

# Coloma Convent Girls' School & Sixth Form



## Deputy Headteacher Candidate Information Pack

**Tel:** (0208) 654 6228

**Email:** [office@coloma.co.uk](mailto:office@coloma.co.uk)



## Headteacher Welcome

Dear Candidate,

Welcome to Coloma Convent Girls' School & Sixth Form. Thank you for your interest in the role of Deputy Headteacher in our successful, vibrant and ambitious community.

In August 1869, Coloma first opened its doors in Croydon and for 60 years has stood in the foothills of Shirley as a place of faith, learning and opportunity. Our beautiful grounds frame a deep history, one that has shaped generations of young women who leave us equipped to make a difference in the wider world.

We are guided by our Catholic ethos; the love of God, Gospel values, service, faith and compassion and believe in educating the whole person. Our mission is clear: to be a community where Christ is at the centre as we nurture the pursuit of our God given greatness today in the leaders of tomorrow. At Coloma, that includes setting the highest standards for both staff and students; expecting integrity, discipline, self-belief and a love of learning in every classroom; fostering courage, compassion and wisdom in every decision; and always being guided by God in our purpose.

We are looking for someone who is committed to working with colleagues across our Trust and who is committed and ambitious for their own professional development. We serve the families of the local community and are part of St Oscar Romero Catholic Academy Trust, an established multi-academy trust of four secondary and twelve primary schools in South East London and Kent.

In practical terms: we offer a contemporary, broad and challenging curriculum from Key Stage 3 through to Sixth Form. We value support, stretch and challenge, academic rigour, and offering every pupil access to doors that open for higher education, future careers and leadership in any area of the globe. Because we are a school for girls and young women, empowering them is not an add-on but central to our work. We believe that giving girls confidence and ambition, rooted in strong moral values, changes lives.

We expect our staff to share our commitment to excellence: professionals who will maintain high expectations, inspire, support and challenge; who will contribute to our Catholic life and lead with compassion, courage and integrity.

As Deputy Headteacher, you will join a community that is both proud of its history and excited for its future. You will help to sustain a school culture where every girl knows she is loved, valued and cared for; where faith, kindness and service are lived; where success is achieved not at the expense of others but through hard work, respect and caring for all.

If you believe, as we do, that greatness is possible in every young woman, that education is more than academic results but the formation of character, and that faith and learning belong together, then Coloma could be the place for you.

I look forward to exploring your vision for how you would help lead Coloma forward on our journey towards exceptional education for all.

With warm regards,

Mrs Bumford Sinclair  
HEADTEACHER  
Coloma Convent Girls' School



## Welcome from Allison MacQuire, Chair of the Board St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the St Oscar Romero Catholic Academy Trust and for taking the time to explore the opportunities available within our family of schools.

As Chair of the Board, it is my privilege to welcome you to a community of Catholic Schools, rooted deeply in the teachings of Christ and inspired by the life and legacy of St Oscar Romero – a champion of justice, compassion and courage. At the heart of all we do is the belief that every young person is called to live with purpose; and that every child in our care deserves the very best we can provide for them.

We are a growing Trust of distinctive Catholic schools across the Archdiocese of Southwark, committed to excellence in academic and spiritual formation. In our schools, Christ is at the centre of daily life, and our shared mission – to serve children, families and staff with love, dignity and respect – shapes every aspect of our work.

Our Trust values the contribution of every member of staff, recognising that it is our people who bring our mission to life. We are committed to professional growth, collaboration between schools, and fostering a culture where staff feel supported, inspired and empowered to be their best. This means investing in development, building strong communities of practice, and embracing the distinct gifts each colleague brings to our shared purpose.

This information pack is designed to give you a meaningful picture of who we are and what it means to serve within the St Oscar Romero Catholic Academy Trust. I hope it speaks to both your professional aspirations and your vocational calling.

Thank you again for considering joining us. If you feel called to contribute to our mission, I warmly encourage you to apply, and I do hope you get the chance to join our amazing community and family; and be part of our journey in Christ.

Yours faithfully,

Allison MacQuire  
Chair of the Board  
St Oscar Romero Catholic Academy Trust



## Welcome from Clare Verga, Chief Executive Officer St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the role of Deputy Headteacher at Coloma Convent Girls' School, part of St Oscar Romero Catholic Academy Trust and for taking the time to consider this exciting opportunity.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside dedicated and inspiring colleagues. Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge, we strengthen the capacity of individual schools to serve as beacons of learning and love.

A group of sixteen schools, we are made up of four secondaries and twelve primaries. We are on an exciting journey. A journey of growth that has as its goal, our determination to provide the young people in our schools the very best that Catholic education has to offer. Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. As such, we are growing our Trust to become a group of thirty-five Catholic schools over the next three to five years.

Our commitment is guided by the teachings of Christ and His Church. We care for, support and educate our children and young people to the highest possible standards. Our schools are inclusive and are driven by a passion to do the very best for every child and young people in our care. Every day we strive to add value to our schools to ensure they are vibrant, exciting, welcoming places, so our children and young people learn, grow and flourish.

We hope this exciting opportunity and joining our Trust is of interest to you and we look forward to receiving your application.

Yours faithfully,

Clare Verga  
Chief Executive officer  
St Oscar Romero Catholic Academy Trust



## **Recruitment Process:**

Once you have submitted your application, it will be assessed against the criteria in the person specification. Successful candidates will then be invited to attend an interview.

## **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by contacting the school.

## **Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

## **References:**

Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

## **Priest's Reference Requirement:**

Please be aware that, in line with updated Diocese guidance, a reference from your Parish Priest must be obtained at the shortlisting stage, before you can be invited to interview. Upon receipt of your application, your Parish Priest will be contacted for a reference. To prevent delays in the recruitment process, applicants are strongly encouraged to:

- Inform their Parish Priest in advance that a reference request will be issued as part of their application.
- Ensure that their Priest's contact details are accurate and fully completed with the application form.
- Provide consent for the recruitment team to contact the Priest as soon as the application is submitted.
- Failure to secure a Priest's reference in a timely manner may affect your progression to the interview stage.

## **Right to work in the UK:**

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

## **Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

## **Data Protection:**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.



**Job Title:** Deputy Headteacher

**Contract Length:** Full Time and Permanent

**Salary Range:** Leadership Scale 22-26 (Dependent on skills and experience)

**Accountable to:** Headteacher

An exciting opportunity has arisen for an exceptional candidate to become Deputy Headteacher of Coloma Convent Girls' School. We are seeking a Deputy Headteacher who is a practising Catholic in full sacramental communion\*, ambitious and dynamic; someone who has the passion to ensure that the school is consistently up to date with contemporary practices and matches our drive to ensure the school provides the best for all students in every area.

The Deputy Headteacher will be an inspirational leader who can bring vision, energy and a proven track record of excellent leadership. We are particularly interested in candidates with significant experience of leading change within teaching and learning teams, and who can ensure the quality of education in our school and our sixth form consistently meets our ambitions. Wellbeing of our young people remain at the forefront of our school and sixth form and the successful DHT being fully committed to this. The successful candidate will be supported to gain experience of leadership across a full range of school improvement opportunities, and they will not be limited to only one area of school life. This will enable them to develop as a confident, versatile and well-rounded senior leader with the capability to deliver at the highest levels of school leadership with Christ at the Centre.

The Coloma experience is so much more than a comprehensive education. For over 150 years we have been driven to challenge our pupils to become successful young women who display compassion and courage both within the school community and beyond. The successful candidate will be committed to establishing a positive and proactive culture that promotes excellence, focusing on collaboration and driving internal excellence, underpinned by Gospel Values.

Being a Deputy Headteacher within the St Oscar Romero Catholic Academy Trust provides opportunities to work collaboratively with other Deputy Headteachers and School Leaders therefore having opportunities to shape the educational landscape across South East London.

The ideal candidate will:

- be a practising Catholic\* in full sacramental communion;
- have extensive previous experience of working as part of a Senior Leadership Team;
- have experience of delivering excellent outcomes and leading teaching and learning teams;
- be able to demonstrate success at leading school improvement, raising educational standards and delivering a digital culture and strategy across the school;
- possess the ability to empower staff and include them in the next stages of the school's journey;
- be an excellent written and verbal communicator;
- align to the mission, vision and values of Coloma Convent Girls' School and Sixth Form, St Oscar Romero Catholic Academy Trust and the Archdiocese of Southwark.

**\* A 'practising Catholic' is defined as someone who has been sacramentally initiated in to the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained in God's grace, a practising Catholic will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.**



In return we offer:

- opportunities to work within a highly skilled and supportive team;
- a commitment to continue with national pay, terms and conditions;
- access to the generous Teachers Pension Scheme;
- a highly supportive working environment;
- training opportunities to support a continuing leadership journey.

Visits to our beautiful school site in the Shirley Hills are highly encouraged.

To arrange an informal conversation with the Headteacher and/or to arrange a tour then please contact Mrs Vicki Davis, Executive Assistant to the Headteacher, via [recruitment@coloma.co.uk](mailto:recruitment@coloma.co.uk)

Further details of this role can be found on TES, [Coloma website](#) and [RCAOS website](#)

## Recruitment Timeline and Key Dates

**Closing date for applications:** 14<sup>th</sup> April 2026 @9am

**Interview date:** 30<sup>th</sup> April 2026

**Start date:** September 2026

**To reiterate, in line with updated Diocese guidance, a reference from your Parish Priest must be obtained at the shortlisting stage, before you can be invited to interview. Upon receipt of your application, your Parish Priest will be contacted for a reference.**

**For applicants that are invited to interview, Coloma will request references from your referees.**



## Job Overview:

The Deputy Headteacher is a member of the Senior Leadership Team (SLT) responsible for contributing to the management and leadership of the school and the day-to-day education, wellbeing, child protection and safeguarding of students and staff at Coloma.

The Deputy Headteacher is responsible for the line management of staff including other Senior Leaders, Middle leaders and Support Staff.

## Key Responsibilities

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

- Establishing policies for formulating and achieving the aims and objectives of the school including those pertaining to Catholic Life, Mission and Ethos;
- Leading on embedding the Catholic Education Service equality duties for schools in England and Wales
- Developing the quality of education for all and of all;
- Promoting a culture which prioritises safeguarding and wellbeing;
- Monitoring progress towards the achievement of the school's aims and objectives;
- Championing the school's ongoing work on Equality, Diversity and Inclusion amongst staff and students;
- Managing staff and resources;
- Ensuring that statutory obligations are met.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the local governing committee. 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).

## Qualities

The Deputy Headteacher will:

- Promote the Gospel Values by their personal example therefore, the post of Deputy Headteacher be filled by 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 aspects with Christ at Centre.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

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## Duties and responsibilities

The duties and responsibilities of the Deputy Headteacher are aligned to the Headteachers' Standards (2020) as set out by the Department for Education.

## School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote and prioritise the safeguarding of all pupils;
- Act as the school's Deputy DSL deputising for the DSL in their absence;
- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life;



## **School culture and behaviour cont.**

- Uphold educational standards in order to prepare all pupils for their next phase of education and life regardless of their starting points;
- Ensure a culture of staff professionalism and accountability;
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school;
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

## **Teaching, curriculum and assessment**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence;
- Ensure teaching is underpinned by subject expertise;
- Commit to an inclusive "education for all and of all" approach so that all pupils achieve well;
- Effectively use formative assessment to inform strategy and decisions;
- Ensure the teaching of a broad, structured, innovative and coherent curriculum which prepares pupils for next steps;
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities;
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum;
- Utilises data to ensure pupil tracking leads to highest outcomes.

## **Additional and special educational needs (SEN) and disabilities**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum;
- Have ambitious expectations for all pupils with SEN and disabilities;
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate;
- Make sure the school fulfils statutory duties regarding the SEND code of practice.

## **Organisational management and school improvement**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's Catholic ethos and strategic direction together with the governing board and through consultation with the school community;
- Establish and oversee systems, processes and policies so the school can operate effectively;
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care;
- Manage staff with due attention to workload;
- Ensure rigorous approaches to identifying, managing and mitigating risk;
- Allocate financial resources appropriately, efficiently and effectively;
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context;
- Make sure these school improvement strategies are effectively implemented

## **Professional development**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities;
- Keep up to date with developments in education;
- Seek training and continuing professional development to meet needs



## Governance, accountability and working in partnership

Under the direction of the headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility;
- Ensure that staff understand their professional responsibilities and are held to account;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Work successfully with other schools and organisations within the Diocese, Trust and LA;
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



## Education and Training

- Qualified teacher status (QTS)
- Degree
- Catholic Certificate of Religious Studies (CCRS) – Desirable

## Experience

- Successful leadership and management experience in a secondary school
- Teaching experience
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development
- Leadership in whole school teaching and learning including sixth form

## Knowledge and Skills

- Data analysis skills, and the ability to use data to set targets and identify weaknesses
- Understanding of high-quality teaching, and the ability to model this for others and support others to improve
- Understanding of school finances and financial management
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships
- Understanding of the Equality Act and the Catholic Education Service guidance on the equality duties for schools in England and Wales

## Personal qualities

- Practising Catholic\* in full sacramental communion
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to prioritise effectively
- Problem-solving abilities
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Desire to ensure that all young people thrive

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# PERSONAL SPECIFICATION

Personal Qualities	Measured by: A - Application I - Interview	E - Essential or D - Desirable
Practising Catholic* in full sacramental communion	A	E
Awarded with Catholic Certificate of Religious Studies (CCRS)	A	D
Ability and willingness to support the Catholic ethos of the school	A, I	E
Commitment to a broad and balanced education for all students	A, I	E
People orientated leader who can inspire commitment, enthusiasm and collegiality from staff, students, parents/carers, governors and the community	A, I	E
Values diversity and the unique contribution every individual makes to the learning community	A, I	E
Highest professional standards and expectations	A, I	E
Able to employ a range of leadership and management styles appropriately, to motivate others	A, I	E
Team player	I	E
Approachable with a good sense of humour	I	E
Willingness to contribute to the wider life of the School and community	I	E

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**Coloma Convent Girls' School**  
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**“Education is a very practical  
and simple thing, which  
requires little theory, but much  
care; few precepts but a lot  
of love.”**



**Canon Constant William van Crombrugghe,  
Founder of the Daughters of Mary  
and Joseph**

