



# Blessed Robert Sutton

## Catholic Voluntary Academy

---

### Deputy Headteacher

Pay Range: Leadership L15 - L19

Salary: £70,293 - £77,552 per annum



*"An Excellent Education for All"*

# Headteacher Welcome

---

**It gives me great pleasure to welcome you to  
Blessed Robert Sutton Catholic Voluntary Academy.**

Our dedicated team of educators work tirelessly to ensure that each child receives a well-rounded education, fostering both academic excellence and personal growth.

As an Outstanding school (as graded by Ofsted 2023) we realise that achievement comes in many different forms and we are committed to ensuring that each child has every opportunity to flourish, grow in confidence and make the most of their individual gifts and talents.

At Blessed Robert Sutton, we emphasise the importance of curiosity, creativity, and critical thinking, equipping our students with the skills they need to thrive in an ever-changing world. We are also deeply committed to our community, encouraging strong partnerships between parents, students, and staff to create a supportive network that empowers every child.

I invite you to explore our website and visit our school to discover the vibrant and dynamic atmosphere that makes Blessed Robert Sutton a special place to learn and grow. Together, we can help our students reach their full potential and prepare them for the bright futures they deserve.

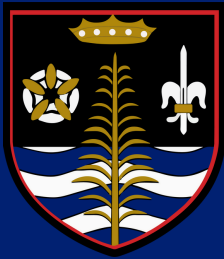
Thank you for your interest, and I look forward to welcoming you to our school community.

Samuel Gray



Headteacher





# About the role

---

The role will involve leading on the development and implementation of the school's curriculum, ensuring high-quality teaching and learning, and driving continuous improvement in student outcomes, particularly at Key Stage 4. The Deputy Headteacher will play a pivotal role in fostering a positive, inclusive, and enriching school culture that aligns with the school's Catholic ethos, vision, and values.

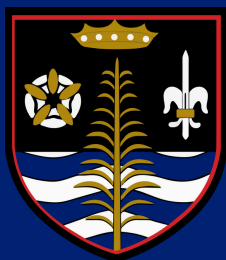
## **Curriculum Design and Implementation**

- Oversee the development and implementation of the school timetable, ensuring it effectively supports the delivery of the curriculum and meets the needs of all pupils and staff.
- Lead the development and implementation of a broad, balanced, and coherent curriculum that meets the needs of all pupils and prepares them for the next stage of their education and life
- Ensure the curriculum is underpinned by the school's Catholic values and promotes the spiritual, moral, social, and cultural development of pupils
- Monitor and evaluate the effectiveness of the curriculum, making adjustments as necessary to drive continuous improvement
- Oversee the implementation of effective assessment practises to track pupil progress and inform teaching and learning

## **Teaching, Learning, and Outcomes**

- Promote and sustain high-quality teaching and learning across the school, with a particular focus on Key Stage 4 performance measures
- Monitor and evaluate the impact of teaching on pupil progress and attainment, providing support and challenge to teachers as needed
- Identify and implement evidence-based strategies to enhance teaching and learning, particularly in areas of underperformance
- Ensure the school's commitment to inclusion and high expectations for all pupils is reflected in classroom practice

Join us on this exciting journey of educational excellence and faith formation. Be the leader who inspires change and shapes futures.



# Job Description

---

**Reporting to:** Headteacher  
**Grade/Salary:** Leadership Group L15 – L19  
**Contract Type:** Full time, permanent  
**Location:** Blessed Robert Sutton Catholic Voluntary Academy,  
Bluestone Lane, Stapenhill, Burton on Trent, DE15 9SD

Blessed Robert Sutton Catholic Voluntary Academy is a Catholic school and is part of the Catholic Church. It is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times, the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for 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 (please see the diocesan guidance document Catholic Schools and the Definition of a Practising Catholic).

This job description is based on the key areas identified in the Headteachers' Standards (2020). It recognises the role of the deputy headteacher in sharing responsibility for the leadership of the school.

Where specific responsibilities have been agreed for the deputy headteacher in key areas, it is recommended that these are added to this document.

## **Main Purpose**

The core purpose of the deputy headteacher in a Catholic school is to assist the headteacher to set and implement the strategic direction of the school and to provide professional leadership and management to drive the achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

**St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection.**

## Duties and responsibilities

### Ethics and Professional Conduct

Catholic deputy headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and his beatitudes<sup>[1]</sup> and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude, and practical wisdom. Catholic deputy headteachers are expected to meet the Teachers' Standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic deputy headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic deputy headteachers support the headteacher in their role as custodians of diocesan schools and as such embody the abundant hope that the Church has placed in education. Catholic deputy headteachers also support the headteacher with their task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic deputy headteachers:

- Build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God<sup>[2]</sup> and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue<sup>[3]</sup> and the Church's Social Teaching<sup>[4]</sup>.
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel.

[1] The Gospel of Matthew 5:3-12

[2] The Book of Genesis 1:26-27

[3] Dialogue and Proclamation, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

[4] Compendium of the Social Doctrine of the Church, 2004, Vatican.

As leaders of their Catholic school community and profession, deputy headteachers:

- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in the Church and society by behaving ethically, fulfilling their professional responsibilities, and modelling the virtues of a good citizen of the Kingdom of God.
- Uphold their obligation to give account and accept responsibility.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
- Make a positive contribution to the wider education system within and without the Catholic sector.

## **The Headteachers' Standards**

### **School Culture**

The Catholic deputy headteacher will work with the headteacher to:

- Recognise the authority of the diocesan bishop at all times in relation to the provision of education in the diocese.
- Establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and CMAT, those responsible for governance and through consultation with the school community and the diocese.
- Create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish.
- Uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education<sup>[5]</sup> and which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment which recognises an individual's dignity as made in the image and likeness of God.
- Ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity, and the pursuit of excellence.

### **Teaching**

The Catholic deputy headteacher will work with the headteacher to:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full <sup>[6]</sup>.
- Ensure effective use is made of formative assessment.

[5] The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all 5. Moral principles

[6] The Gospel of John 10:10

## **Curriculum and Assessment**

The Catholic deputy headteacher will work with the headteacher to:

- Ensure a broad, structured, and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values, and virtues that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and diocesan networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

## **Behaviour**

The Catholic deputy headteacher will work with the headteacher to:

- Establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules, and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair, and respectful approaches to managing behaviour.
- Ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen.

## **Additional and special educational needs and disabilities**

The Catholic deputy headteacher will work with the headteacher to:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching<sup>[7]</sup>.
- Establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

## **Professional development**

The Catholic deputy headteacher will work with the headteacher to:

- Ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team, and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

<sup>[7]</sup> The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity

## **Organisational management**

The Catholic deputy headteacher will work with the headteacher to:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds reflecting the school's Catholic mission.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.

## **Continuous school improvement**

The Catholic deputy headteacher will work with the headteacher to:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

## **Working in partnership**

The Catholic deputy headteacher will work with the headteacher to:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, CMAT, diocese and the local community.
- Commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

## **Governance and accountability**

The Catholic deputy headteacher will work with the headteacher to:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, CMAT, diocese and the local community.
- Commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

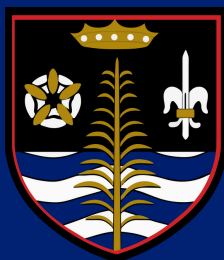


## **Wider responsibilities**

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the headteacher.
- Comply and assist with the development of policies and procedures as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

The deputy headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

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 postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



# Person Specification

---

Key: I = Interview A = Application		Essential	Desirable	How evidenced?
<b>Faith Commitment</b>	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	✓		A+I
	Secure understanding of the distinctive nature of the Catholic school and Catholic education	✓		A+I
	Understanding of the leadership role in spiritual development of pupils and staff	✓		A+I
	Experience of leading school worship	✓		A+I
	Involvement in parish community	✓		A+I
<b>Qualifications and Training</b>	Qualified teacher status	✓		A+I
	Degree	✓		A+I

		Essential	Desirable	How evidenced?
	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	✓		A+I
	Recent experience in a Catholic school	✓		A+I
	Experience of teaching in more than one school	✓		A+I
	Experience of monitoring staff performance	✓		A+I
	Knowledge and understanding of current educational issues	✓		A+I
	Postgraduate level qualification	✓		A+i
	Successive completion of diocesan leadership programme	✓		A+I
<b>Professional Development</b>	Evidence of appropriate professional development for the role of deputy headteacher	✓		A+I
	Evidence of recent leadership and management professional development	✓		A+I
	Evidence of appropriate safeguarding training	✓		A+I

		Essential	Desirable	How evidenced?
<b>School Leadership and Management Experience</b>	To have substantial and current experience as a middle leader	✓		A+I
	To have had active and effective leadership of a team/key stage/curriculum area/department	✓		A+I
	To have taken an active involvement in school self-evaluation and development planning	✓		A+I
	To have implemented and developed a whole school initiative	✓		A+I
	To have had responsibility for policy development and implementation	✓		A+I
	To have had experience of and ability to contribute to staff development (e.g., coaching, mentoring, INSET for staff)	✓		A+I
<b>Experience and Knowledge of Teaching</b>	Significant teaching experience	✓		A+I

		Essential	Desirable	How evidenced?
	To have a knowledge and understanding of all key stages in the school	✓		A+I
	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		A+I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties	✓		A+I
	Able to communicate effectively	✓		A+I
	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A+I
	Uphold and promote the Catholic ethos and values of the school	✓		A+I
	Commitment to maintaining confidentiality at all times	✓		A+I
	Commitment to safeguarding, equality, diversity, and inclusion	✓		A+I

		Essential	Desirable	How evidenced?
<b>Application Form and Supporting Statement</b>	The form must be fully completed and legible	✓		A+I
	The supporting statement should be clear, concise (within the required word count) and related to the specific post	✓		A+I

Notes:

This job description may be amended at any time in consultation with the postholder.

**Headteacher's signature:**

-----

**Date:**

-----

**Postholder's signature:**

-----

**Date:**

-----

# Why does the Church insist that being a 'practising Catholic' is a requirement for holding certain key posts in Catholic schools?

In schools with a religious character, it is already recognised, acknowledged and provided for<sup>[8]</sup>in statutory legislation that to fulfil the objectives and activities of a school's particular religious ethos, it is necessary for posts within the school to be filled by those who are members of, or practise the religion of the school. Thus for teaching roles preference may be given to a Catholic and in non-teaching roles in England, to a Catholic where applying an occupational requirement to be a Catholic is a proportionate means of achieving a legitimate aim.<sup>[9]</sup>

Certain key posts require that their holders not only refrain from doing anything "*which is incompatible with the precepts, or with the upholding of the tenets*"<sup>[10]</sup> of the school's religious ethos but, in the case of Headteachers or Principals, that they are able and fit to "*preserve and develop*"<sup>[11]</sup> that ethos and, in the case of certain other designated posts, that they hold "*religious opinions*",<sup>[12]</sup> "*attend religious worship*"<sup>[13]</sup> and "*give, or are willing to give, religious education*"<sup>[14]</sup> in accordance with the precepts and tenets of the religious faith of the school.

As already stated above, the Catholic Bishops of England and Wales have collectively mandated that in Catholic schools certain key posts carry a requirement that they are held by 'practising Catholics'. These are the posts of Headteacher or Principal, Deputy Headteacher or Vice-Principal, and Head or Subject Leader of Religious Education. Additionally, there are other key leadership posts which directly affect the Catholic mission of a school. These too may be required to be filled by 'practising Catholics' with the requisite professional skills.

The specific requirement attached to these posts derives not only from the objectives of the school as a Catholic institution in its fiduciary and legal religious character (the context of the employment post) but also because the performance of the activities concerned with holding these posts are strictly necessary for the school to preserve and develop its Catholic religious ethos<sup>[15]</sup> (the nature of the employment post). Consequently, those who hold these posts are



[8] See Appendix B, School Standards and Framework Act 1998, Section 60 as amended by Section 37 of the Education and Inspections Act 2006.

[9] Equality Act 2010 Schedule 9.

[10] See Appendix B, School Standards and Framework Act 1998, Section 60, (5), (b).

[11] Ibid., Section 60, (4).

[12] Ibid., Section 60, (5), (a), (i).

[13] Ibid., Section 60, (5), (a), (ii).

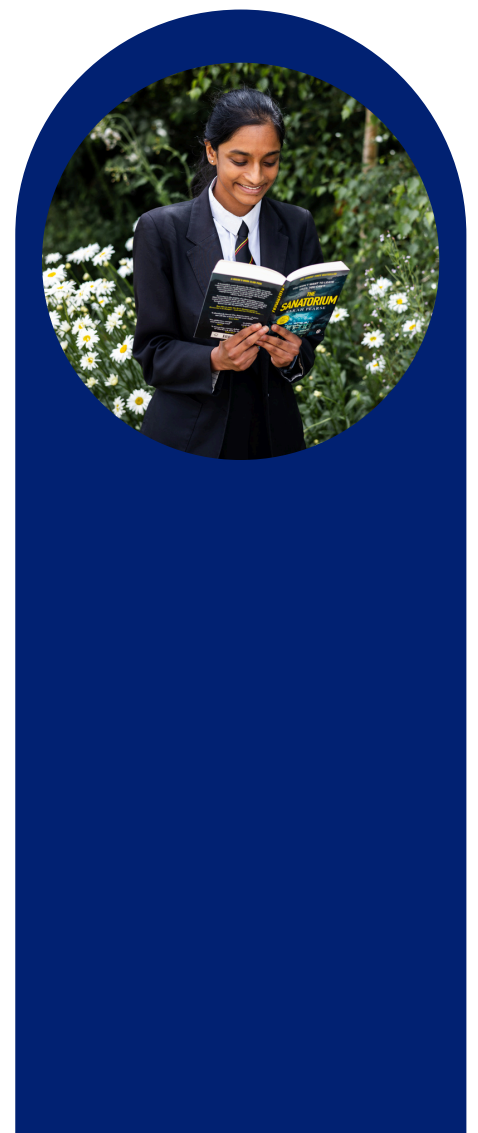
[14] Ibid., Section 60, (5), (a), (iii).

[15] Cf. Christ at the Centre, Fr Marcus Stock, Diocesan Schools Commission, Archdiocese of Birmingham 2005, pp. 10-15.

required by the context and nature of their occupation to perform specific objectives and activities which are essentially catechetical and religious. They are thus vocational as well as professional in nature.[16]

For this reason, the religious objectives and activities of these posts require the post-holder to strive to model in their lives the values of the Gospel and to adhere, in the substantive life choices that they make, to the teaching of the Catholic Church. They can only be performed therefore by Catholics who practise these objective religious qualities with equally essential professional skills.

In identifying these key posts though, it should not be supposed that this thereby lessens the importance of other positions within a Catholic school. The virtues of all members of staff, non-Catholic Christians and those from other religious traditions make a valuable and treasured contribution to the quality of a school's Catholic life and ethos.



[16] Cf. Lay Catholics in Schools: Witnesses to Faith, Sacred Congregation for Catholic Education, 1982, §37.






St Ralph  
Sherwin  
Catholic Multi Academy Trust



Blessed Robert Sutton Catholic Voluntary Academy  
Bluestone Lane  
Stapenhill  
Burton on Trent  
DE15 9SD

 01283 749450

 [sgray@brs.srscmat.co.uk](mailto:sgray@brs.srscmat.co.uk)

Scan to visit our website:

