



APPLICANT PACK

Deputy Headteacher

St Wilfrid's Catholic Primary School, York



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Deputy Headteacher at St Wilfrid's Catholic Primary School.

The Trust is looking to attract a Deputy Headteacher of the highest calibre. The successful candidate must have the desire to lead on improving the quality of teaching, learning and all round educational provision at the school.

This is an exciting role for exceptional candidates with the drive to lead and to further enhance standards within St Wilfrid's. NPCAT is now one of the largest Multi Academy Trusts in the UK.



We have a rich pool of school leaders, lead practitioners and a standards Team who really know our schools and the steps required to lead and maintain outstanding provision. You will join this dynamic group of school leaders to ensure the education we offer is the best it can be and help to change the lives of the young people we serve.

We are looking for a catholic leader who can inspire others and demonstrate a record of delivering high pupil outcomes. You must have experience and a strong background in successful school leadership and be a leader who can adapt and be flexible with any challenges they may face. In this role, you will be able to demonstrate your experience of implementing a range of effective improvement strategies. This is a wonderful opportunity for individuals with the expertise to lead and influence change in a positive way and model good practice. You will benefit from access to a nationally leading CPD programme and a trust wide mentoring programme. You will also have access to a full suite of employee benefits and wellbeing packages.

How will your role benefit the Trust?

At St Wilfrid's Catholic Primary School, you will play a vital part in determining, leading and refining the educational provision for our pupils. As well supporting the Headteacher in leading the strategic direction, you will ensure all pupils have access to the highest level of teaching and access learning environments that both motivate and challenge. If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Hugh Hegarty, CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

A warm welcome from the Headteacher



Thank you for taking an interest in the role of Deputy Headteacher at St Wilfrid's Catholic Primary School.

At St Wilfrid's Catholic Primary School our mission as a Catholic school permeates everything we do. Through our strong Catholic ethos, academic standards and pastoral care, we nurture our pupils on their faith journey. Every individual is valued and special, encompassing that we are all made in the image and likeness of God. We have a dedicated and hardworking staff team, who place the pupils at the centre of everything they do.

St Wilfrid's RC Primary School is situated just outside the city walls of York. This historic city provides a wealth of opportunities and experiences for our pupils which truly brings our curriculum alive. We are truly rich in diversity and culture and many of our pupils are multilingual. Through the opening of our school nursery in September 2024, we are now providing high quality provision for three to five olds within the new Early Years unit. We pride ourselves on educating the whole child and pupils therefore leave St Wilfrid's ready for the next stage of their education. We are a highly performing school with end of key stage two results which are consistently in-line or above national average. The school provides pupils with a well-designed, connected, cumulative, and coherent curriculum, including excellent opportunities within performing arts, physical education and charitable work.

'St Wilfrid's Catholic Primary School is an inclusive school where pupils feel safe and happy. Leaders have an ambitious vision for all pupils to achieve well. The Christian ethos of the school is central to this.' (Ofsted, 2022)

'The Catholic Life of the school is outstanding. St Wilfrid's has a distinctive Catholic character that instils a strong sense of belonging for pupils, staff and the wider community. Pupils are happy, confident and welcoming.' (Diocesan Inspection Report, 2019)

I hope that you feel encouraged to apply for the post of Deputy Headteacher and I actively encourage you to visit our school.

Miss H Keith
Headteacher

Job Advert

Required:	September 2025
Salary:	L5 - L9 (£54,939 - £60,644)
Hours:	1.0 FTE
Contract Type:	Permanent
Location:	St Wilfrid's Catholic Primary School, Monkgate, York, YO31 7PB

St Wilfrid's Catholic Primary School is looking for an inspirational and highly effective practising Catholic to join our very successful team of staff as Deputy Headteacher. We offer the opportunity to work in a high quality, vibrant and caring environment where we share a rich vision for our pupils and for the communities in which we work.

St Wilfrid's Catholic Primary School is a vibrant school that is part of the Nicholas Postgate Catholic Academy Trust, a family of 38 schools with two sixth forms. NPCAT is now one of the largest multi-academy Trusts in the UK with more than 12,300 pupils and 1,500 staff.

We offer:

- A Christ-centred school with supportive staff, parents and governors;
- A school which exhibits high standards in all areas of pupil achievement supported by a strong catholic ethos, with gospel values at its heart, which permeates all aspects of school life;
- A dedicated, talented and professional team who are highly committed to improving outcomes;
- Friendly, hardworking pupils who enjoy learning and achieving success;
- An inclusive school with a warm, nurturing Catholic ethos through our close partnership with families, the parish and wider community;
- Excellent opportunities for continuing professional development;
- The opportunity to work with and learn from other schools within Nicholas Postgate Catholic Academy Trust.

We are looking for a strong, dynamic and inspirational leader who:

- Has a commitment to catholic education and would play an active role in the community of St Wilfrid's.
- Promotes high expectations and will help our children to thrive in a culture that builds resilience and instil a sense of pride in what they achieve;

- Is an outstanding classroom practitioner who motivates and inspires children and staff;
- Makes a positive contribution to the vision and leadership of the school, helping to shape the school's future and ensure that all stakeholders are enabled to contribute effectively the progress and development of the school;
- Is creative, forward thinking and has proven experience in leading and managing areas of school development;
- Is an excellent communicator, with good interpersonal and organisational skills, able to confidently deputise for the Headteacher;
- Can form a strong partnership with all levels of leadership at the school and with other leaders within the Trust.

Closing date: Monday 3rd March 2025, 9am

Shortlisting: Thursday 6th March 2025

Interview: Friday 21st March 2025

Candidates are warmly encouraged to visit the school by prior arrangement or if you would like an informal discussion, please contact Miss H Keith, Headteacher on 01904 659726.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

Post Title: Deputy Headteacher

Leadership Range: L5 - L9

Responsible to: Headteacher

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Diocese of Middlesbrough. At all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ. The role of deputy headteacher therefore requires 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 distinctively Catholic in all its aspects.

This appointment is with the board of Directors under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the deputy headteacher shall consult with the headteacher and, when appropriate, with the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools.

This job description is based on the key areas identified in the Headteachers' Standards published by the Department for Education (2020). It recognises the role of the deputy headteacher in sharing responsibility for the leadership of the school.

The board and the Diocese acknowledge the importance of the role of the Catholic deputy headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people. The headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the deputy headteacher is to assist the headteacher to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's

work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Diocese of Middlesbrough.

Therefore, the post of deputy headteacher must be filled by a practising Catholic¹ who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.

In addition to being an excellent classroom practitioner, the deputy headteacher should demonstrate the following:

Section 1: Ethics and professional conduct

Catholic deputy headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes² and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic deputy headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic Deputy Headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic Deputy Headteachers support the headteacher in their role as custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic deputy headteachers also support the headteacher with their task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic deputy headteachers:

¹ See Diocesan Briefing Note On Practising Catholic

² The Gospel of Matthew 5:3-12

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God³ and at all times observe proper boundaries appropriate to their professional position.
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁴ and the Church's social teaching⁵.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, deputy headteachers:

- serve in the best interests of the school's pupils.
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility.
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
- make a positive contribution to the wider education system across all agencies.

Section 2: Headteachers' Standards

1. School culture

Deputy Heads, in support of Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish

³ The Book of Genesis 1:26-27

⁴ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁵ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁶ and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Deputy Heads, in support of Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. Curriculum and assessment

Deputy Heads, in support of Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Deputy Heads, in support of Headteachers:

⁶ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. Additional and special educational needs and disabilities

Deputy Heads, in support of Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social teaching⁷
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

Deputy Heads, in support of Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

⁷ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

Deputy Heads, in support of Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

Deputy Heads, in support of Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

Deputy Heads, in support of Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the Parish, Trust, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Deputy Heads, in support of Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility

- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church

Initial specific responsibilities will be:

- To be the strategic senior leader to safeguard the wellbeing and safety of pupils, liaising with appropriate bodies as appropriate.
- To take responsibility for the direction and organisation of the pastoral care systems including the implementation and review of pastoral policies.
- To lead on whole school attendance, taking responsibility for strategy, analysis and impact.
- To lead, and line manage the pastoral team.
- To act as the DDSL and direct and manage safeguarding within the school.
- To ensure that the school's behaviour and ethos is in line with our catholic mission.
- To take overall responsibility and strategic leadership for pupil disciplinary procedures and behaviour policy, including directing the work of the pastoral teams to investigate and deal with disciplinary cases in all year groups.
- To keep accurate records and to manage rotas for key events.
- To provide regular updates for staff and governors on attendance, safeguarding and pastoral successes and concerns.
- To lead vulnerable learners meetings.
- To lead on catholic life across the school liaising and supporting the chaplain and CL of RE.
- To ensure the CSED is a true reflection of the school and it is specific and measurable.
- There will be opportunities for preparation for Headship.

Appointee will be required to:

- Deputise for the Headteacher (in his/her absence) and assist the Headteacher in all aspects of his/her role.
- Make a positive contribution to the vision and leadership of the school, helping to shape the school's future and ensure that all stakeholders are enabled to contribute effectively to the progress and development of the school.

- Assist the Headteacher in ensuring the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme which reflects the school's development priorities.

These duties are neither exclusive nor exhaustive. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

ESSENTIAL			
Criteria	No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
QUALIFICATIONS	E5	Qualified teacher status	A/C
	E6	Degree	A/C
PROFESSIONAL DEVELOPMENT	E7	Evidence of appropriate professional development for the role of deputy headteacher	A
	E8	Evidence of recent leadership and management professional development	A/I/C
	E9	Evidence of appropriate safeguarding training	A
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E10	Relevant senior leadership experience	A/I/R
	E11	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E12	To have taken an active involvement in school self- evaluation and development planning	A/I/R
	E13	To have implemented and developed a whole school initiative	A/I/R
	E14	To have had responsibility for policy development and implementation	A/I/R

	E15	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A/I/R
EXPERIENCE AND KNOWLEDGE OF TEACHING	E16	Significant teaching experience	A/I/R
	E17	To have a knowledge and understanding of all key stages in the school	A/I
	E18	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
PROFESSIONAL ATTRIBUTES	E19	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E20	The form must be fully completed and legible	A
	E21	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

DESIRABLE			
Criteria	No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Postgraduate level qualification	A
	D3	Successful completion of Diocesan leadership programme	A
	D4	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	D5	Recent experience in a Catholic school	A
	D6	Experience of teaching in more than one school	A

	D7	Experience of monitoring staff performance	A/I
	D8	Knowledge and understanding of current educational issues	A/I

KEY: A - Application, I - Interview, R - Reference, C - Certificate



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Leadership Application Form and a Recruitment Monitoring Form** to: recruitment@npcat.org.uk

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

References: As part of the pre employment checks references will be sought by the appropriate Priest.

If you require any additional information about this post, please contact Miss H Keith, Headteacher on 01904 659726.

Thank you for your interest in this role. We look forward to receiving your application.

Please note that If you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

