



# Holy Family Catholic School & Sixth Form



## Recruitment Information Pack

**Position:**  
**Deputy  
Headteacher**

**Start:**  
**September 2022**

**L22 - L26**

**Application  
Deadline: Friday  
11th March 2022**



@HFCSWaltham



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[www.holyfamily.waltham.sch.uk](http://www.holyfamily.waltham.sch.uk)



# Holy Family Catholic School & Sixth Form

ASPIRE TO THE HOLY FAMILY WAY

Dear colleague,

Thank you for considering applying for the role of Deputy Headteacher at Holy Family Catholic School. We are a happy and successful Catholic school in north-east London. We have grown in recent years and have a school roll of just over 1300 students with a little over 300 in our thriving sixth form.

Our Catholic ethos is at the heart of all that we do. We talk to the students about the Holy Family Way, a particular way of being, behaving and learning together that is shaped by the values and example of Jesus Christ.

We have benefitted from significant capital investment in recent years and have some excellent facilities and some that are in need of further renewal. Our students behave well and are keen to learn. The school achieves high academic standards and has received very positive Ofsted and diocesan inspection reports. We are outward focused and play a full role in our local community and across our diocese.

We enjoy close partnerships with the Catholic schools of the Waltham Forest deanery and are well supported by our local clergy to whom we are most grateful. We emphasise the importance of wellbeing, both for staff and students and we are proud to be a family school at the heart of our community. We have many excellent staff and staff turnover each year is low. We invest in staff development and have Gold Investors in People accreditation.

We have two deputy headteacher roles in the school senior leadership team. We are a split-site school and one deputy headteacher is based on each of our two sites. We have a model of distributive leadership and the deputy headteachers must be confident in managing the day to day running of their site as well as having overview of whole school matters under the direction of the headteacher. The senior leadership team is collegiate and works effectively together as a team.

We are keen to see as wide a field as possible - you may have a mixture of pastoral and curriculum experience, for example. In either event we would like to hear from you. We are particularly keen to hear from colleagues from backgrounds which are currently under-represented in senior leadership positions.

The successful candidate will be the most senior leader on one of our two sites operating as either Head of Upper School, or Head of Lower School. The precise whole school roles and responsibilities will be determined with the successful candidate.

If you are interested in furthering your career with us we would be delighted to hear from you. For an informal conversation with the headteacher about the role, or to arrange a visit to the school, please contact the headteacher's PA, Mrs Fray, on 0208 520 0482.

We look forward to hearing from you.

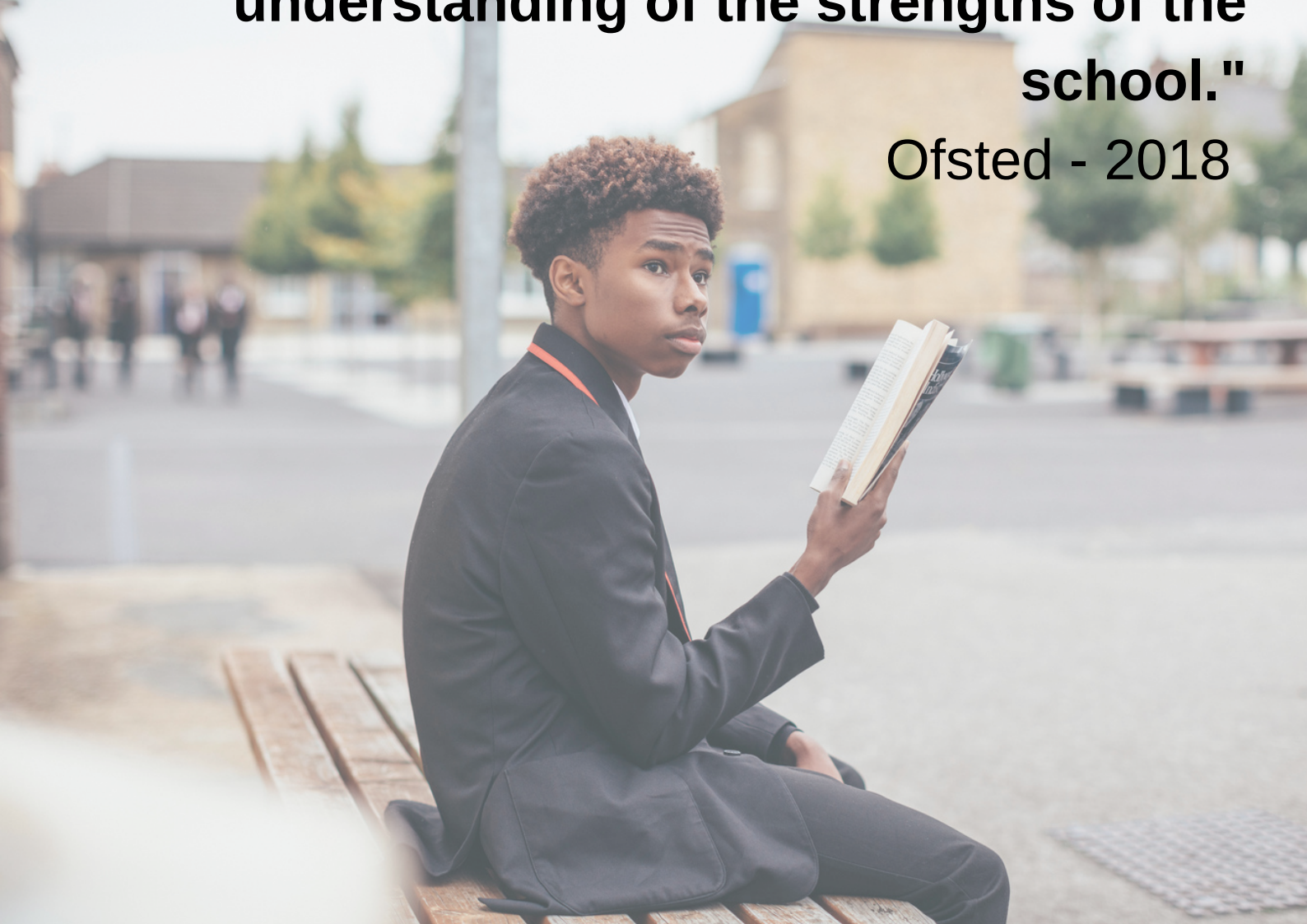
Yours sincerely,  
Dr Andy Stone  
Headteacher





**"School leaders have an accurate understanding of the strengths of the school."**

**Ofsted - 2018**





# Vision & Values

## Holy Family Catholic School & Sixth Form

Holy Family Catholic School and Sixth Form, formerly known as the Holy Family Technology College, is a very popular mixed secondary school with just over 1300 students aged 11-19 and 300+ in Sixth Form. The school's Catholic ethos underpins all that we do and forms the basis of the Holy Family Way. We are a member of the Aquinas Trust of Catholic Schools in Waltham Forest and work closely with our partner primary schools to provide the best possible Catholic education for all our young people. Holy Family is a Catholic school governed by the Diocese of Brentwood.

We aim to educate the whole person, to develop each student's academic potential as well as nurturing their creativity, spirituality, character and resilience. Most of our students spend seven years with us, leaving the sixth form to start their degree courses at university, or to begin apprenticeships or high quality employment. We seek to instil in each of our students the belief that they should have a strong concern for others and that they should seek to do good, both in their school, and in their wider community.

The school has very close partnerships with our parishes and with parents all of which helps to reinforce our Catholic ethos and sense of community. In school there is a very great emphasis on extra-curricular activities and all students are offered every opportunity to develop their knowledge and skills through after school clubs in an array of different fields including sport, music, art and drama, STEM Club, debating society and a very popular Duke of Edinburgh programme.

We are fortunate to have a thriving sixth form housed in its own specialist accommodation. We accept applications to our sixth form from our own year 11 students and also from students from other schools across the borough and beyond, who would like to experience their sixth form education in a school based sixth form with a Catholic ethos.

During the past three years the school has undergone a major building programme providing both new and refurbished facilities including many new classroom spaces, two new Learning Resource Centres and a new Sports Hall. These have given us a range of first-class facilities for many generations of future students.

Holy Family is a great school to work at. We are a very caring and supportive community. We invest in our staff (we are a Gold Standard Investors in People School) and we always try to do our very best for every one of our young people.



# Working at Holy Family

The Governors of Holy Family Catholic School are committed to the well-being and work-life balance of all its employees. Outlined below are some of the additional benefits enjoyed by those who are employed directly by the Governing Body of Holy Family Catholic School.

- iPads for Teachers
- 'Day off' Scheme (paid day off during final half term)
- No lessons P5 on Fridays - in house training for all
- Data Manager who analyses all data
- Working day staff refreshments provided
- Food and refreshments before Parents' Evenings & Open Evenings
- Flexible approach to leave of absence
- Teachers 'Rarely Cover'
- Enhanced PPA Time
- Paternity Leave on full pay
- Commitment to CPD for all Staff
- Staff social events
- Additional day off in lieu of Inset Days
- Onsite staff car parking
- Payments for teachers for additional teaching
- Automatic enrolment in TP or LGPS Pension Scheme
- Marking and Moderation Day
- Departmental Planning Day
- Reduced number of graded lesson observations
- Staff STARS Reward System
- Well-being sessions for staff and early finishes once a term
- Brand new facilities and teaching classrooms
- Onsite fitness centre
- Education Support Partnership - provides a number of completely free support systems for you as well as your immediate family. The EAP is intended to help staff deal with personal problems that might adversely impact their work performance, health and well-being

# Job Description: Deputy Headteacher

**Leadership Scale:** L22-26

**Responsible to:** The Headteacher

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## 1. Introduction

- 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.
- 1.2 The appointment 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.
- 1.3 This job description may be amended at any time, following consultation between the headteacher and the deputy headteacher and will be reviewed annually.

## 2. Core Purpose of the Deputy Headteacher

- 2.1 To set the context, the core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.
- 2.2 The core purpose of the deputy headteacher is to support the headteacher in ensuring that:
  - the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood;
  - religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
  - religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
  - the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
  - the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
  - all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

# Job Description: Deputy Headteacher

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## General Duties and Responsibilities

To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

## Key Areas of Responsibility

### 1. Shaping the future

1.1 The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

## Actions

The deputy headteacher supports the headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God
- Ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

### 2. Leading Learning and Teaching

2.1 In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

## Actions

The deputy headteacher supports the headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management

# Job Description: Deputy Headteacher

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- Securing high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
- Ensuring high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establishing creative, responsive and effective approaches to learning and teaching.
- Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the school
- Developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance.
- Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

### 3. Developing Self and Working with Others

3.1 In a Catholic school the role of headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership should take Christ as its inspiration. The headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

#### Action

The deputy headteacher supports the headteacher in:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.



# Job Description: Deputy Headteacher

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- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

## 4. Managing the Organisation

- 4.1 In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.
- 4.2 The deputy headteacher helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The deputy headteacher also helps deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

## Actions

The deputy headteacher supports the headteacher in:

- Creating an organisational structure which reflects the school's values, and enabling the management systems, structures and processes to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensuring that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school, implementing successful performance management processes with all staff.
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Using and integrating a range of technologies effectively and efficiently to manage the school.

## 5. Securing accountability

- 5.1 In a Catholic school the headteacher fulfils his/her responsibilities in accordance with the mission of the school. The headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

# Job Description: Deputy Headteacher

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## Actions

- The deputy headteacher supports the headteacher in:
- Fulfilling commitments arising from contractual accountability to the governing body.
- Developing the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Working with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflecting on personal contribution to school achievements and taking account of feedback from others.

## 6. Strengthening Community

6.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

## Actions

The deputy headteacher supports the headteacher in:

- Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promoting commitment to serving the common good and communion with the wider-world.
- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

# Job Description: Deputy Headteacher

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## 7. Safeguarding Children & Safer Recruitment

7.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

### Actions

The deputy headteacher should support the headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.



# Person Specification: Deputy Headteacher

	Essential	Desirable
<b>Qualifications and Training</b>		
1. Practising Catholic in good standing with the Church	<b>R</b>	
2. Degree + QTS	<b>A D</b>	
3. Evidence of continuing professional development in preparation for DHT post	<b>A</b>	
4. Catholic Certificate in Religious Studies (CCRS)		<b>D</b>
5. Willingness to undertake CCRS within 3 years of appointment	<b>A</b>	
<b>Experience</b>		
6. At least 5 years teaching experience	<b>A R I</b>	
7. A record of successful teaching	<b>A R I</b>	
8. Experience of teaching more than one key stage		<b>A R I</b>
9. Experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level	<b>A R I</b>	
10. Experience of leadership roles within a secondary school	<b>A R I</b>	
<b>Professional Knowledge and Understanding</b>		
11. Understanding the expectations in the new Ofsted Framework about what makes an effective school.	<b>A I</b>	
<b>Promoting the welfare of children</b>		
12. A good understanding of up to date policy and practice with regard to Safeguarding	<b>I</b>	

# Person Specification: Deputy Headteacher

	Essential	Desirable
Professional Skills and Abilities		
13. Evidence of working effectively with the Headteacher , staff, governors and parents	RI	
Personal Qualities		
14. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	RI	
Other		
15. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	AIR	
16. Evidence of a strong commitment to Catholic education;	AIR	

A	Application Form
D	Documents
I	Interview
R	References



**Diocese of Brentwood  
Holy Family Catholic School  
1 Shernhall Street  
Walthamstow  
London E173EA  
Headteacher: Andy Stone**

**Required for Sept 2022**

**DEPUTY HEADTEACHER  
Salary range L22-L26  
N.O.R 1312 including 312 in the sixth form**

Holy Family is a well-respected and popular Catholic school located in north-east London. The Governors invite applications from experienced, enthusiastic and suitably- qualified practising Catholic leaders to play a key role in building on the success of our friendly school, working in partnership with our Headteacher.

We want our Deputy Headteacher to:-

- Have a clear vision and strong commitment to Catholic education;
- Be an excellent teacher;
- Be an excellent communicator with a strong commitment to working in partnership with the parishes and the community;
- Be creative, innovative and with an abundance of energy and ideas
- Be a caring individual who is supportive of the ethos of the school
- Confident and able to work on their own initiative

We can offer you:-

- A positive and caring ethos based on the values of the Catholic faith.
- A commitment to support your professional development to the next stage of your career.
- The opportunity to work with delightful children, supportive parents and governors.

***Holy Family Catholic School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and the successful candidate will be required to complete a Disclosure + Barring Service Check.***





# Holy Family Catholic School & Sixth Form

ASPIRE TO THE HOLY FAMILY WAY

**Prospective candidates are warmly encouraged to visit the school.**

**For more information, an Application Pack or to arrange a visit, please contact the Headteacher's PA, Mrs Fray, on 0208 520 0482 or email [t.fray@holyfamily.waltham.sch.uk](mailto:t.fray@holyfamily.waltham.sch.uk)**

**A copy of our SEF can be found on our website:**

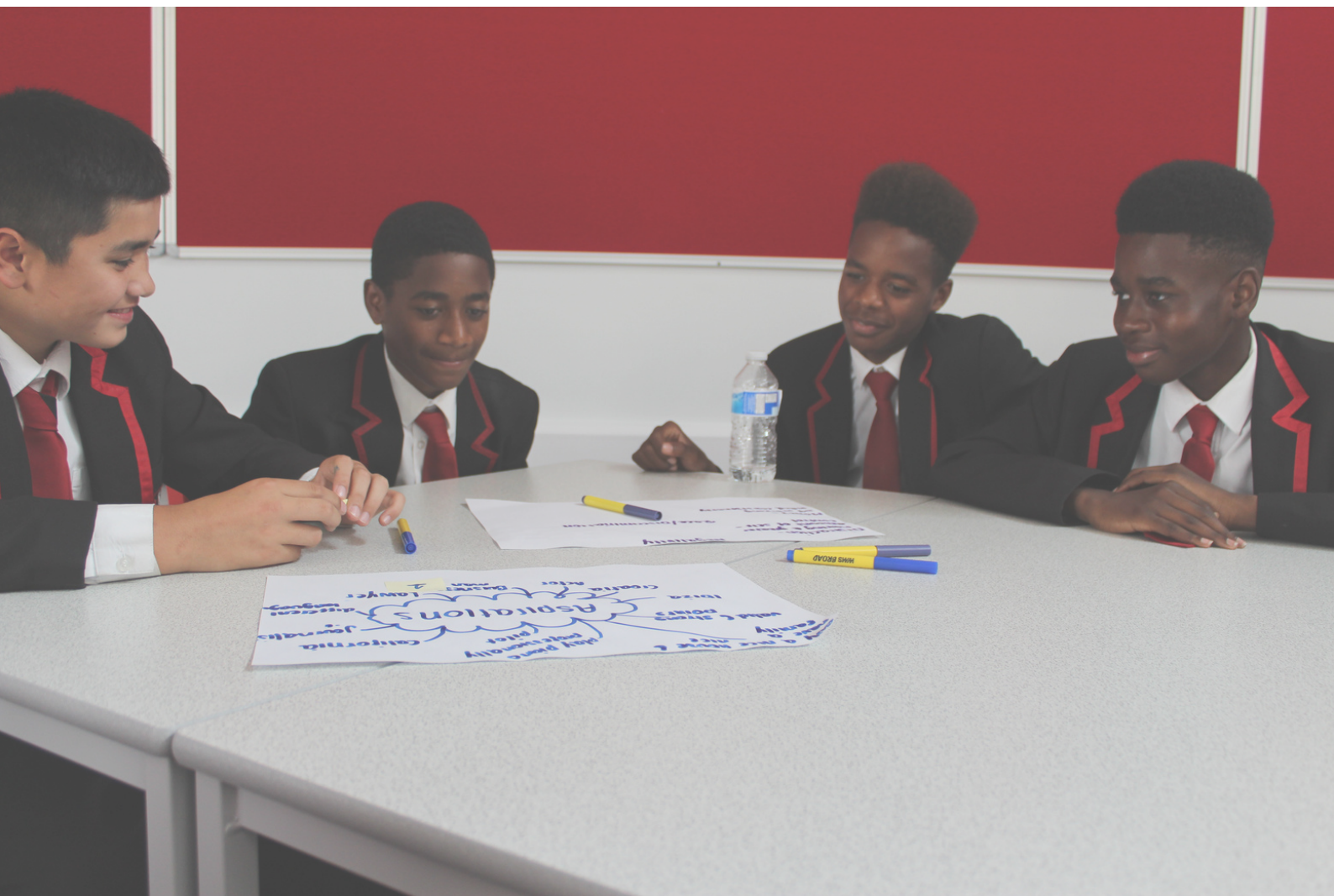
**<https://www.holyfamily.waltham.sch.uk/home/vacancies/current-vacancies/>**

**Full details of the post and application form are also available on the TES website.**

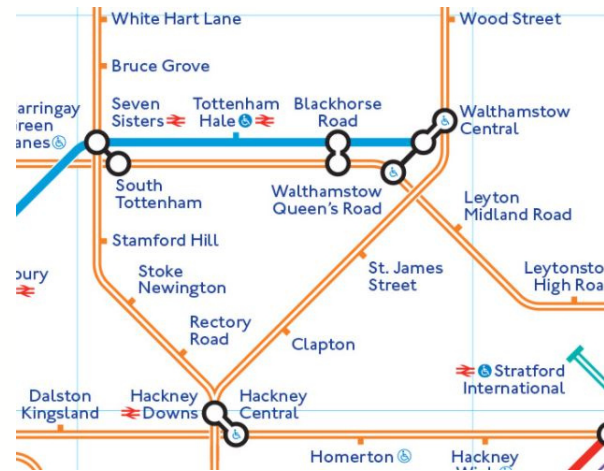
**Completed applications should be sent to [t.fray@holyfamily.waltham.sch.uk](mailto:t.fray@holyfamily.waltham.sch.uk)**

**Closing Date: March 11th 2022**  
**Shortlisting: w/b 14th March 2022**  
**Formal Interviews: w/b 21st March**

**Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted.**



# Location



**Our school is centrally located with easy access to the A406, M11 and M25 as well as great transport links. A ten minute walk from Walthamstow Central Station (Victoria Line) and five minutes from Wood Street Station (London Overground). We also have on site parking.**

## Address

Walthamstow House Site, Years 7, 8, 12 and 13. London E17 3EA

Wiseman House Site, Years 9, 10 and 11. London E17 9RT



@HFCSWaltham



@HFCSWaltham



[www.holyfamily.waltham.sch.uk](http://www.holyfamily.waltham.sch.uk)



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**"The Holy Family School is a good school with many outstanding features. Leaders, Governors and managers have a deep commitment to the Church's mission in education. They are passionate about the welfare of each student and member of staff."**

Diocesan Report - 2019

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