



"Growing together at the heart of God's community" Liverpool Diocesan Schools Trust



# Glazebury CE Primary School

## Deputy Head Teacher

### Candidate Information Pack

Including job description and person specification



**Love** never fails, 1 Corinthians 8:13

# Glazebury CE Primary is part of the Liverpool Diocesan Schools Trust (LDST)

## About Liverpool Diocesan Schools Trust



### We believe:

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

### What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

### What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.

- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values:

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities.

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust.

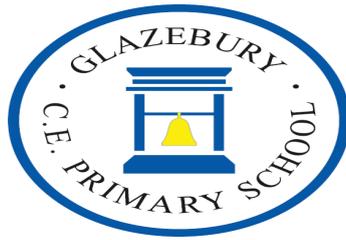
### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About Glazebury CE Primary School



We are proud that Glazebury Church of England Primary School is a "small school with a big heart" rated GOOD with Outstanding Personal development (Ofsted September 2023).

We recognise that every child is special and unique, each having their own contribution to make. We believe that the primary years are the most important to develop and encourage a sense of wonder and discovery, these years really do allow our children to **grow at the heart of God's community**, which marries with our "excellent" SIAMS grade November 2022.

We are all very proud of our school and work hard to do the best for our children. This is a high attaining school with high standards of behaviour and achievement. As an Anglican foundation we seek to promote a loving and caring environment, which has Christian values at the very centre of all that we do.

**We encompass both our Christian values into our mission statement and our curriculum using our H.E.A.R.T. for all to articulate our promise to our children.**

## School values central to life in our community

At Glazebury CE Primary our core values of **Love and Wisdom** are at the centre of all that we do and all that we are. We feel that the values of friendship, truthfulness, hope, peace, creation, trust, compassion, justice, humility and forgiveness are fundamental to the growth of all.

**Love** never fails, 1 Corinthians 8:13

For the Lord gives **wisdom** : from his mouth comes knowledge and understanding. Proverbs 2:6

## The **HEART** of our School and Curriculum:

**H** - Helping children prepare for life, growing with God.

**E** - Embracing Christian Values.

**A** - Achievement for all.

**R** - Reading at the **heart** of our school

**T** - Teaching a knowledge rich curriculum.

# Job Description

Title: Deputy Head Teacher

Salary: L1 to L6

Hours: Full Time

Accountable to: Head Teacher

Location: **Glazebury CE Primary School, Warrington Road, Glazebury. WA3 5LZ**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

## Main Purpose of the Role

The main purpose of the Deputy Head Teacher in a Primary School setting is to provide excellent leadership and support to the Head Teacher in order to ensure the overall success and effective management of the school. The Deputy Head Teacher will play a key role in maintaining the school's Christian values, promoting a positive learning environment, and delivering outstanding outcomes for children. They will also have specific responsibilities in areas such as behaviour management, leadership and management, and safeguarding.

## Key Responsibilities and Duties

*The Deputy Head Teacher's key responsibilities and duties include, but are not limited to:*

- Providing excellent leadership across the whole school
- Deputising for the Head Teacher as necessary
- Demonstrating a commitment to the school's Christian values and acting as a role model to others
- Champion the school vision and model our school values (H.E.A.R.T)
- Leading whole school worship when required
- Assist the Head Teacher in managing the school and undertaking professional duties during absence
- To be a deputy designated lead for Child Protection and make significant contributions to the development of an effective Safeguarding Team
- Being the strategic lead for agreed areas of the school.
- Role modelling excellent teaching and learning to deliver outstanding outcomes for children
- Monitoring standards of attainment and progress across the school and advising on its use for pupil and whole school target setting
- Undertaking appropriate analysis of data and reporting to the senior leadership team and governors as required

- Supporting the production and review of school policies
- Supporting the teaching and learning of individual and groups of children
- Taking prompt and effective action to deal with hazards in accordance with local procedures
- Promoting the safeguarding and well-being of children and staff
- Attending meetings as required, including participating in training
- Effectively contributing to the School Self Evaluation and School Improvement Plan
- Demonstrating a commitment to the involvement in the wider life of the school, e.g., PTA events, productions and participation in school residentials
- Engage with key stakeholders, building strong relationships and represent the school as required at L.D.S.T Trust meetings
- Will have a teaching commitment
- General duties as required

#### **Leadership and Management:**

- Be accountable and hold others accountable for the standards of teaching and learning through monitoring, observations and discussion
- Significantly contribute to the monitoring and evaluating the performance of the school
- Develop and maintain a culture of high expectations for self and others
- Motivate others and lead by example to create a positive climate of collaboration, research and sharing of best practice
- Understand issues relating to the organisation, ordering and funding of resources
- Be a role model of excellent practice in accordance with school policies, including; behaviour, discipline and bullying
- Uphold the school's behaviour policy and systems and uniform expectations
- Pro-actively identify and address any issues or areas for improvement within school
- Support and develop teaching and learning across the school
- Have knowledge and understanding of the SEND Code of Practice and EYFS Framework
- Coordinate the delivery of health and safety policies
- Undertake strategic leadership of negotiated areas of the school as agreed with the Head Teacher

- Be responsible for coaching and mentoring staff across all phases in school to improve and promote the quality of education, including:
  - Induction of new and Early Career teachers and other staff into church school.
  - Induction and mentoring of students undertaking training and or work experience.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management

### **Teaching and Learning:**

- Undertake teaching duties in accordance with the school's schemes of work and the National Curriculum and in accordance with current teaching standards and class teacher job description.
- Deliver outstanding pupil outcomes for all children.
- Use assessment data effectively to ensure pupils make accelerated progress
- Liaise with colleagues to deliver units of work in a collaborative way underpinned by curriculum expectations
- Engage effectively with teaching assistants and the wider school team
- Demonstrate excellent practice in teaching and learning both in and outside the classroom
- Promote an attractive environment which stimulates and enhances learning and the attractiveness of the school.
- Mark and return work within agreed time span, providing feedback and targets

### **Curriculum:**

- Contribute to the organisation, implementation and delivery of the schools agreed curriculum (H.E.A.R.T)
- Work with subject leaders to understand how their subject is developed for curriculum and leadership
- To conduct subject leadership monitoring and "Catch up" sessions relating to school's subject leadership handbook.
- To lead and encourage school council and antibullying committee with children to promote school Christian values and responsibilities.
- Promotion of extracurricular and enrichment activities in accordance with the educational aims of the school.

### **Other Duties and Responsibilities:**

- Role model professionalism in all aspects of school life, including; dress, punctuality, environment and attendance
- To contribute to arrangements for security and effective supervision of school buildings, contents and general aspects of health and safety.
- Keep updated and informed about local and national developments relating to education and be able to disseminate information to colleagues
- Attend, coordinate and participate in out of school events
- Participate, contribute and deliver inset day training, team and staff meetings and promote staff training
- Develop links with governors, LEA's and LDST schools and neighbouring schools
- Implementing all policies and procedures approved by the Local governing body and the LDST including equal opportunities for all staff and children relating to sex, gender, race, disability and special educational needs.

### **Liverpool Diocesan Schools Trust:**

Is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- > Champion and role model a culture of high aspirations and high expectations
- > Work flexibly to meet the changing demands and priorities
- > Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
- > Engage with and promote the aims and objectives of both the school and LDST.

This job description is in addition to the general statement of duties included in the School Teacher's Pay and Conditions of Employment. This job description may be amended after discussion with the Head teacher and will be reviewed in line with school procedure.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

# Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- Champion and role model a culture of high aspirations and high expectations
- Work flexibly to meet the changing demands and priorities of school life
- Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high-quality education
- Engage with and promote the aims and objectives of both the school and LDST

Criteria	Essential	Desirable
Professional Qualifications and Learning	<ul style="list-style-type: none"> <li>➤ <b>Degree</b></li> <li>➤ <b>QTS</b></li> <li>➤ <b>Evidence of further professional development</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ NPQML/NPQSL or willingness to undertake training</li> <li>➤ Further professional development linked specifically to management and school improvement.</li> </ul>
Experience of Teaching and Learning	<ul style="list-style-type: none"> <li>➤ <b>3 years teaching Primary National Curriculum</b></li> <li>➤ <b>Management within a school e.g. key stage coordinator or subject lead</b></li> <li>➤ <b>Delivering excellent pupil outcomes</b></li> <li>➤ <b>Working in partnership with children's families</b></li> <li>➤ <b>Demonstrably delivers excellent teaching and learning</b></li> <li>➤ <b>Effective and systematic behaviour management with clear boundaries, sanctions, rewards, and praise</b></li> <li>➤ <b>Excellent and current knowledge of the curriculum requirements, and can implement, monitor, and support these effectively</b></li> <li>➤ <b>Proven track record of successfully monitoring, evaluating and improving the quality of teaching and learning</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Successful experience of leading a team</li> <li>➤ Management of CPD</li> <li>➤ Experience of working effectively in a Senior Leadership Team, either as a senior or middle leader</li> </ul>

	<ul style="list-style-type: none"> <li>➤ <b>Commitment to safeguarding and positive commitment to equality and diversity and special educational needs education</b></li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>➤ <b>Have knowledge of how to build, communicate and implement a values-centered shared vision</b></li> <li>➤ <b>High expectations of self and others</b></li> <li>➤ <b>A clear understanding of high- quality teaching and learning strategies across the phases and the ability to model this for others</b></li> <li>➤ <b>Principles of effective teaching, assessment and raising standards</b></li> <li>➤ <b>The use of technology to support teaching</b></li> <li>➤ <b>The ability to make appropriate use of the analysis of data including pupil performance and its use to improve standards</b></li> <li>➤ <b>Knowledge of current developments and national priorities</b></li> <li>➤ <b>The ability to liaise with families and maintain good relationships</b></li> <li>➤ <b>Using a range of evidence, including performance data to support, monitor, evaluate and improve aspects of the school including challenging poor performance .</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Strategic planning process</li> <li>➤ Models of adult learning and professional development</li> <li>➤ Line managing other staff</li> <li>➤ Creating a learning culture</li> <li>➤ Knowledge and Understanding of school improvement at whole school level</li> <li>➤ Knowledge and experience of school self-evaluation and school improvement planning</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>➤ <b>Commitment to the protection and safeguarding of children and young people.</b></li> <li>➤ <b>Will co-operate and work with relevant agencies to protect children</b></li> <li>➤ <b>Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of children and young people</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Engagement with external stakeholders in the context of safeguarding children</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ <b>Commitment to uphold and support Christian vision and values of school</b></li> <li>➤ <b>Conveys personal enthusiasm and commitment to children’s learning and school life</b></li> <li>➤ <b>Good interpersonal skills</b></li> <li>➤ <b>Friendly yet respectful approach, fostering mutual respect with all stakeholders</b></li> <li>➤ <b>Positive and proactive attitude</b></li> <li>➤ <b>Learns from experience and challenges</b></li> <li>➤ <b>Embraces change</b></li> <li>➤ <b>Communicates effectively with a wide range of audiences</b></li> <li>➤ <b>Prioritises, plans, and organise themselves and others</b></li> </ul>	
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Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

# How to Apply

## Application Process:

The application process for this role is a 3-stage process:

- Application form
- Teaching Observation
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To arrange an informal visit, ask any questions, or to submit your completed LDST application form, please email [Kathryn.holcroft@ldst.org.uk](mailto:Kathryn.holcroft@ldst.org.uk)

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

**Closing Date: Monday 13<sup>th</sup> May 2024 at 12 noon**

**Shortlisting Date: Monday 13<sup>th</sup> May 2024 in the afternoon**

**Interview Date: Thursday 23<sup>rd</sup> May 2024**

**Start Date of Post: 1<sup>st</sup> September 2024**

**School visit dates by arrangement: From Friday 26<sup>th</sup> April to Thursday 2<sup>nd</sup> May 2024**

**Lesson observations to be confirm at shortlisting. To take place in current candidates setting.**

Please contact the school office on 01925 949404 or email School Business Manager : [Kathryn.holcroft@ldst.org.uk](mailto:Kathryn.holcroft@ldst.org.uk) to arrange a visit.

## Our Trust Prayer

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give excellence to our learning  
love to our actions and joy to our worship.  
Guide us to help others, so that we may all  
Learn, Love and Achieve,  
Together with Jesus.  
Amen