



ST MARY'S CATHOLIC PRIMARY SCHOOL

Deputy Headteacher Recruitment Pack

Closing Date: Noon on Wednesday 1st April 2026

Interview Date: Thursday 23rd April 2026

Contact: Phone: 023 92583979

Email: h.cook2@st-marysrc-pri.hants.sch.uk

Salary Range: L4-L9

Visit our website: www.stmarysgosport.co.uk



'Dat Deus incrementum'

Welcome to St Mary's



Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at St Mary's Catholic Primary School. On behalf of the Governing Body, I am delighted that you are considering joining our school community.

St Mary's is a vibrant, welcoming, one-form-entry primary school where community, pride and joy sit at the heart of everything we do. We are proud of our distinctive Catholic ethos and of the strong relationships we share with our parish and the wider Catholic community.

In recent years, the school has been on a significant journey of improvement which has been recognised through our 'Good' judgements from both Ofsted and the Catholic Schools Inspectorate. We are also proud to have been accredited as a Centre of Excellence for Oracy through Voice 21, reflecting our commitment to giving every child a strong voice and the confidence to use it.

We are now seeking a Deputy Headteacher who will help lead the next phase of our development: someone who brings senior leadership experience, ambition and a deep commitment to improving outcomes for all children. This is an exciting opportunity for the right individual to make a meaningful difference, shaping the future direction of the school and inspiring our dedicated staff and wonderful pupils to live out our vision:

For every child to flourish and achieve great things.

I encourage you to explore our website at www.stmarysgosport.co.uk to gain a deeper sense of who we are. If you would like to visit the school and meet our children and staff, please contact the Headteacher, who will be very happy to arrange this.

Thank you once again for your interest. We look forward to learning more about you and the qualities you could bring to our school.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'CP', written in a cursive style.

Miss Charlie Pugh
Chair of Governors
St Mary's Catholic Primary School
charlotte@pughonline.co.uk



About St Mary's

Dat Deus Incrementum: "God gives us growth"

OUR VISION & CORE VALUES

At St Mary's we come to flourish and achieve great things through our values of **Community, Pride and Joy.**



OUR PUPILS

We have 200 pupils aged 4 to 11 years. Many of our pupils are eligible for additional educational or social support:

- 21.5% are on the SEND register
- 25.5% have English as an additional language
- 45.5 % are eligible for Pupil Premium
- 38.5% are eligible for Free School meals

Pupil voice is valued at St Mary's and this is reflected through engagement with the following groups:

- School council
- Head Students
- House Captains
- Faith Council
- Equalities and Rights Advocates (EARA)
- Tech Team

OUR STAFF AND STRUCTURE



We are a one form entry primary school and have 7 classes. The current leadership structure includes headteacher, deputy headteacher and 2 phase leaders.

About St Mary's

ORACY CENTRE OF EXCELLENCE



Every Centre of Excellence offers something different because Oracy is not a scheme or 'add on' to our day-to-day, it is core to everything we do. At St Mary's we have a strength in using Oracy to develop the children's sense of belonging and we value every voice. It has helped to set and achieve high standards of behaviour across the school and has enriched our offer for personal development.

SCHOOL CLUBS

We have a variety of in-school and after-school clubs which include a prayer group, a craft club, a service club and a variety of sports clubs including football, karate and netball.



SCHOOL GROUNDS

St. Mary's is fortunate to have a large playing field on its grounds. There are trees lining the grounds, and a wildlife area at the back of the playground and outdoor exercise area.

GOVERNORS & COMMUNITY

The Governing Body of St Mary's is well informed with a range of governors who are able to challenge and support the work of the school. The full governing body meets half termly and the two sub-committees for resources and curriculum meet once per term. Governors also spend one day each term in the school focusing on a different subject or area of interest.

The school operates breakfast and after school clubs and we have an active PTA group. Squirrels' nursery is based on our premises and provides term-time care for children aged 3 months - 4 years.

PARISH

The school serves three Parishes, the main one being St Mary's Catholic Church, Gosport. Mass is currently celebrated in the school each half term. Father Matthew is the priest connected to our school. Whenever possible, parents, governors and members of the parish are invited to school Masses and other liturgies.

Inspections & Improvement



OFSTED

The school last had an OFSTED inspection in June 2023 and received a “GOOD” judgment overall.

The full report can be viewed here: [Find an Inspection Report - Ofsted](#)

Some highlights from the report were:

- Pupils are eager to come to this welcoming and inclusive school where they can learn each day.
- Leaders have ambitions for all pupils including those with SEND.
- Pupils treat each other, staff and visitors with respect. Expectations of behaviour are consistent.
- Pupils benefit from a range of opportunities that enrich their learning and ignite their interests.
- The senior leadership team expect the best from everyone, including themselves.
- Parents are overwhelmingly positive about the school and are deeply grateful for the care shown to their children.

Our priorities moving forward are:

- To ensure that our youngest pupils get the very best start at St Mary’s, with access to a rich and varied curriculum and appropriate support for those who are struggling to learn to read.
- Improved outcomes at the end of KS2 so our children are ready to move onto secondary school.



“100% of families would recommend the school”

OFSTED parents’ survey, June 2023

CATHOLIC SCHOOLS INSPECTORATE

St Mary’s has also had a successful recent visit from the Catholic Schools Inspectorate being graded GOOD at our last Section 48 inspection.

The full report can be found here [s48-validation-report-st-marys-primary](#)



Application Procedure



APPLICATION

Candidates should fully complete the [Catholic Education Service Senior Leadership application form](#)

A statement in support of your application should be provided. This should be no longer than 1300 words and structured under the following headings:

- Culture and Ethos
- Curriculum and Teaching
- Organisation effectiveness including Governance and Accountability

All applicants will be required to complete an Equality Monitoring form.

The whole application pack must be returned no later than noon Wednesday 25th February to:

**The School Business Manager
St Mary's Catholic Primary School
Anns Hill Road
Gosport
Hampshire
PO12 3NB**

Phone: 023 92583979

Email: H.COOK2@st-marysrc-pri.hants.sch.uk

Applications will be acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the School Business Manager immediately on the number above.

INFORMAL VISITS

We would be proud to show you our school, or to have an informal chat with you. Please email Charlie Pugh, Chair of Governors charlotte@pughonline.co.uk to arrange a visit or schedule a call.

SELECTION PROCESS

The shortlist will be drawn up on 13th April 2026. Shortlisted applicants will be advised of the outcome within 3 working days from this date. Further details will be sent to those candidates called for interview.

Application Procedure



SAFER RECRUITMENT

St Mary's Catholic Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to disclosure and barring service (DBS) checks along with other relevant employment checks.

PRIVACY NOTICE

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Job Description

The Deputy Headteacher assists the headteacher and all stakeholders to create a shared, strategic vision which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.

They deputise for the headteacher in their absence undertaking the professional duties for all aspects of administration, management and discipline of the school.

Distinctive nature of the school:

- Assist the headteacher in promoting the Catholic ethos, aims and values of the school
- Enable children, parents, visitors, governors and the wider community to experience the Catholic ethos of the school
- Committed to maintaining links with families, parish, diocese and the wider community

Shaping the future:

Be a member of the Senior Leadership Team (SLT) and make a significant contribution to the strategic development and direction of the school.

- Lead by example and express the school's vision, aims and priorities to all stakeholders, establishing effective relationships with colleagues, parents and other schools.
- Lead and manage within the context and beliefs of Catholic values.
- Support the ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all children irrespective of background, ethnicity, gender or disability.

Help lead and manage the creation and implementation of the School Improvement Plan which identifies priorities and targets

- Ensuring pupils achieve high standards and make progress
- Increasing teachers' effectiveness
- Securing school improvement
- Take responsibility for appropriately delegated aspects of it

Monitor and evaluate assessment and other data from a variety of sources to

- Inform planning
- Identify strengths and areas for development
- Support teachers to identify strategies to improve standards
- Support and contribute to the school's system for the review and evaluation of teaching and learning.

Leading learning and teaching:

Support staff in the development of the curriculum ensuring continuity and cohesion in a one form entry school.

- Lead and manage a significant area of the curriculum and/or aspect of the school's strategic plans and priorities as agreed with the headteacher.
- Work as part of the SLT to determine, organise and implement the curriculum and its assessment.
- Monitor the quality of teaching, learning and standards across the school and, using performance data, have a clear view on strengths and areas to develop

Developing self and working with others:

- Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture
- Lead a team of staff, setting high expectations, holding others to account and ensuring the team create a successful learning culture enabling pupils to become effective, enthusiastic, independent learners, committed to life-long learning
- Support staff in developing their teaching and learning through coaching and mentoring.
- Develop effective lines of communication with the whole staff team.
- Lead INSET and staff meetings, through the provision of high quality professional development.
- Take responsibility for your own professional development and keep up to date with recent developments in education.
- Manage your own workload and that of others within the school to ensure a work / life balance.

Managing the organisation:

- Work with the headteacher to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement developing self and working with others:
- Assist the headteacher in the day to day running of the school.
- Assist in the management and organisation of the school environment to ensure that it meets the needs of the curriculum and health and safety regulations
- Assist the headteacher and governors in setting resource priorities.
- To act as keyholder and share responsibility for securing the building in the event of an emergency.

Securing accountability:

- Appraise teaching and non-teaching staff in line with the Performance Management Policy
- Maintain effective communication with governors, ensuring they are well informed about plans, policies and priorities
- Provide professional support to the Governors – committees and Full Governing Body

Strengthening community:

- Create and maintain an effective partnership with parents and outside agencies to support and improve pupils' achievement and personal development
- Work with the wider community to bring about benefits for the school community.
- Help the headteacher to build a school culture and curriculum which takes account of the richness and diversity of the school's community

Generic job responsibility – class teacher:

In conjunction with teachers' standards –

- Create a successful culture of learning within own classroom
- Provide a model of outstanding classroom practice
- Ensure children are making effective progress and achieving high standards
- Lead and manage an area of the curriculum; identifying priorities, leading developments and evaluating and reviewing impact

Person Specification



The Person Specification

The tables below detail the requirements of the person applying for this post and clearly state whether they are Essential (E) or Desirable (D).

Candidates failing to meet any of the essential criteria will automatically be excluded from the selection process.

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

A: Faith Commitment

		Essential	Desirable	Source
1	Practising Catholic	E		R
2	Involvement in parish community		D	R
3	To model personal faith values to all members of the school community	E		I

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

		Essential	Desirable	Source
4	Leading school worship	E		A/I
5	Ways of developing religious education, worship and a Catholic curriculum		D	A/I
6	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	E		A/I
7	How relationships should be fostered and developed between the school, parish and its community, and the Diocese of Portsmouth	E		A/I

B: Qualifications

		Essential	Desirable	Source
8	Degree	E		A/CC
9	Qualified teacher status	E		A/CC
10	Certificate of Catholic Religious Study or equivalent		D	A/CC

C: Professional Development

		Essential	Desirable	Source
11	Evidence of recent leadership and management professional development	E		A
12	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A
13	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC

Person Specification

D: School Leadership and Management Experience

		Essential	Desirable	Source
14	Recent successful leadership in senior leadership role	E		A/R
15	Able to lead and inspire the school community in all areas of school improvement	E		A/R/I
16	Evidence of successfully leading and monitoring school improvement	E		A/R/I
17	Able to work as part of a team, empowering others to take the lead as appropriate	E		A/R
18	Positive in their attitude with a clear vision and passion for Primary Education	E		A/I
19	Experience of leading CPD	E		A/I

E: Experience and Knowledge of Teaching

		Essential	Desirable	Source
20	A record of excellent classroom practice in the Primary phase	E		A/I/R
21	To have current knowledge and understanding of effective practice in each of the primary phases.	E		A/I
22	Experience of whole school leadership and development of a core subject		D	A/I
23	To effectively use data and assessment to raise standards and address weaknesses	E		A/I
24	To exemplify how the needs of all pupils are met through quality first teaching	E		A/I

F: Professional Attributes

		Essential	Desirable	Source
25	To demonstrate an understanding, awareness and empathy for the needs of all pupils at the school and how these could be met	E		A/I
26	To demonstrate a clear rationale for behaviour management and have a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I/R
27	To have excellent written and oral communication skills	E		A/I
28	To be a leader of learning; demonstrating, promoting and encouraging outstanding classroom practice	E		A/I
29	Show good commitment to sustained attendance at work	E		A/IR

G: Confidential References

30	A positive and supportive faith reference from a priest where the applicant regularly worships	
31	Positive recommendation from all referees, including current employers	