

# ST JOHN'S C.E. PRIMARY SCHOOL



# APPLICATION PACK

Deputy Headteacher &  
SENDCo Position



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Dear Prospective Applicant,

Thank you for your interest in the position of Deputy Headteacher at St John's Church of England Primary School.

This vacancy has arisen following the promotion of the previous Deputy Headteacher, and we are therefore seeking a committed and reflective leader who is ready to play a significant role in the next stage of our school's development.

St John's is a one-form entry Church of England primary school, which was rebuilt in September 2019. As a relatively new school, we benefit from a modern building and extensive outdoor grounds, which we use purposefully to support learning, play and the wider development of our children. We are proud of the calm, purposeful environment that staff and pupils have established together, and of the strong relationships we have built with families and the wider community.

Our Christian vision of '*Love thy Neighbour*' underpins all that we do. We aim to nurture every child academically, socially and emotionally, ensuring that they feel known, valued and supported to flourish. We place great importance on working in partnership with parents and carers, recognising that education is most effective when home and school work closely together.

The successful candidate will join a dedicated and collaborative staff team who are committed to high standards, professional learning and continuous improvement. As Deputy Headteacher and SENDCo, you will work closely with the Headteacher to provide strategic leadership, while remaining firmly grounded in the day-to-day life of the school and in the classroom. Above all, you will share our commitment to keeping children at the heart of every decision.

We are looking for a leader who is approachable, reflective and resilient; someone who can support and challenge colleagues, contribute positively to our school culture, and help shape the future direction of St John's as it continues to grow and develop.

We hope the information in this application pack gives you a clear sense of our school and the role. We encourage you to visit our website to see more of what we are about. Shortlisted candidates will be offered a tour to be able to see St John's in action and to meet our children and staff.

Thank you for taking the time to consider this opportunity. We look forward to receiving your application.

Many thanks,

*Andy Clerc*

**Headteacher**

St John's Church of England Primary School



## Vision and Aims

*Our school vision of 'High Standards through a Caring Community' is theologically rooted in the second part of the greatest commandment which tells us to 'Love thy neighbour' (Leviticus 19:18).*

### WHAT IS OUR CORE PURPOSE?

St. John's Church of England Primary School is a happy, vibrant community where we 'Love Thy Neighbour'. Our school is committed to nurture and celebrate the varied talents of all our children, to enable them to achieve the best possible progress through creative learning experiences, which prepare them for life and the challenges they will meet. We will achieve this through focusing on:

- Core standards
- Life skills
- Wider opportunities
- Christian Values
- Community

### HOW WE AIM TO ACHIEVE OUR VISION?

Our aims are:

- To have high expectations of all our children, particularly with regard to behaviour.
- To work as a team towards our shared goals – with colleagues, children, families, governors, church and the wider community.
- To provide a well-managed, safe environment in which our school community can learn.
- To provide high quality teaching to meet the individual needs of all our children, within a broad, balanced and creative curriculum.
- To focus on how we learn as well as what we learn.
- To promote, respect, tolerance, responsibility and initiative within our diverse school, local, British and global community.
- To help our children to develop spiritual and cultural understanding.
- To promote the theological principle of 'Love Thy Neighbour' and the Christian values of love, service & sacrifice, trust, equality, friendship, generosity, peace, forgiveness, respect, thankfulness, perseverance & courage.
- To provide a curriculum that supports keeping safe, staying healthy, enjoying and achieving, contributing to the community and social and economic well-being.
- To actively encourage strong, home-school links.
- To provide an ethos that helps to develop self-confident, well-motivated children with a high self-esteem and a love of learning.
- To provide many opportunities for the children to develop socially and emotionally and practice the skills of communication, sharing and friendship.



## ADVERTISEMENT

### DEPUTY HEADTEACHER & SENDCO ROLE

**Employer:** The Governing Body of St John's C.E. Primary School  
**Salary:** Leadership Scale L11-L15  
**Working Pattern:** Full Time  
**Working Hours:** 32.5 per week  
**Required:** 1<sup>st</sup> September 2026  
**Contract Type:** Full time and permanent  
**Closing date:** Friday 8<sup>th</sup> May @ 12pm  
**Job Type:** Education School based, Deputy Headteacher and SENDCO  
**Shortlisting:** Tuesday 12<sup>th</sup> May 2026  
**Interview Date:** Monday 18<sup>th</sup> May 2026

The Governors and Headteacher of St John's Church of England Primary School are seeking to appoint a highly motivated and reflective Deputy Headteacher and SENDCO who will share our Christian vision and our commitment to meeting the needs of every child.

This post offers an exciting opportunity for a leader who is ready to help shape the next stage of our school's journey.

We are looking for a Deputy Headteacher and SENDCO who:

- Is an enthusiastic and aspirational leader, keen to uphold and develop the Christian vision and ethos of St John's
- Is ambitious, resilient and motivated to progress their leadership journey within a supportive school community
- Can recognise, nurture and develop high-quality teaching and learning across the school
- Values teamwork and collaboration, and enjoys working closely with colleagues
- Brings their own strengths and perspective to enrich our school family
- Is committed to creating a positive, caring and supportive environment that promotes the mental and emotional wellbeing of pupils and staff
- Has a strong moral purpose and a clear commitment to improving outcomes for vulnerable and disadvantaged children
- Demonstrates excellent interpersonal skills, with the ability to build strong relationships with parents, carers and the wider community
- Is, or aspires to be, an innovative and inspirational leader, able to think strategically and respond thoughtfully to challenge

The successful candidate will play a key role in continuing to raise standards and making a meaningful difference to the lives of our children.

Our Deputy Headteacher and SENDCO will:

- Be an exemplary role model for pupils and staff, with children at the heart of all decision-making
- Work closely with the Headteacher to provide strategic leadership across the school



- Contribute significantly to the ongoing development of teaching, learning and the wider curriculum
- Lead and support staff teams with clarity, care and high expectations
- Demonstrate a strong commitment to professional development and reflective practice
- Be a visible and engaged member of the school community, contributing fully to the life of St John's
- Lead on key aspects of school improvement in line with our vision and priorities

In return, we can offer:

- Friendly, motivated and caring children who are keen to learn and proud of their school
- A welcoming, inclusive and supportive Church of England school community
- A committed leadership team focused on continual improvement
- A clear commitment to the professional development and wellbeing of all staff
- A dedicated and hardworking staff team who strive to provide the very best for our children
- The opportunity to work in a modern school building with extensive outdoor grounds that support learning and personal development

Thank you for your interest in the post of Deputy Headteacher and SENDCO at St John's Church of England Primary School. This role offers a valuable opportunity for a dedicated and ambitious leader to further develop as a senior leader and to make a lasting impact within a growing school. You will work in close partnership with the Headteacher, who has a clear vision for the school and is seeking the right person to join the leadership team and help lead St John's forward.

We are an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The post will be subject to an enhanced Disclosure and Barring Service check (DBS) and proof of Right to Work in the UK, all qualifications verified and references will be obtained prior to the time of the interview. Shortlisted candidates will be invited on a tour of the school as part of the recruitment process.

An application pack is available on request. Please contact Mrs Michelle Garner, Business Manager, [michelle.garner@st-johns.stockport.sch.uk](mailto:michelle.garner@st-johns.stockport.sch.uk), for further information.

Applications must be completed on the application form provided, word format only, and submitted electronically to the Business Manager via email: [michelle.garner@st-johns.stockport.sch.uk](mailto:michelle.garner@st-johns.stockport.sch.uk)



## JOB DESCRIPTION

### DEPUTY HEADTEACHER and SENDCO

#### Main Purpose of the Job

The Deputy Headteacher and SENDCo will work closely with the Headteacher to provide strong and supportive leadership at St John's Church of England Primary School. The post holder will contribute to the strategic direction of the school while maintaining a visible and practical role in the daily life of our one-form entry community and assume and undertake the duties and responsibilities of the Headteacher in all aspects in the event of his/her absence.

As SENDCo, the Deputy Headteacher will lead inclusive practice across the school, ensuring that pupils with additional needs are identified early and supported effectively, in close partnership with families and external agencies.

Through promoting our Christian vision, supporting staff and working positively with parents, the Deputy Headteacher and SENDCo will help ensure that every child at St John's feels valued, supported and able to flourish.

#### Summary of Responsibilities and Professional Duties

The professional duties of the Deputy Headteacher are those set out in Paragraph 36 of the School Teachers' Pay and Conditions Document. In addition, the post holder will fulfil the statutory responsibilities of the SENDCo role.

#### A. Senior Leadership and Management

- Work as a member of the Senior Leadership Team to ensure high standards of teaching, learning and pupil progress
- Support school self-evaluation, monitoring and review processes
- Contribute to the creation, implementation and evaluation of the School Development Plan
- Support the organisation and smooth day-to-day running of the school, including contributing to timetables, rotas and systems as appropriate
- Ensure effective communication with staff, supporting clarity, consistency and shared understanding
- Fulfil the role of Deputy Designated Safeguarding Lead and Act as Designated Safeguarding Lead in the absence of the Headteacher
- Promote positive behaviour and relationships across the school, supporting a consistent and restorative approach
- Participate in the recruitment and appointment of teaching and support staff
- Deputise for the Headteacher when required



## **B. Curriculum, Teaching and Learning, and Achievement**

- Play a key role in the development of a broad, balanced and inclusive curriculum that meets the needs of all learners
- Support high-quality teaching and learning through monitoring, coaching and professional dialogue
- Lead whole-school assessment and data analysis, using information effectively to support improvement
- Contribute to target setting and support/lead pupil progress discussions
- Support staff in using assessment to inform planning and secure strong outcomes for all pupils
- Lead designated subject areas, ensuring clear progression, consistency and impact

## **C. SENDCo Responsibilities**

- Fulfil the statutory duties of the SENDCo role in line with the SEND Code of Practice
- Lead the strategic development of SEND provision across the school
- Ensure early identification, appropriate provision and regular review for pupils with additional needs
- Support teachers in planning and delivering inclusive, high-quality provision
- Oversee the use of EHCPs, provision maps and SEND documentation
- Work effectively with external agencies and professionals
- Build positive, trusting relationships with parents and carers of pupils with SEND

## **D. Staff Leadership and Development**

- Line manage teaching assistants, ensuring effective deployment and high-quality support for pupils
- Support the performance management of teaching and support staff as required
- Coordinate and contribute to high-quality professional development in line with school priorities
- Deliver training and support reflective practice across the staff team
- Promote a culture of collaboration, professional trust and shared responsibility



### **E. Behaviour, Wellbeing and Inclusion**

- Lead and promote positive behaviour and high expectations across the school
- Support a calm, caring and inclusive school environment
- Lead on wellbeing across the school, promoting positive mental and emotional health for pupils and staff
- Ensure all children feel safe, valued and supported to flourish

### **F. School, Parents and Community**

- Engage positively and effectively with parents and carers
- Build strong partnerships with governors and the wider community
- Represent the school professionally and positively
- Support the school's commitment to working closely with families to support children's development

### **G. Christian Vision and Ethos**

- Uphold and actively promote the Christian vision and values of St John's Church of England Primary School
- Support collective worship and spiritual development across the school
- Ensure the school's ethos is reflected in relationships, leadership and daily practice

### **H. Safeguarding and Professional Responsibilities**

- Be fully committed to safeguarding and promoting the welfare of children
- Ensure policies and procedures are followed consistently
- Engage in ongoing professional development and reflective practice
- Carry out all duties in line with Teachers' Standards and leadership expectations



**PERSON SPECIFICATION**  
**DEPUTY HEADTEACHER and SENDCo**

Attributes	Competency	SCORE				Essential or Desirable
		0	1	2	3	
<b>RELEVANT EXPERIENCE</b>	Record of successful leadership experience within the primary phase					Essential
	Significant teaching experience across the Primary phase					Essential
	Excellent classroom practitioner					Essential
	Proven track record of raising educational standards					Essential
	Experience of contribution to school development planning, school self-evaluation and monitoring					Essential
	Experience of building links and working with parents, governors and the wider community					Essential
	Understanding and experience of leading collective worship					Essential
	Experience of planning, promoting and leading the professional development of school staff					Essential
	Experience in using performance data to support, monitor, evaluate and improve all aspects of school life					Essential
	To have had responsibility for policy development and implementation					Essential
	To have implemented and developed a whole school initiative					Essential
Experience of appraising staff					Desirable	
<b>EDUCATION &amp; TRAINING</b>	Qualified Teacher Status					Essential
	Evidence of recent professional development including leadership and management skills					Essential
	Strong commitment to the Christian faith					Essential
	Hold the NASENCO qualification (or a commitment to achieving it)					Essential



<b>KNOWLEDGE OF:</b>	All Key Stages within primary education					Essential
	The principles of effective teaching and learning					Essential
	Primary and Curriculum Development					Essential
	Current government policies and the effects they have on school leadership in primary education					Essential
	The legislation and requirements relating to the safeguarding of children and SEND provision and related legal issues					Essential
	SIAMS and OFSTED inspection processes					Desirable
	Ability to model positive behaviours and implement a range of effective behaviour management strategies					Essential
<b>UNDERSTANDING OF:</b>	How to deliver a creative and personalised learning experience					Essential
	Effective school governance and associated accountability					Desirable
	The benefits of working with other agencies for the well-being of all pupils					Essential
<b>COMMITMENTS AND SKILLS:</b>	A commitment to developing and promoting the Christian distinctiveness, ethos and values of the school					Essential
	A commitment to maintain and develop effective relationships with parents, carers, governors and the wider community					Essential
	A commitment to developing and promoting relationships between the school, community, church and diocese					Essential
	A commitment to attend and support board of governor meetings as appropriate					Essential
	A commitment to support extra-curricular activities including residential visits					Essential
	A commitment to working with and supporting other schools					Essential
	Strong inter-personal skills					Essential
	Proven leadership and management skills					Essential
	Effective communication and delegation skills					Essential
	Competent in the use of IT communication technologies					Essential
	Excellent working knowledge of performance data relating to primary schools					Essential
	To understand, lead and support the school's diversity and inclusion policy					Essential
	To meet the school's standard of attendance					Essential



## ADDITIONAL NOTES FOR APPLICANTS

All sections of the application form should be completed. Ensure any gaps in employment history are documented.

Your supporting statement or letter of application should be clear and concise and no longer than 3 pages of A4. Please refer to the Job Description and address the criteria in the Person Specification.

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

Applications must be completed on the application form provided and be submitted by the deadline, electronically, to the Business Manager: [michelle.garner@st-johns.stockport.sch.uk](mailto:michelle.garner@st-johns.stockport.sch.uk)

## REFERENCES

You will need to provide details of two professional referees. A final offer of employment will be dependant upon receiving these references.

