



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



DEPUTY HEADTEACHER

Recruitment Pack

ST MARY'S COFE PRIMARY SCHOOL
(TETBURY)





Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at St. Mary's C of E Primary School, in Tetbury.

St. Mary's is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website www.stmarystetbury.com and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is Tuesday 6th May 2025. Interviews are scheduled to take place on Monday 19th May 2025.

To submit your application please email the completed form to Jo Woolley, Headteacher at head@st-marys.dgat.org.uk before the closing date.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jo Woolley', written over a light grey circular watermark.

Jo Woolley
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

Deputy Headteacher

St Mary's Church of England Primary school is seeking a Deputy Headteacher to work closely with the Headteacher, Senior Leaders and Governors of our caring and inclusive school. St Mary's is a large primary school situated in the beautiful Cotswold market town of Tetbury, close to the Gloucestershire/Wiltshire border. We are looking for an inspiring, dedicated and forward-thinking leader who is passionate about providing an inclusive learning environment where all children succeed no matter what their starting points.

What we offer:

- A vibrant and happy school with a strong sense of community
- A supportive and forward-thinking Trust
- A committed and talented team of staff
- Enthusiastic children who strive to do well
- Opportunity for professional development and career progression
- The chance to really make an impact on the lives of children and the future development of our school.

We are looking for someone who:

- Has a proven track record of effective leadership and school improvement
- Is passionate about raising standards for all pupils
- Demonstrates outstanding teaching practice and curriculum knowledge
- Is an excellent communicator and team player
- Has resilience, compassion and ambition

The post is offered as a salary of Leadership 6 - 10 on a permanent basis

This is a full-time post.

Further details and an application form can be downloaded from our website www.stmarystetbury.com/vacancies

If you would like an informal conversation about the role, please contact Jo Woolley, Headteacher, on 01666 502275 or email head@st-marys.dgat.org.uk.



Closing date for applications is 6th May 2025.

Other information that might help you decide if this is the role for you

Work environment:	Own office
Dress code:	Smart casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p>

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title	Deputy Headteacher
Salary Range	Leadership Scale 6 - 10
Contract type	Full time
Reporting to	Headteacher
Responsible for	Teaching and Support Staff

Main Purpose

The Deputy Headteacher under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Ensuring that the agreed policies of the Trust and School are implemented consistently
- Managing staff and resources
- Monitoring progress towards the school's aims and objectives
- If the Headteacher is absent, the Deputy headteacher will deputise, as directed by the Trust.
- 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.

Duties and Responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day to day management of the school
- Communicate the school and Trust's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community and Trust, showing positive attitudes to them.
- Keep up to date with developments in education and have a good knowledge of education systems

- Work with political and financial astuteness, translating policy into the school's context
- Seek training and professional development to meet own needs

Pupils and staff

Under the direction of the Headteacher

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of open classrooms as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice.

Systems and Processes

Under the direction of the Headteacher

- Ensure that the school and Trust's systems, organization and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, addressing any under performance and supporting staff to improve whilst valuing excellent practice.
- Work with the Local Governing Body and Executive Team as appropriate
- Support strategic, curriculum led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

The self-improving school system

Under the direction of the Headteacher

- Create an outward facing school which works with other schools in the Trust and organisations to secure excellent outcomes for all
- Develop effective relationships with fellow professionals
- Model innovative approaches to school improvement and leadership



- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility: Outcomes for disadvantaged pupils

- To promote a culture of achievement for all across the school; setting high expectations for all pupils and working with staff to diminish the difference in performance between disadvantaged pupils and their peers.
- Track and monitor the progress made by pupils who are eligible for PP funding
- Support staff in monitoring the progress made by disadvantaged pupils, identifying where children are falling behind and deploying staff and resources to enable them to keep up.
- Analyse the impact of interventions and provide reports for governors and SLT.
- Develop and publish the school's Pupil Premium Strategy and analyse its impact.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the school and Trust	x	
Committed to the school's vision	x	
Qualifications		
Qualified teacher status	x	
Educated to degree level	x	
Professional development in preparation for a leadership role		x
Experience		
Successful leadership and management experience in a school	x	
Involvement in school self-evaluation and development planning	x	
Experience of managing staff and appraisals		x
Teaching experience – minimum of 4 years	x	
Personal qualities		
Good written and oral skills	x	
Well-motivated with the ability to use own initiative	x	
Excellent organisational skills and attention to detail	x	
Able to work within a team	x	
Reliable and punctual	x	
Able to work efficiently and accurately under pressure and to prioritise tasks	x	
Confident in dealing with a variety of stakeholders	x	
Honesty and integrity and a clear sense of moral purpose	x	
Ability to empower staff and pupils and lead with compassion	x	
Resilience, optimism and energy	x	

