



OUR LADY OF GRACE  
CATHOLIC PRIMARY SCHOOL

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**DEPUTY HEADTEACHER**

**CANDIDATE INFORMATION PACK**



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## Welcome Letter

Dear Prospective Deputy Headteacher

As a school committed to its Catholic ethos, we are seeking a practising Catholic leader who can model and nurture our faith across the school community. The entire governing body welcomes your interest in becoming our next Deputy Headteacher. Our Lady of Grace Primary School serves the parish of Our Lady of Grace as well as the surrounding parishes of Charlton. We are very proud that Our Lady of Grace has established a reputation for high standards and high achievement. Our aim is not simply to provide an outstanding academic education, but to develop in our pupils an understanding of, and respect for, spiritual and moral values with a caring Catholic Community.

On the 18th July 1903 the Assumptionist Sisters, expelled from Bordeaux, France, bought the Priests' House as a refuge and moved in. Their first act was to set up a small chapel in the current parish office, and the first Mass was said by Fr Benedict Caron A.A on a temporary altar until a proper one arrived from Bordeaux. The following day, with the sisters and 5 parishioners, within a few weeks over 100 attended Mass and it became clear that a proper Church was needed. The priest lived at 99 Charlton Road.

The foundation stone was laid on 27th August 1905 by Bishop Amigo of Southwark.

Today, the school sits on the ground behind the Church and is a two-form entry school. The parish is now served by the Spiritan community. Today, Fr Vincent Nnatuany, the parish priest, is a serving governor and supports the School's Catholic ministry.

We would like to extend a welcome invitation to you, to visit Our Lady of Grace ahead of interviews, where we can properly host you. If there are any immediate or important questions or queries you may have, please do not hesitate to contact us, otherwise we wish you well as we await your application.

**Samuel Gannon**

**Chair of Governors**

Our Lady of Grace Primary School



Dear Applicant,

Thank you for applying for the post of Deputy Headteacher in our wonderful Archdiocese.

There are currently 2 all-through schools, 31 secondary schools, 2 tertiary establishments and 127 primary schools serving 68,033 children and young people.

The Archbishop's vision is that our Archdiocese will be home to five Catholic Academy Trusts. At present, we have three established, they are Kent Catholic Schools' Partnership, St Oscar Romero Catholic Academy Trust and St Benedict Catholic Academy Trust. Our other emerging CATS are Sancta Familia and Christ the Redeemer.

There are a variety of ways in which we encourage our staff to network with one another. All new head teachers are allocated a mentor, join in with a five-part induction process, as well as a variety of spiritual opportunities to meet with and form relationships with other leaders across our wide and diverse Archdiocese.

Should you be making the decision on whether working in one of our Catholic schools would be right for you, we would urge you to visit the school, talk to the current leadership and the parish priest to ensure that you are making the right decision in your career's journey. It is a rewarding commitment, one that will fulfil you professionally and spiritually. If you have any queries about the commitment required, please contact one of our Education Service staff who will be happy to support and advise.

Sincerely in Christ

Canon Victor Darlington  
Episcopal Vicar for Education Archdiocese of Southwark



## Mission Statement



OUR LADY OF GRACE  
CATHOLIC PRIMARY SCHOOL

### Our Mission Statement

At Our Lady of Grace we follow the example of Jesus by:

- Showing respect
- Taking responsibility
- Always making the right choice

#### Friendship



- be kind
- be considerate
- be mindful
- be welcoming
- be trusting

#### Love



- be forgiving
- be compassionate
- be respectful
- be joyful
- be peaceful

### Our Virtues

#### Co-operation



- be a participator
- be inclusive
- be supportive
- be thoughtful
- be a team-player

#### Courage



- be resilient
- be a hard-worker
- be determined
- be ambitious
- be patient

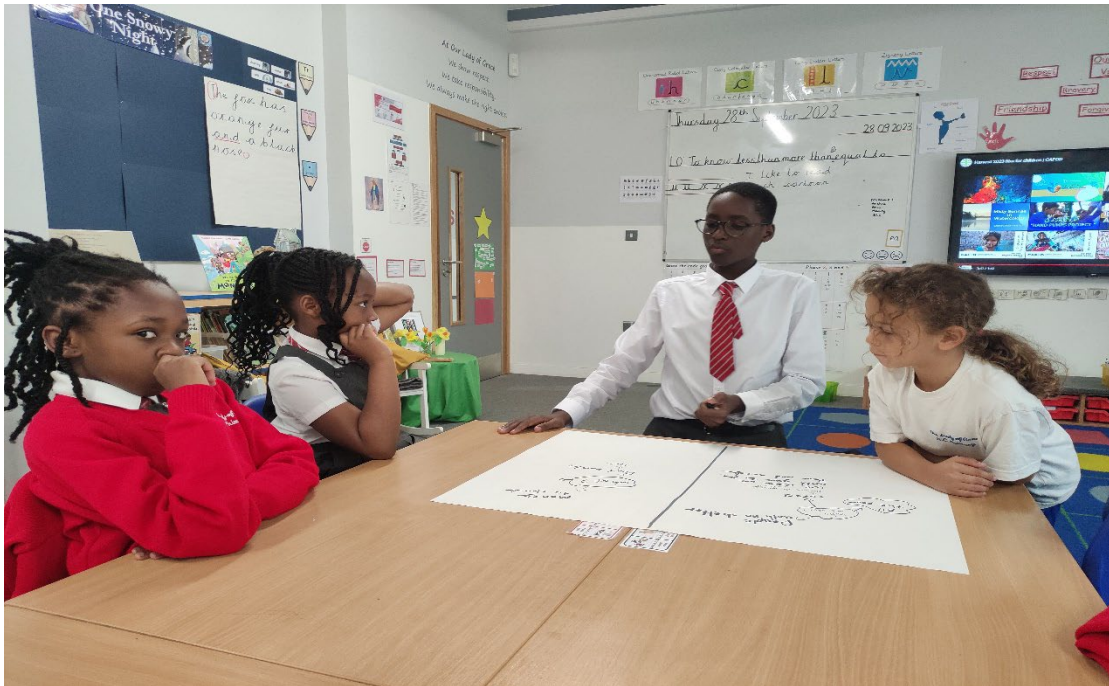
### Our Vision

*"Do your best and let God do the rest"*





## School Information



Ofsted Rating: Outstanding (March 2023)  
On Roll: 419

Our Lady of Grace is an 'Outstanding' Catholic Primary School. The school serves the parish of Our Lady of Grace as well as the surrounding parishes of Charlton. We are very proud that Our Lady of Grace has established a reputation for high standards and high achievement. Our aim is not simply to provide an outstanding academic education, but to develop in our pupils an understanding of, and respect for, spiritual and moral values with a caring Christian Community.

An empathetic and creative practising Catholic leader is required to take on the post of Deputy Head from September 2026 or sooner. This is an excellent opportunity for a superb candidate to join the management team of our wonderful School.

We are looking for an enthusiastic and innovative Deputy Head Teacher who is:

- A Catholic with commitment to and a clear vision of Catholic education
- An exemplary and inspirational classroom teacher
- Someone who has a successful track record in raising pupil achievement
- Good interpersonal skills
- Has the ability to form excellent partnerships and communicate effectively with staff, parents and the wider community
- Has a good sense of humour and a positive attitude



In return, we can offer you the opportunity to:

- Lead a team of highly skilled staff all of whom are passionate about working in a caring Christian atmosphere.
- Work with supportive parents and our well behaved and supportive pupils.
- Develop the school's strategy and vision alongside a supportive and effective governing body that is committed to your continued professional development.

At Our Lady of Grace, we actively embrace new ideas and constantly look to develop and improve. We are looking for that exceptional person who is ready to make their mark and lead our school into the future. If you are ready for the challenge, we would love to hear from you. Please write a supporting statement highlighting why you think you are the best candidate for this position.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

Visits to the school are strongly encouraged.

Closing date for applications: 27<sup>th</sup> February 2026 at 5pm  
Interviews will take place on: 20<sup>th</sup> March 2026





## Information about the process



You should complete all parts of the application form. Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact. The 'supporting statement' section is your opportunity to really sell yourself. You can include information here that is not already covered elsewhere in the application form such as your skills, knowledge or experience relevant to the post, a brief explanation of any gaps in your employment.

Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification. We will let you know if you have been shortlisted. If you have not been shortlisted, we will let you know as soon as possible and will give you details about how to get feedback.

**The deadline for receipt of applications is 27<sup>th</sup> February at 5pm**





If you have been shortlisted, we will give you full details of what to expect during our selection process. This will include what format the selection will take, where it will be, who will be involved, what you need to bring and anything specific you might need to prepare. Examples of commonly used selection methods are; in-class assessments, interviews, presentations and tasks.

Completed forms (and any enquiries) should be submitted to Nuala Gray at [ngray@ourladyofgraceschool.co.uk](mailto:ngray@ourladyofgraceschool.co.uk) or 0208 858 2262.

School visits are strongly encouraged and should be arranged with our headteacher, Sean Small on 0208 858 2262.

Short listed candidates will be asked to attend an interview, on 20<sup>th</sup> March 2026

The interview process will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post.

Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.



## Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and fulfilling our statutory obligations as detailed in the DfE statutory Guidance, 'Keeping Children Safe in Education'.

It is important for us to recruit candidates who share this commitment and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable and that all candidates are subject to appropriate pre-employment checks.

**Your Application** Where the role you are applying for involves engaging in regulated activity relevant to children, you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

**Interview** If you are invited for an interview for this position, we shall assess your suitability by considering the following: your motivation to work with children and young people; your ability to form and maintain appropriate relationships and personal boundaries with children and young people; your emotional resilience in working with challenging behaviours; and your attitude to the use of authority and maintaining discipline.

**Pre-Employment Checks** The following pre-employment checks will be undertaken prior to appointment:

- Identity check
- References Occupational Health
- Pre-employment screening
- DBS check (as appropriate)
- 'Barred List' Check (as appropriate)
- Evidence of qualifications applicable to the role
- Prohibition from Teaching Check (Teachers)
- Confirmation of registration with applicable registered body
- S128 Direction checks for managerial positions Additional checks for overseas candidates
- An online search (this will be carried out before your interview)



**Recruitment of Ex-Offenders** All posts are exempt from the requirements of the Rehabilitation of Offenders Act (ROA) 1974, meaning that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on application. Having a criminal record will not necessarily bar you from working with us

**False Information** Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police



## Advert - Deputy Headteacher

Required for September 2026 or sooner

Salary range: L8 – L14

An empathetic and creative leader is required to take on the post of Deputy Head from September 2026 or sooner. This is an excellent opportunity for a superb candidate to join the management team of our wonderful School.

We are looking for somebody who is:

- A Catholic with commitment to and a clear vision of Catholic education
- A practising Catholic
- An exemplary and inspirational classroom teacher
- Someone who has a successful track record in raising pupil achievement
- Good interpersonal skills
- Has the ability to form excellent partnerships and communicate effectively with staff, parents and the wider community
- Has a good sense of humour and a positive attitude

In return, we can offer you the opportunity to:

- Lead a team of highly skilled staff all of whom are passionate about working in a caring Christian atmosphere.
- Work with supportive parents and our well behaved and supportive pupils.
- Develop the school's strategy and vision alongside a supportive and effective governing body that is committed to your continued professional development.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

Closing date for applications: 27<sup>th</sup> February 2026 at 5pm

Interviews will take place on: 20<sup>th</sup> March 2026





## **Job Description – Deputy Headteacher**

### **Purpose of the Job**

1. To carry out the professional duties of a deputy headteacher as laid out in School Teachers' Pay and Conditions Documents.
2. To be a leading member of the senior management team in identifying and determining the school's aims and objectives, practise and development.
3. To assist with the promotion of effective learning throughout the school and to be an outstanding role model.
4. To assist the headteacher in monitoring the work of the school.
5. To deputise for the headteacher in the event of his/her absence.
6. To work in partnership with the headteacher, staff, parents, governors and the community.
7. To contribute to and offer a positive ethos which promotes children's spiritual, moral, social and cultural development and behaviour in accordance with school and Council policies.
8. To develop and sustain strong links with the parish community, supporting the Catholic life of the school through shared worship, Charitable outreach and collaborative events.
9. To take a leading role in promoting achievement by target setting, achievement, record keeping, planning and delivery of tests including Baseline, SATS and QCA tests.

### **Main activities and Responsibilities**

1. To fulfil the professional duties of a deputy headteacher as defined in the current School Teachers' Pay and Conditions Document.



2. To continue to review and maintain the school's aims and objectives, practise and development.
3. To be committed to the school's Equal Opportunities Policy and to help implement it throughout the school.
4. To lead and motivate colleagues as an exemplary role model in the classroom.
5. To support the headteacher in the analysis and evaluation of pupil's achievement.
6. To work with the headteacher in monitoring the quality of teaching and learning and pupil's achievement, including a leading role in performance management.
7. To maintain and implement appropriate methods of record-keeping and assessment and work in liaison with other co-ordinators to develop cohesive planning, assessment and record keeping systems throughout the school.
8. To develop productive relationships with the parish and local Catholic community to support the schools mission.
9. To have responsibility with the headteacher and co-ordinators to develop the curriculum across the whole school ensuring that all pupils receive a curriculum which is:
  - i. Broad and balanced and meets the statutory and school requirements.
  - ii. Suitably differentiated to meet the needs of individual pupils so that they can achieve their potential.
10. To know and understand the issues to be considered in the development and implementation of whole school policies and to monitor and review the school policy documents in accordance with the school's improvement plan.
11. To undertake such duties as are necessary to ensure the smooth running of the school.

## DEPUTY HEADTEACHER - PERSON SPECIFICATION

CRITERIA OR REQUIREMENTS	Method of Assessment	Short-listing Criteria
<b>3. EDUCATION AND TRAINING:</b>	<b>AF</b>	√
a) Qualified Teacher Status.		
b) Relevant and recent Inset.	<b>AF</b>	√
c) Practising Catholic.	<b>AF</b>	√
<b>4. EXPERIENCE</b>		
a) Substantial and successful teaching experience across the 5-11 age range.	<b>AF/I</b>	√
b) Experience of early years	<b>AF/I</b>	√
c) Successful experience of management/ curriculum management in the primary sector.	<b>AF/I</b>	√
d) Experience of developing, implementing and evaluating curriculum areas and school policies.	<b>AF/I</b>	√
e) Demonstrating knowledge of innovative practice; developing and implementing an effective inset programme in a curriculum area.	<b>AF/I</b>	√
f) Evidence of experience of resource planning and financial management at curriculum level.	<b>AF/I</b>	√
g) Involvement in aspect of School Development planning.	<b>AF/I</b>	√
<b>5. KNOWLEDGE/SKILLS/ABILITIES</b>		
a) Ability to establish an ethos conducive to promoting good relationships whilst maintaining high standards of behaviour.	<b>AF/I</b>	√
b) Understanding of the deputy headteacher's management role in relation to the staff,	<b>AF/I</b>	√

<p>curriculum, community and resources.</p> <p>c) Understanding of the deputy's role in relation to curriculum evaluation, review and monitoring.</p> <p>d) Ability to communicate effectively both verbally and in writing to a wide range of audiences.</p> <p>e) Demonstrate the ability to work in partnership to promote, motivate and lead a school.</p> <p>f) Ability to develop and maintain positive Relationships with the Governing Body/parents and the wider community.</p>	<b>AF/I</b>	√
		√
		√
		√
		√
<p><b>4. OTHER JOB SPECIFIC REQUIREMENTS</b></p> <p>a) Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical applications.</p> <p>b) Evidence of promoting positive partnership with parents.</p> <p>c) Evidence of providing high quality education to all children.</p> <p>d) Understanding of Health and Safety issues.</p>	<b>AF/I</b>	√
		√
	<b>AF/I</b>	√
	<b>AF/I</b>	√
	<b>AF/I</b>	√

**AF = Application Form**

**I = Interview**

**P = Presentation**