the Catholic Education Service contract signed with the CMAT as employers. The CMAT will appoint a practising Catholic who can show by example and from experience that he or she will work with the Headteacher to ensure that the school is Catholic in all its aspects.

## 1. Strategic direction and development of the school

The Deputy Headteacher works with the Headteacher to develop a vision and strategic view for the school in its service for the community. He or she analyses and plans for future needs and further development within diocesan, local and national contexts.

Work with the Headteacher in:

- ### Key Area of Responsibility

In a Catholic school the search for excellence is based on exceptional pastoral care, the highest expectations and standards of behaviour, and the strength of respectful, caring relationships that see every individual as a child of God.



## Main Tasks

- 2.1 be an outstanding practitioner.
- 2.2 be the Designated Safeguarding Lead and be responsible for the safeguarding team and ensure that all safeguarding policies and procedures are followed rigorously.
- 2.3 lead the Heads of Year and House Group system.
- 2.4 manage the Pastoral Team.
- 2.5 have the strategic responsibility for the behaviour systems in school and promote the highest standards of behaviour for students
- 2.6 liaise with relevant outside agencies.
- 2.7 strive to live out the school's Mission Statement.
- 2.8 provide an excellent model of positive professional behaviour and self-discipline.
- 2.9 ensure the school's policies on personal development, behaviour and welfare are fairly and consistently implemented across the school.
- 2.10 work with the Headteacher in providing a curriculum for spiritual, moral, social and cultural development of all students.
- 2.11 work with the Headteacher in ensuring appropriate pastoral care and guidance for all in accordance with the Mission Statement.
- 2.12 work with the Headteacher in determining appropriate student groupings which reflect the values of the Mission Statement.
- 2.13 work with the Headteacher to determine and publicise the means for promoting:
  - a) Student's self discipline.
  - b) Respect for God, self, others and authority.
  - c) Good behaviour on and off school premises in accordance with any written directions of the Headteacher.
- 2.14 work with the Headteacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.





### Key Area of Responsibility

### 3. Leading and managing staff

In a Catholic school the Deputy Headteacher shares with the Headteacher responsibility for the leadership of a learning community rooted in faith. This leadership should take Christ as its inspiration and the deputy Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The Deputy Headteacher's leadership should motivate, support, challenge and develop staff.

## Main Tasks

To work with the Headteacher:

- 3.1 In reviewing and assessing the staffing structure of the school.
- 3.2 In the key task of selecting and appointing all staff in accordance with their delegated responsibilities.
- 3.3 In deploying and managing all staff appointed to the school.
- 3.4 By promoting and developing good management practice, positive staff participation, effective communication and clear procedures.
- 3.5 By supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training.
- 3.6 In the implementation of staff development policies appropriate to the Catholic nature of the school with regard to:
  - a) The induction of new and newly qualified teachers and other staff.
  - b) The development of professional knowledge, skills and abilities including those necessary for career development.
  - c) The provision of professional advice, support and training.
  - d) The provision of references where relevant to career progression.
- 3.7 By maintaining positive and professional relationships with individuals and groups including staff unions and associations.
- 3.8 By demonstrating effective leadership through good professional practice.
- 3.9 By participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.



### Key Area of Responsibility

#### 4. Efficient and effective deployment of staff and resources

In the Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Deputy Headteacher works with the Headteacher to deploy staff and other resources efficiently and effectively to meet specific objectives in line with the school's Mission Statement and with the strategic plans determined by the governing body.

## Main Tasks

- 4.1 Work with the Headteacher to implement the policies and procedures of the governing body concerning the resource and premises management of the school in accordance with the Mission Statement, other guidance and any legal requirement.
- 4.2 Work with the Headteacher to allocate, control and account for those financial and material resources of the school.
- 4.3 Work with the Headteacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and governing body responsibilities under Health and Safety and other relevant legislation and as directed by the Headteacher.
- 4.4 Work with the Headteacher in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the school and expresses the Catholic identity of the school.
- 4.5 Work with the Headteacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively.

### Key Area of Responsibility

## 5. Accountability

In a Catholic school, the Deputy Headteacher fulfils his or her responsibilities as specified by the Headteacher and in accordance with the school's Mission Statement.

## Main Tasks

- 5.1 In relation to the CMAT Board and governing body:
  - a) To advise and assist in the exercising of its functions when requested.
  - b) To attend meetings of and report to the governing body as required.
- 5.2 In relation to parish(es) and the community, work with the Headteacher by:
  - a) Developing and maintaining positive relationships with the parish communities.
  - b) Ensuring that the school recognises and meets its responsibilities in the life of the local community.



- c) Developing links with local employers for the benefit of the students and the school.
- d) Promoting a positive image of the school in accordance with the Mission Statement.

### 5.3 In relation to the Diocese

- a) To recognise the authority of the Bishop in relation to the provision of education in the Diocese.
- b) To work where required with Diocesan Authorities.

### 5.4 In relation to parents and those with parental responsibility work with the Headteacher in:

- a) Building an effective partnership between the school and parents recognising them as the first educators of their children.
- b) Promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
  - The school curriculum
  - The progress of their children
  - Other matters relating to teaching methods and organisation
  - Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.
- c) In relation to the Local Authority and as directed by the Headteacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school.

### 5.6 In relation to other schools, colleges and educational bodies. Work with the Headteacher by:

- a) Promoting a continuity of learning, progression of achievement and curriculum development.
- b) Arranging for effective transfer and induction of students.
- c) Maintaining effective liaison.
- d) Maintaining effective relationships with other schools and especially with other Catholic schools in matters of common concern.
- e) By providing training and work experience placements for school and college students as appropriate and in accordance with school policy.



## Deputy Headteacher Person Specification

St Martin's, as a community centred in Christ, seeks to develop the talents of each person.

At St Martin's Catholic School we recognise that every child is created 'in the image of God' and we are fully committed to each child's personal, social and spiritual development as well as his/her academic achievement. The Deputy Headteacher is responsible for the delivery of the school's Mission especially by leading staff to ensure the well being of each child in the fullest sense so that each student is able to optimise the learning opportunities provided for him/her. The Deputy Headteacher is responsible for implementing their leadership role with children, staff, parents, governors and all other stakeholders, in a spirit of Christian commitment, love and forgiveness.

A: QUALIFICATIONS AND EXPERIENCE	Essential	Desirable	Assessed
Has qualified teacher status	•		A
Has degree qualification	•		A
Has completed (or is currently undertaking) NPQSL / NPQH		•	A
Has a further qualification e.g. MA in Catholic School Leadership		•	A
A minimum of 3 years' experience as a Deputy Headteacher or Assistant Headteacher		•	A
Experience of making a significant contribution to a school's overall performance	•		A
Experience of raising standards of student achievement, and/or behaviour and attendance	•		A / I
Experience of successfully managing whole school issues and initiatives	•		A/ I
Experience of accurate school self-evaluation and school improvement planning in order to secure effective teaching and learning and raise standards	•		A / I
Experience as a senior manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiative(s)	•		A / I
Experience of promoting excellence and challenging underperformance	•		I
Experience of leading and managing pastoral teams		•	I





A: QUALIFICATIONS AND EXPERIENCE (continued)	Essential	Desirable	Assessed
Experience of supporting students through challenging personal circumstances including dealing with Safeguarding issues		•	I
Experience of promoting students' faith development including leading prayer in liturgical settings		•	I

B: KNOWLEDGE, SKILLS AND ABILITIES	Essential	Desirable	Assessed
Has the knowledge and experience to ensure that the school's Catholic ethos is fully reflected across the academic and pastoral curriculum	•		I
Ability to lead the development of behaviour and pastoral strategies within the school	•		I
Demonstrates outstanding leadership and is an effective 'team player'	•		I
Knowledge of recent/current educational developments, initiatives and legislation and discernment as to their implementation	•		I
Ability to find innovative means of promoting student development and personal success	•		I
Knowledge, understanding and experience of the strategies to close achievement gaps between student groups	•		I
Ability to initiate the lead change and maximise human and other resources	•		A / I
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	•		I
Ability to involve parents, governors, teachers, students and other stakeholders constructively in planning improvements for the school	•		A



C: PERSONAL QUALITIES	Essential	Desirable	Assessed
Faith commitment as a practising Catholic	•		A
Personal integrity	•		I
An outstanding leader, demonstrated at whole school level, with the ability to bring out the best in others	•		I
A proven record of highly effective pastoral practice enabling students to succeed 'beyond expectation'	•		A / I
A proven record of sustained outstanding classroom practice	•		A / I
Ability to maintain trust and be highly respected by staff	•		A
High expectations and a passionate commitment to developing the best in young people, irrespective of background or ability	•		A / I
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	•		I
A pro-active commitment to inclusion	•		I
High level of communication skills both written and verbal and ability to address a range of audiences	•		A / I
Commitment to safeguarding and promoting the welfare of children and young people	•		I

Key: A – Application    I – Interview    R - Reference

