

# St Francis' Catholic Primary School



Station Road  
Nailsea, North Somerset  
BS48 4PD  
Tel: 01275 855373



**Head teacher: Mrs Catherine Hunt**

***Ensuring for all an excellent child-centred education within a Christ-centred philosophy***

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Dear Applicant

Thank you for your interest in the position of Deputy Head. Our school is undergoing a period of rapid change with the head teacher, Catherine Hunt, appointed very recently in April 2019. Catherine was previously 'acting up' since Jan 2018.

St Francis is a small, single form entry school located in the heart of Nailsea and is close to the parish church. The school is a real family community, harmonious and with excellent relationships as evidenced by staff, parents, governors and pupils.

The teaching staff and wider staff team are working together to maintain high standards in teaching, learning, achievement and progress to continue to move the school forward. All teachers have subject leadership responsibility and are increasingly involved in monitoring lessons, planning and work in their subjects. Development planning involves all leaders and governors and priorities are led by rigorous self-evaluation, data analysis and external moderation. We have a good mix of experienced and developing teachers.

We ask pupils and parents for their views on what should be improved. There is a shared understanding among those who work at the school that pupils are always expected to give of their best in their learning, behaviour and respect for others. Integral to this is teaching children the importance of treating each other with respect and fairness, as well as living a moral life and embracing differences between us. Through challenge and nurture, all staff aim to help children fulfil their potential and leave us as confident and caring individuals. Achievement is consistently high, and progress is broadly average.

We have good relationships with our parents and regularly ask for their views on several topics. We monitor attendance at parents' meetings, and this is always excellent. We are working on projects to further develop our strong links with the local church and in community events such as the Carnival.

Children are given opportunities to work with local charities, sing at local events, and participate in campaigns to benefit the wider community (eg road safety). As part of our British Values work, we visit Parliament and actively use elections and significant current events to teach them. We encourage a sense of responsibility for the wider world in our environmental and charitable work.

We have strong links both with local schools and with Catholic Schools in the Newman Partnership.

We would be delighted to welcome a visit from you and please do get in touch with us to arrange this.

Yours faithfully,

Catherine Hunt  
Head

Ann Tarr  
Chair of Governors

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## DEPUTY HEADTEACHER JOB DESCRIPTION

**Pay Range:** L6 - 10

**Accountable to:** The Headteacher and Governing Body

### Job Purpose

To support the Headteacher in providing leadership and professional expertise so that, in partnership with the staff and governing body, the school may be managed efficiently and effectively according to the trust deed and the policies of the Governing Body.

### Professional Duties and Responsibilities

- To fulfil all the requirements of the conditions of service as a Deputy Head teacher as outlined in the current School Teachers' Pay and Conditions Document, including the conditions of employment for deputy head teachers and the school's own policy.
- To abide by the requirements of the Catholic Education Service 'Contract of Employment for a Teacher'.
- Take full responsibility for the school in the absence of the Headteacher
- Carry out the professional duties of a classroom teacher as required.
- To use planning, preparation and assessment time (PPA) effectively for these purposes. At least 10% of timetabled time will be designated as PPA time, and it will be allocated in blocks of no less than 30 minutes.
- To take responsibility for the leadership and management of a core subject (to be agreed), showing a special interest and enthusiasm and creating a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence when teaching it.
- Take responsibility for child protection issues as appropriate.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Leadership Responsibilities

- To assist the Head teacher in the organisation, leadership and management of the school so as to ensure the fulfilment of the School's Mission.
- Support the Headteacher in the development of the School's distinctive Catholic ethos.
- To work for the shared understanding of the School's Mission and the development of the school and promoting high levels of achievement as a member of the Senior Leadership Team.
- Take a lead in the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Take a lead in ensuring the pastoral care and well-being of pupils and staff is maintained and developed and promote the positive involvement of parents/carers in school life.

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- Work in partnership with the Headteacher in leading and managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- Take responsibility and accountability for identified areas of leadership.
- Play a leading role in the school improvement and school self-evaluation planning process that includes analysis of pupil progress data and target setting.
- Devise, implement and monitor action plans and other policy developments.
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- With the Headteacher, lead the processes involved in monitoring and evaluating the quality of teaching and learning, including lesson observation and feedback, to ensure consistency and quality.
- Support all staff in achieving the priorities and targets the school sets itself, and provide them with guidance and support in implementing schemes of work.
- Support the Headteacher in developing positive working relationships and maintaining a collaborative and inclusive learning culture where all are actively engaged.
- Support the Headteacher in the implementation of the School's performance management cycle, induction procedures and professional development policies.
- Support the Headteacher in developing links with parents, governors, parishes, other schools and the wider community in order to enhance teaching and learning and children's personal development.

## **Management Responsibilities**

- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience ensuring that all have a clear understanding of their roles and responsibilities.
- Act as line manager for Lunch Break Supervisors, including regular meetings, ensuring professional development and reviewing job descriptions when appropriate.
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues.
- Ensure the effective day-to-day organisation of the school including planning staff meetings and inset.
- Administer routines with the staff and ensure good communication systems are maintained and developed throughout the school, ie: staff meeting minutes, timetables, rotas.
- Monitor the use of expendable resources across the curriculum, identifying needs and priorities.
- Be a proactive and effective member of the Senior Leadership Team.

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- Ensure a consistent approach to standards of behaviour, punctuality and attendance are implemented across the school.
- To undertake any professional duties reasonably delegated by the Headteacher.

This job description is subject to review at appropriate times and in addition, may be amended at any other time after consultation with the post holder.

Signature of Post holder: \_\_\_\_\_ Date:

Signature of Head teacher: \_\_\_\_\_ Date:

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## Deputy Head Person Specification

Criteria	Essential	Desirable
Catholicity	<ul style="list-style-type: none"> <li>Be a practising Catholic, committed to their faith development and the faith development of all members of the school community.</li> <li>Ability to lead a school community of faith.</li> <li>Willingness to enable the school to play an active part in the parish community.</li> </ul>	Experience of working in a Catholic school
Qualifications	<ul style="list-style-type: none"> <li>QTS</li> <li>Degree/Other professional qualification</li> </ul>	Catholic Teacher's Certificate or Catholic CPD
Ethos, Philosophy and Practice	<ul style="list-style-type: none"> <li>Ability to demonstrate and communicate a clear vision of Catholic education.</li> <li>Supporting letter to show clear and detailed views in this area.</li> </ul>	
Teaching and Learning	<ul style="list-style-type: none"> <li>Exemplary teacher</li> <li>Be able to demonstrate a high quality, stimulating learning environment.</li> <li>Demonstrate good understanding of the current changes and developments to the curriculum.</li> <li>Demonstrate clear understanding of effective teaching and learning, assessment and evaluation strategies.</li> </ul>	
Leadership and Management	<ul style="list-style-type: none"> <li>Recent and successful experience of leadership and management in areas of school development.</li> <li>Evidence of major whole school responsibilities and experience of turning policy into effective practice.</li> <li>Leadership of a significant area or phase or inclusion including responsibility for raising standards across the school.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching and managing across the primary age range</li> <li>Recent CPD in one or any of the following:                             <ul style="list-style-type: none"> <li>Raise Online</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Experience of assessment, evaluation and target setting in a management role.</li> <li>• The ability to work with all in the strategic and pastoral management of the school.</li> <li>• The ability to build good relationships and, in partnership with the Headteacher, work to foster a team spirit and a sense of common purpose.</li> <li>• The ability to lead, manage and inspire colleagues to aspire to and achieve agreed goals.</li> <li>• Contribute effectively to the work of the Headteacher and the Senior Leadership Team.</li> <li>• The ability to deal successfully with situations that may include managing difficult situations and conflict management.</li> <li>• Up to date knowledge of Safeguarding issues.</li> </ul>	<ul style="list-style-type: none"> <li>○ Senior/Middle management training</li> <li>• Experience of dealing with outside agencies</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent communicator</li> <li>• Solution seeker / positivity</li> <li>• Well organised</li> <li>• Flexible</li> <li>• Sense of fun</li> <li>• Approachable</li> <li>• Creative and enthusiastic</li> <li>• Reflective</li> <li>• Commitment to furthering own professional development</li> </ul>	
References	<ul style="list-style-type: none"> <li>• Three fully supportive references including one from a priest, which cover the candidate's professional, personal and leadership qualities</li> </ul>	