



*“Flourish for
the future”*

St Mary's C of E Primary School, Welham Green

Deputy Headteacher Recruitment
for September 2025

CANDIDATE PACK

The Role

The Governing Body and Headteacher of St Mary's School are seeking to appoint a new Deputy Headteacher to help lead our school which is on a journey of improvement. We are looking for a dynamic and passionate teacher who is keen to make a positive difference to the lives of our children, families and staff

We are seeking an inspiring classroom practitioner with leadership experience who is eager to help develop the school, working alongside the Headteacher, staff and Governing Body to implement a long-term vision to improve the school's profile and enable the school and our children to realise their full potential



We are looking for someone who is:

- an outstanding role model, passionate about high quality teaching and learning for all pupils and who can demonstrate excellent classroom practice
- a school leader with previous experience on a senior leadership team
- committed and enthusiastic, with the ability to lead, motivate and support colleagues
- able to embrace the Christian ethos of our inclusive and friendly school.

We have high standards and are constantly striving for progress and improvement. As a Governing Body, we always seek to challenge ourselves and to develop the way in which we support, question and encourage the school. We embrace innovation and imaginative thinking to provide our children with a rewarding primary school experience



In return, we can offer you a school with:

- Enthusiastic and responsive children who have a desire to succeed
- An enthusiastic team of committed staff proud of what the school has achieved so far and determined to secure higher outcomes for the children
- A welcoming and caring atmosphere with an active PTA and committed Governing Body
- A commitment to supporting your professional development with appropriate training
- A fantastic opportunity to add your own personality to develop our success and helping take our school forward
- A clear ethos and vision shared by all, which promotes spiritual, moral, social and cultural welfare
- A school which values the professionalism of everyone that works within it and sees staff wellbeing as a priority

Job Description

Job Title:	Deputy Headteacher
Contract:	Permanent
Reports to:	Headteacher
Salary Range:	Leadership Scale L4-L8

The Deputy Headteacher will play a major role, under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve those aims and objectives and monitoring progress towards their achievement

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on key school leadership and management areas which will involve accepting delegated responsibility for aspects of a specified focus. The Deputy Headteacher will be expected to act as a confidential “sounding board” for the Headteacher. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD)

Professional Duties

The Deputy Headteacher will:

- Deputise for the Headteacher in their absence.
- Be a DDSL and maintain and jointly audit any relevant records and cases regarding any CP matters across the school
- Support and represent the Headteacher at meetings as and when required
- Take a major role in the day to day running of the school, including producing the daily cover rota and other termly and half-termly rota
- Actively promote and implement the school's policies and initiatives and lead by example.
- Contribute to a positive ethos for teaching, learning and challenge
- Promote the values and achievements of the school to the community
- Support the Headteacher and other members of staff by attending out of school events
- Undertake such reasonable activities as the Headteacher may, from time to time, require
- Be responsible for a key area of school life and its development

Main tasks

Teaching Responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. This includes any duties that may be reasonably directed by the Headteacher and the accountabilities expected of all teachers at St Mary's CofE Primary School

Strategic direction and development of the school

- Work with the Headteacher and the Senior Leadership Team to contribute to a strategic view of the school in its community, analysing and planning for its future needs and further development within the local, national and international context
- Support the Headteacher to ensure the vision for the future is clearly articulated, shared, understood and acted upon effectively by all
- Act as a confidential "sounding board" and "critical friend" to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher
- Support the Headteacher in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Evaluation and Improvement Plan

- To assist the Headteacher in maintaining and promoting the school's religious character, ensuring the ethos, values and overall purpose of the school are fundamental in its work

Teaching and learning

- Provide an example of excellence as the leading teaching and learning practitioner, inspiring and motivating other staff
- As a key member of the School Leadership team, work with the Headteacher to raise the quality of teaching and learning and pupils' achievement, setting high expectations and taking a key role in the monitoring schedule, monitoring and evaluating the effectiveness of learning outcomes, using benchmarks to set targets for improvement and ensuring that that this is taking place
- Model and fully support the implementation of the school's behaviour system, ensuring consistency across the school
- To work with some groups or individual children in receipt of Pupil Premium to accelerate progress
- Use pupil progress data effectively to improve learning and teaching; inform and motivate children and support staff in bringing about any required improvement for cohorts or individuals
- To lead a curriculum area(s) as directed by the Headteacher

Leading and Managing Staff

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement, including your own continuing professional development
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional standards and performance management objectives resulting in a tangible impact on students' learning
- To lead in the Performance Management of staff as directed by the Headteacher
- Assist with the appointment and induction of new staff and provide monitoring and support for Early Career Teachers (ECTs) and students as necessary
- To lead a subject or subjects and develop them significantly across the school as is relevant from the School Evaluation and Improvement Plan and associated resulting actions
- To contribute to good management practice by ensuring positive staff participation and effective communication and procedures

Efficient and effective deployment of staff and resources

- Assist the Headteacher with decisions concerning the efficient and effective deployment of people and resources to meet the specific needs of the school in line with the School's Evaluation and Improvement Plan and financial context
- Manage the daily cover rota and the day to day deployment of the Teaching Assistants (TAs) in cases of absence
- Manage the day to day deployment of the Midday Supervisory Assistants (MSAs)
- Produce timetables and rotas to ensure the efficient running of the school, e.g. playtime, collective worships, hall etc.
- To provide a 'listening ear' for all staff

Relationships

- Maintain effective working relationships with external agencies, both at a strategic and operational level, for the well-being of all children
- Advise and assist the Governing Body as required including attending meetings and providing information and support
- To help maintain and develop effective communication and links with parents, and to provide positive responses to any concerns regarding their child's education

- Encourage family involvement in and support for the school PTA
- Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to our own and other schools

Accountability

- Support the Headteacher in monitoring and reporting on the efficiency and effectiveness of the school to all relevant stakeholders and in ensuring all staff are accountable for their role in the school's development

You will be required to safeguard and promote the welfare of children and young people

This job description forms part of the contract of employment of the person appointed to the post. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy/Assistant Headteachers

The job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve

Person Specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
Qualified Teacher Status	E	✓		
Degree or Equivalent	E	✓		
A post graduate degree or qualification in education	D	✓		
Professional Development				
Evidence of appropriate professional development for the role of Deputy Headteacher eg a member of the SLT	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Undertaken appropriate Child Protection training	E	✓		
Evidence of experience as Designated Safeguarding Lead (DSL) or Deputy	E	✓	✓	✓

School Leadership and Management Experience				
Recent successful leadership as a phase and/or core subject leader, Senior Leader or Deputy Headteacher	E	✓	✓	✓
Evidence of impact on improving provision and outcomes for pupils	E	✓	✓	
Evidence of an active involvement in school self-evaluation and development planning	E	✓	✓	
Evidence of experience of implementing and monitoring an improvement plan across a phase, subject area or key priority with impact	E	✓	✓	
Experience/ understanding of leading change effectively	D	✓	✓	
Evidence of excellent communication and dialogue with the parent body	E	✓	✓	
Knowledge and understanding of financial planning and budget management	D	✓	✓	

Inclusion, Safeguarding and Health and Safety				
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of commitment to promoting health and safety, welfare of children and equal opportunities	E	✓	✓	✓
Commitment to an inclusive approach and improving outcomes for every child	E	✓	✓	✓
An understanding of the needs of vulnerable children and strategies to address their barriers to learning	E	✓	✓	✓
Leadership Skills				
Ability to articulate a clear educational vision within the context of the School's Christian ethos	E		✓	
Able to inspire, enable and motivate others to succeed, both pupils and staff	E	✓	✓	✓
Evidence of developing the performance of others through effective performance management	D	✓	✓	
Excellent communication skills, including written and verbal communication skills (inc. with the local community)	E	✓	✓	
Ability to build effective relationships with pupils, staff, parents, governors and other stakeholders	E	✓	✓	

Teaching and Learning				
Evidence of excellent classroom practice	E		✓	✓
Able to plan series of lessons to deliver excellent progress from a variety of starting points	E	✓	✓	
Able to accurately assess the quality of teaching and learning	E		✓	✓
Personal Qualities				
A genuine passion for education, coupled with the ability and enthusiasm, to see every child fulfil their potential	E	✓	✓	✓
Demonstrates open and authentic leadership, but knows when to be discreet and maintain confidentiality	E	✓	✓	✓
Leads by example and with integrity and resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff, parents, governors and the wider community	E		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
Flexible leadership style, being 'hands on' when required, balanced with knowing when to delegate	E	✓	✓	✓
Demonstrate a capacity for sustained hard work with energy and enthusiasm	E		✓	✓
Fully committed to the Christian ethos of the school	E	✓	✓	✓

Aims of the school

- To encourage the children to value themselves and to respect the beliefs, needs and feelings of others
- To inspire children to think independently, to be positive in their outlook and to communicate well
- To provide a safe and caring environment where achievements are celebrated and a sense of pride is encouraged
- To develop in the children an appreciation of the beauty and wonder of God's world
- To provide a relevant curriculum for all children to help them develop their full academic potential
- To foster in the children a sense of belonging to their local community and to widen their sense of responsibility in society

Our School Vision

"We are a welcoming Christian community where every child has the chance to flourish. We bring and share joy, inspire daily and creatively equip children for the future. We're thankful for all that God has provided; proud of where He has placed us; and excited at the potential to come."



About our school

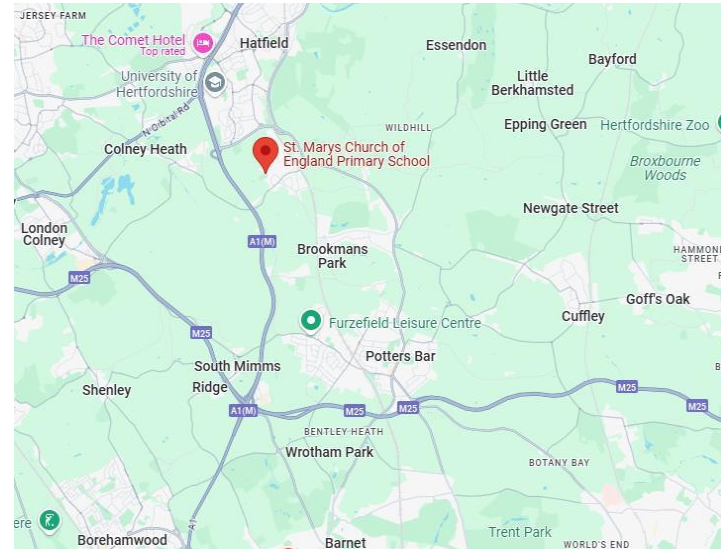
St Mary's is a Church of England Voluntary Aided Primary School with strong links to St Mary's Church, North Mymms. There are currently 164 pupils on roll

Our school lies on the edge of the village of Welham Green. It is located on the site of the former Bushwood Infant School which was built in 1961 and was formed by amalgamation with North Mymms Junior School in 1980, when the building was enlarged making a total of six classrooms, a hall and a library. A further classroom was added in 1994

The school is set in extensive grounds, which include two playgrounds, a large field and other areas for play which together make an attractive site. The Reception class has their own secure outdoor area. The school has been working hard with pupils, parents and governors to improve the school grounds in order to create an outdoor learning environment, which enhances and extends the children's learning



We are situated in the village of Welham Green with excellent transport links within easy walking distance of Welham Green mainline railway station and close to the A1 and M25 interchange



St Mary's CofE Primary School
Dellsome Lane
Welham Green
Hatfield
Hertfordshire
AL9 7NE
01707 276725

Curriculum

The educational principles guiding the offer at St Mary's are to:

- Maximise the potential of all learners through a broad and balanced curriculum
- Provide a curriculum which meets the needs of individual pupils through provision of effective continuity and progression and monitoring and assessment procedures
- Enable learners to make positive, well-informed decisions in order to prepare them for all aspects of their lives
- Contribute to the individual learner's understanding of themselves, their community and the constantly changing world
- Enable all styles of learning and learners to be successful and feel valued and confident
- Help all learners to understand that they will always have more to learn, that they can always learn from others and that others can always learn from them.

The role of the school curriculum is central to promoting positive attitudes to lifelong learning, but it represents a small part of an individual's learning and experience throughout life. At St Mary's we believe that the curriculum includes all experiences of a learner, both direct and indirect

Our curriculum includes a broad, balanced and relevant curricular experience that fosters learning across all areas and which responds to all aspects of an individual's development and intelligences. It values different facets of learning, including personal, social, spiritual, practical, physical and cultural development, as well as intellectual and academic development. We have a skills based approach to learning, which focuses on developing key skills and thinking skills. The key skills include communication, number, information technology, working with others, improving children's own learning and problem solving. The thinking skills include information processing, reasoning, enquiry, creative thinking and evaluation

These skills and the skills required for specific subjects of the National Curriculum are taught through cross-curricular themes and topics wherever possible. At times, subjects are taught discreetly

Opportunities are also provided for learning outside school hours. These include after-school clubs, which offer a range of learning activities

The school also takes every opportunity to provide educational visits and visitors to the school to enrich the children's learning experience



Our values

As a school we have twelve traditional Christian values that aid our community to “*flourish for the future*”. The number 12 is the Jewish number of wholeness as reflected in the twelve tribes of Israel and Jesus’ twelve apostles. Our school logo with 12 sides forms the hub of our exploration of these values, one every half term over a two-year cycle. These values infuse and shape the strategic direction of our school. They are explored through Collective Worship, RE, PSHE and within the rest of the curriculum



Community and Culture

The school aims, through its Christian ethos, to be a true community school, welcoming children from all backgrounds and with a commitment to lifelong learning

The school has a positive and supportive atmosphere, which encompasses everyone who comes into contact with it. At St. Mary's we believe in the strength of teamwork and like to involve children, parents and the community as fully as possible in the learning process

Our school is an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude a child or group of children. This means that equality of opportunity must be a reality for all our children. We aim to achieve this through the attention we pay to the different groups of children within our school

We aim to achieve educational inclusion by:

- continually reviewing what we do and asking ourselves whether all our children are achieving their best
- comparing the achievement of different groups
- making provision for those who are underachieving
- monitoring our effectiveness and establishing whether we are successful in promoting racial harmony and preparing our children to live in a diverse society



Applying for the role

If you think that you can make a difference at St. Mary's, as Deputy Head, then we would love to hear from you

Visits to the School are actively encouraged and considered part of the process. Visits will be available on the following days:

Tuesday 1st April 2025 and Thursday 3rd April 2025

Please contact Adrian Petty, Headteacher, to make an appointment to visit on 01707 276725

All information about the role can be found on the Teach in Herts website and the Times Educational Supplement website

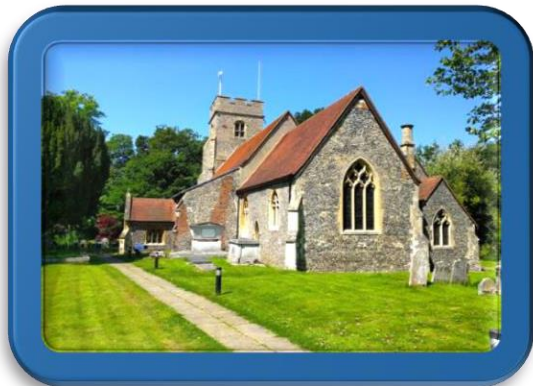
The closing date for all applications is **10.00am** on **Tuesday 22nd April 2025** and applications should be submitted to the Headteacher, Adrian Petty, at head@stmarys565.herts.sch.uk

Shortlisting will take place on **Friday 25th April 2025** and interviews will be held on **Friday 2nd May 2025** and will be a full day

Please complete the application form fully and, in your supporting statement of application, please address all the aspects of professional practice outlined in the Person Specification contained within this pack. Your supporting statement should be no more than 3-4 A4 pages (Arial Font 12) and you should provide evidence of the things you have done and the impact of them against the criteria in the Person Specification

CVs will not be accepted as an alternative to the application form

St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, volunteers, visitors and contractors to share this commitment. All appointments are subject to an enhanced DBS Check, medical clearance and references. An online search will also be undertaken on all short-listed candidates



www.stmarys565.herts.sch.uk