



Holy
Family
Catholic
Multi
Academy
Trust

Deputy Headteacher Application Pack

February 2026



Letter to Applicants

Our Lady's Catholic Primary School
Wash Lane, Latchford, Warrington, WA4 1JD

T: 01925 633270
E: office@olcps.uk
W: <https://ourladys-primary.co.uk>



Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at Our Lady's Catholic Primary School, a proud member of the Holy Family Catholic Multi-Academy Trust within the Diocese of Shrewsbury. This is a special opportunity to lead a school deeply rooted in faith, community, and a commitment to helping every child flourish in the light of Christ.

Situated in Latchford, Warrington, we serve a wonderful Catholic community and are looking for a Deputy Headteacher who can lead the school during an exciting time of growth. From September 2025, the school is now one form entry and a popular choice for the local area.

At Holy Family Catholic Multi-Academy Trust, we believe that education is more than academic success; it is a vocation that shapes hearts, minds, and spirits. Our mission is to transform children's lives and nurture young people to become compassionate, confident, and faith-filled citizens, ready to make a positive difference in the world. As a leader in the Our Lady's community, you will not only guide teaching and learning but also inspire a living witness to Gospel values.

We are seeking a Deputy Headteacher who:

- Has a deep and living faith, with a heart for Catholic education.
- Will lead with integrity, humility, and courage.
- Is passionate about creating a safe, joyful, and ambitious environment for every child.
- Believes in the power of education to transform lives and communities.

As you consider this role, I hope you see not just a career step, but a calling to serve. You will have the full support of a dedicated Trust team, the local parish, and a talented staff who share a strong sense of mission. Together, we will continue to build a school where faith and learning flourish side by side, and where every child is known, loved, and encouraged to be the person God created them to be. If this resonates with your own sense of vocation, I warmly invite you to explore the application pack and consider visiting us to experience our community in person. Should you wish for an informal conversation, please contact David Gilby, Headteacher (headteacher@olcps.uk).

Thank you for considering joining us in this important mission. I look forward to the possibility of welcoming you into our family of schools, united in faith, hope, and love.

Yours sincerely,

Andy Moor
Chief Executive Officer
Holy Family Catholic Multi-Academy Trust

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Dear applicant,

Thank you for your interest in becoming the Deputy Headteacher of Our Lady's Catholic Primary School. This is a wonderful opportunity to be part of a leadership team in a vibrant Catholic school with a rich tradition of faith, service and academic excellence, where every child is nurtured to grow into the person God created them to be. Our vision is for everyone at Our Lady's to thrive spiritually, academically and personally.

At Our Lady's our mission is rooted in the Gospel and inspired by Mary's example: 'As Our Lady instructed, we are called to follow His word (John 2:5) - learning with love, joy and hope. We are blessed with a dedicated staff team, a supportive Trust family, and a strong parish partnership, all committed to shaping a community where faith and learning go hand in hand.

We are seeking a Deputy Headteacher who:

- Lives and celebrates the Catholic faith, and is deeply committed to the Church's mission in education.
- Has the ability, passion and drive to help lead a thriving school community in the next chapter of its development.
- Is dedicated to ensuring every child feels nurtured, loved and challenged to be the very best version of themselves.
- Is an outstanding classroom practitioner who instills confidence and ensures pupils thrive.

The role has a teaching responsibility in addition to the senior leadership role that incorporates strategic and operational management alongside the headteacher. You will be supported by a dedicated staff, a passionate, committed headteacher and a caring Trust family (Holy Family Catholic Multi Academy Trust). Together, we will continue to grow Our Lady's as a place where every child knows they are loved by God, and where faith and learning flourish side by side.

I warmly encourage you to explore this exciting opportunity further and to visit Our Lady's to experience first-hand the warmth and joy of our school community. For further information about the role or to arrange a visit, please contact myself at headteacher@olcps.uk.

Thank you for considering this opportunity to join our leadership team. I look forward to receiving your application.

Mr D Gilby
Headteacher
Our Lady's Primary School

About the Trust

The Holy Family Catholic Multi Academy Trust is based in Bebington, Wirral, and currently consists of nine schools, both secondary and primary.

The Trust has over 4800 students and 700 staff and has been developed with the intent to raise standards of achievement for all its students. We are proud to lead a range of hubs that widen our offer to pupils and staff. More information around these exciting 'centres of excellence' are shared below.

Holy Family Catholic Multi Academy Trust is passionate about providing the best outcomes for all students and ensuring that all staff have the opportunity to support other schools whilst also developing their own skills. The Trust seeks partnerships with like-minded schools that are committed to school improvement for the development of staff and students alike.

We recognise and encourage the individual differences between schools, but these must be underpinned by high standards and successful approaches to improving learning and outcomes. Holy Family Multi Academy Trust is made up of the following schools:



Inspire Learning Teaching School Hub

Inspire Learning TSH is one of 87 hubs nationally that covers Liverpool and Wirral. The designated lead school is St Alban's Primary School and Holy Family Catholic Multi Academy Trust, working in partnership with St John Bosco Arts College alongside other key partners. Inspire Learning provides programmes for teachers and leaders at every stage of their career.



Cheshire Wirral Maths Hub

Our Lady of Pity is the lead school for the regional maths hub that supports colleagues across the region. The maths hub delivers fully funded nationally and locally designed projects and programmes, with a mission to provide sustainable and long-term professional development to schools in Cheshire East and West, Wirral and Halton.



HFC Teacher Training

HFC Teacher Training sits within the trust and provides CPD and ITT for those within HFCMAT and across the wider area. Originally Ignite TSA, HFC Teacher Training works with a range of external providers to provide high quality CPD and ITT programmes. Lead Practitioners from within the trust will also be used to design programmes for delivery across both delivery arms.



Creativity Collaborative

St Bernard's and HFCMAT have recently been designated as one of 8 creativity Collaboratives across the country. The collaborative aims come from the Durham commission on creativity. Its aims to: Build networks of schools to test innovative practices in teaching for creativity, sharing learnings to facilitate system-wide change. Working alongside existing school structures, teachers and educators will co-develop creative strategy and pedagogy, test out approaches to teaching and learning, and evaluate their impact on pupils, schools and communities.'

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Our Lady's Primary School

a great place to be.



R E A D





'I love my school. We're all friends and help each other with our learning'- Pupil

My child continues to make strong progress at this school - I'm really pleased with how her confidence has grown. - Parent

The support staff provide is excellent. They know my child so well. My child is really happy here - Parent

Our teachers care deeply about us and always want us to do our best. I'm so happy at this school - Pupil

We have an amazing, energetic team. We benefit greatly from being part of a Trust where there is so much expertise and support. - Staff



I love teaching here. The children are truly special and the relationships staff have with children are wonderful - Staff



Our Lady's Primary School

*Job description, person
specification & application*



R E A D





Job Description

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Therefore, this post requires a practising Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the board of directors of the Holy Family Catholic Multi Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Board shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Curriculum Development

- 3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
- Ensuring that the Diocesan policy on Religious Education and RSHE are fulfilled
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

- 4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

7.1 To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.

7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.

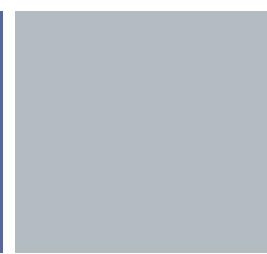
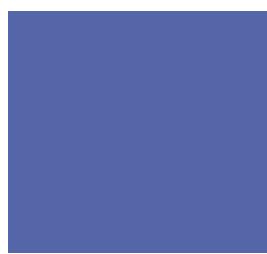
7.5 To assist liaison with other professional bodies, agencies and services.

7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

7.7 Create outward-facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher.



Person Specification

Introduction

The Academy Articles of Association state that it is part of the Catholic Church and is to be conducted as a Catholic Academy in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Holy Family Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
Practising Catholic	✓		A/I/R
Involvement in parish community		✓	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
Leading school worship	✓		A/I
Ways of developing religious education and worship	✓		A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	✓		A/I
How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	✓		A/I

[B] Qualifications

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
Qualified teacher status	✓		A/CC
Degree	✓		A/CC
CCRS/CTC or a commitment to obtain the certificate		✓	A/CC/I

[C] Professional Development

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
Evidence of appropriate professional development for the role of Deputy Headteacher	✓		A
Evidence of recent leadership and management professional development	✓		A
Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people		✓	A
Has successfully undertaken Designated Safeguarding Lead Training		✓	A/I/CC
Has completed the Catholic Senior Leadership Programme or has a commitment to doing so	✓		A/I/CC
Has completed the Catholic Middle Leadership Programme or has a commitment to doing so	✓		A/I/CC

[D] School leadership and management experience

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
To have substantial and current experience as a senior leader in a primary/secondary school	✓		A/I/R
To have had active and effective leadership of a team / department/ key stage/ curriculum area	✓		A/I/R
To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	✓		A/I/R
To have involvement in or understanding of financial management in a school		✓	A/I/R
To have implemented and developed a whole school initiative	✓		A/I/R
To have had responsibility for policy development and implementation		✓	A/I/R
To have had experience of and ability to contribute to staff development across the primary/secondary range. (E.g. coaching, mentoring, INSET for staff	✓		A/I/R
Work positively with parents and carers	✓		A/I/R
To demonstrate an awareness of current national educational policy	✓		A/I/R

[E] Experience and knowledge of teaching

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
Experience of teaching in more than one school		✓	A/I/R
Experience of teaching in a school in similar circumstances/ serving a similar community		✓	A/I
Significant teaching experience and proven excellence in teaching pupils within the primary/secondary phase	✓		A/I/R
To have a knowledge and understanding of all Key Stages in the primary phase/ the secondary phase	✓		A/I/R
Secure understanding of assessment strategies , data analysis and the use of assessment to maximise achievement	✓		A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	✓		A/I/R

[F] Professional Attributes

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	✓		I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	✓		I
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	✓		A/I/R
Show a good commitment to sustained attendance at work	✓		A/I/R

[G] Qualifications

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- • Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE
A positive and supportive faith reference from a priest where the applicant regularly worships.	✓		
Positive recommendation from all referees, including current employer.	✓		
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	✓		

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received

[J] Important advice regarding faith references

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application.**

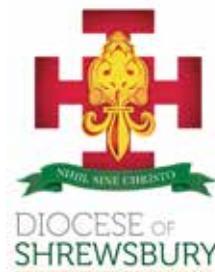
1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible

[K] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, **following the guidance outlined in section G above.**

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.



Curial Offices, 2 Park Road South,
Prenton CH43 4UX
Tel 0151 652 9855 Fax: 0151 653 5172
education@dioceseofshrewsbury.org



Our Lady's Primary School *Location*



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