

St Mark's CE Primary School



DEPUTY HEADTEACHER

APPLICANT
INFORMATION PACK

JEREMIAH 29:11



For I know the plans I have for you, declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.'



recruitment@thewings.org.uk



01942 748 618

WELCOME FROM ST MARK'S CE PRIMARY



Thank you for your interest in the role of Deputy Headteacher at St Mark's CE Primary School.

As part of the WINGS' CE Trust, we are proud to be a values-driven MAT committed to our shared vision of 'Creating a Better Future.' The Trust was formed in 2017 and brought together three Church of England schools across the Manchester and Liverpool Diocese, enabling us to work collaboratively, share expertise and strengthen opportunities for the children and communities we serve. Rooted in our Christian foundation, we are united by a common purpose and a belief in the transformative power of education.

At St Mark's CE Primary School we strive to instil positive attitudes towards learning, behaviour and our community. Staff truly believe that children can achieve anything and put 100% effort into helping them become the very best that they can be. We aim to foster a genuine love of learning by making lessons engaging, fun and appropriately challenging. We encourage our children to have high aspirations, to build resilience and to develop a 'Can do!' attitude. Our shared belief is that this can only be achieved through a strong partnership between parents, children and the local community.

This is a particularly exciting time for our school. As we continue to flourish, we are seeking an outstanding, inspirational and innovative leader with relevant experience to join us as Deputy Headteacher. The successful candidate will play a key role in shaping the next stage of our journey, supporting school improvement, nurturing staff development and ensuring that every child continues to thrive both academically and personally.

We warmly encourage you to explore our school and Trust websites to gain a fuller understanding of our ethos and vision. We would also be delighted to welcome you into school so that you can experience first-hand the warmth, dedication and ambition that define our community.

Should you wish to arrange a visit or require any further information, please contact Lisa Brown at recruitment@thewings.org.uk.

Thank you once again for considering St Mark's as the next step in your leadership journey. I very much look forward to receiving your application.

Yours faithfully,

Mrs A Knott
Headteacher
St Mark's CE Primary School



St Mark's CE Primary School
'Creating a better future'

About the Trusts'



The Wings' CE Trust

The Wings' CE trust was created to enable staff to collaborate across our schools to work more closely together to deliver the best education possible for the pupils who attend our schools. Through meaningful collaboration, we believe that by working together, rather than in isolation, schools are best able to secure and sustain their ongoing improvement.

In addition to working together as a MAT, we continue to work in partnership with schools in our locality and believe that collaboration is the key to a successful education system both MAT wide and with other school networks.

The Sycamore Trust

Our aim is to be 'the trust of choice' for both faith based and community schools who share in our vision and values.

We have at the centre of our mission and purpose the belief that every child has a right to educational excellence through the provision of high-quality schooling. Our trust maintains a clear focus on collaboration, raising standards, encouraging innovation, and strengthening our distinctive ethos to ensure that we have a positive impact on the young people and in the diverse communities that we serve.

Our trust has a strong and unique identity where the values of inclusion, compassion, aspiration, resilience and excellence lie at the heart of everything we do. These values are embraced by our team of trustees, leaders, teachers, staff, parents, and children alike.

We place great importance on what we do and how we do it. Our values underpin our interactions with each other and strengthen our sense of family. Children are placed at the heart of everything we do.

Our central team is committed to serving schools in a manner that enables them to be great schools, doing great things that enable every child to both flourish and succeed.

As part of the continued growth and strengthening of our family of schools, The Wings Trust is due to transfer into The Sycamore Church of England Trust on 1st September 2026. This transition reflects a shared vision and strong alignment in values, ethos, and commitment to delivering high-quality education for all pupils. For applicants, this means joining a forward-looking and collaborative organisation with opportunities for professional development across a wider network of schools. All schools currently within The Wings Trust will become part of Sycamore Trust, and staff will benefit from enhanced central support, shared expertise, and a strengthened school improvement offer. The transition is being carefully planned to ensure continuity for pupils, staff, and communities, with existing roles, responsibilities, and commitments honoured as we move into the next phase of the Trusts' development.



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Job Description

Salary: Leadership Scale L7 – L11

Responsible to: Headteacher

Purpose of the Role

The Deputy Headteacher will:

- Undertake the professional duties of a teacher in accordance with the School Teachers' Pay and Conditions Document.
- Support the Headteacher in providing strategic, spiritual and educational leadership.
- Lead the drive to raise standards of teaching, learning and pupil outcomes.
- Articulate, model and champion the school's Christian vision in daily practice.
- Take full responsibility for the school in the absence of the Headteacher.
- Serve as a Designated Safeguarding Lead (DSL) alongside the Headteacher.
- Promote and safeguard the welfare of all children.
- Strengthen and sustain the school's distinctive Christian character in partnership with the Trust Board, Local Governing Body, parish and Diocese.
- The specific responsibilities of the Deputy Headteacher will be determined following appointment, taking into account the successful candidate's skills, experience, and strengths, alongside the evolving priorities and needs of the school.

Class Teacher Duties

- Undertake the duties of a teacher as specified within the school's generic class teacher job description.
- Model consistently high-quality, inclusive teaching rooted in high expectations and care for every child as a unique individual created in the image of God.
- Promote positive relationships based on dignity, respect and forgiveness.
- Contribute to high-quality curriculum planning, assessment and reporting.
- Support the spiritual, moral, social and cultural (SMSC) development of all pupils.

Strategic Direction and Development: Christian Vision and Leadership

In partnership with the Headteacher:

Christian Vision and Ethos

- Lead by example, embodying the school's Christian vision, values and mission in all aspects of school life.
- Inspire pupils, staff, governors and parents through a clear articulation of how the Christian vision underpins decision-making, policy and practice.
- Ensure that the school's distinctively Christian vision and character informs strategic planning and daily leadership.



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Job Description



School Improvement and Strategic Planning

- Contribute to the creation and implementation of the School Improvement Plan (SIP), ensuring it meets the needs of all learners.
- Support the development and regular review of the Self-Evaluation Form (SEF), including the SIAMS self-evaluation framework.
- Ensure policies and practice are informed by national requirements, diocesan guidance, inspection findings (Ofsted and SIAMS), data and research.
- Monitor, evaluate and review the impact of school priorities and take appropriate action to secure continuous improvement.

Deputy Headteacher Responsibilities

- Assume responsibility for the discharge of the Headteacher's functions in their absence.
- Take responsibility for child protection matters as appropriate.
- Promote and safeguard the welfare of children and young people in line with statutory guidance and Christian principles of care and justice.
- Support the reporting of school performance to Governors, parents and the wider community.
- Lead the organisation of staff cover, including absence.
- Undertake duties reasonably delegated by the Headteacher.
- Promote high expectations and inclusive practice for all pupils, including those with SEND.

Leading Teaching and Learning

- Model outstanding classroom practice rooted in high expectations, inclusion and aspirational outcomes for all.
- In partnership with the Headteacher:
 - Ensure robust systems for planning, assessment, recording and reporting.
 - Lead the development, organisation and evaluation of a broad, balanced and vision driven curriculum ensuring coherence, creativity and inclusion,
 - Ensure high standards in literacy, numeracy, and the wider curriculum, with strong provision for pupils with SEND and additional needs.
 - Promote pupils' independence, resilience and responsibility as learners.
- Monitor, evaluate and challenge the quality of teaching and learning through lesson observations, work scrutiny, pupil voice, staff consultation and data analysis.
- Lead and implement policies set out by the school/Trust
- Promote high-quality extra-curricular opportunities that meet the needs of the children
- Lead professional development aligned with school priorities



Job Description



Leading and Managing Staff

• Model exemplary professional conduct, integrity and servant leadership.

In partnership with the Headteacher:

- Foster a collaborative, supportive and reflective staff culture rooted in mutual respect and shared Christian values.
- Develop effective relationships with governors, clergy, diocesan advisers, staff, parents and the Local Authority.
- Support and contribute to appraisal processes
- Plan, allocate, support and evaluate the work of individuals and teams.
- Implement robust appraisal systems and act as line manager for designated staff.
- Lead professional development aligned with the School Improvement Plan.
- Ensure all staff understand their role in sustaining and developing the school's Christian distinctiveness.

Efficient and Effective Deployment of Staff and Resources

In partnership with the Headteacher:

- Support recruitment of high-quality staff committed to the Christian ethos of the school.
- Deploy staff effectively to maximise pupil outcomes.
- Contribute to responsible financial management and resource allocation.
- Ensure resources meet curriculum, safeguarding and health and safety requirements.
- Ensure site security and safety arrangements are adhered to.

Accountability

In partnership with the Headteacher:

- Develop a culture where all staff recognise accountability for pupil progress and school improvement.
- Ensure governors, parents and pupils are well informed about curriculum, pupil and staff wellbeing, attainment and progress.
- Support preparation for and engagement with Ofsted and SIAMS inspections.
- Ensure the school continues to meet the expectations of a Church of England school.

Church of England-Specific Responsibilities

The Deputy Headteacher will:

- Support the Headteacher in sustaining and developing the school's Christian distinctiveness.
- Contribute to high-quality Collective Worship that is inclusive, invitational and inspiring.
- Support the leadership and development of Religious Education in line with diocesan guidance.

In partnership with the Headteacher:

- Lead SEF/SIP processes including SIAMS self-evaluation.
- Lead the evaluation and continuous improvement of teaching and learning.
- Work in partnership with clergy and parish representatives to strengthen church-school links.

Safeguarding Statement

This school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures. Safeguarding is everyone's responsibility.



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Person Specification

As a Church school trust, our schools are shaped by a clear Christian vision that underpins policy, practice and relationships, enabling all members of the school community to flourish. This vision informs our commitment to inclusive education, high expectations and the wellbeing of all. All staff, regardless of role or personal faith, are expected to support and contribute to the distinctive Christian character of our schools, uphold each school’s vision and values in their daily work, and promote an environment in which every child is known, valued and enabled to thrive academically, socially, emotionally and spiritually.

Source Key: A = Application, I = Interview, E = Evidence, R = Reference

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Faith Commitment

		Essential	Desirable	Source
1	Willing and able to sustain and develop the Christian character of this Church school	E		A/I/R
2	A personal commitment to the Christian faith (where appropriate to the school’s foundation and in line with equality legislation)		D	A/I/R
3	Active involvement in a Christian church community.		D	A/I/R



Person Specification



Qualifications & Professional Development

		Essential	Desirable	Source
1	Qualified Teacher Status (QTS)	E		A/E
2	Degree or equivalent	E		A/E
3	Evidence of sustained and relevant professional development in leadership.	E		A/I/R
4	Safeguarding training appropriate to senior leadership level.	E		A/I/R
5	Commitment to further professional development in Church of England school leadership.	E		A/I/R
6	Willingness to engage in diocesan training and formation.	E		A/I/R
7	National Professional Qualification for Senior Leadership (NPQSL) or equivalent.		D	A



Person Specification

Experience



		Essential	Desirable	Source
1	Significant successful experience as a primary teacher with evidence of sustained high standards of pupil progress.	E		A/I/R
2	Proven ability of leading, managing and motivating staff.	E		A/I/R
3	Experience of monitoring and evaluating teaching and learning.	E		A/I/R
4	Experience of working effectively as part of a senior or middle leadership team.	E		A/I/R
5	Experience of analysing and using data to raise standards and close gaps.	E		A/I/R
6	Experience of working productively with a wide range of stakeholders within the school.	E		A/I/R
7	Experience of safeguarding leadership responsibilities.	E		A/I/R
8	Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.	E		A/I/R
9	Experience leading Collective Worship.	E		A/I/R
10	Experience leading Religious Education		D	A/I/R
11	Successful experience of teaching in a Church school.		D	A/I/R
12	Experience of teaching across the primary phase.		D	A/I/R
13	Experience of contributing to school self-evaluation and development planning.		D	A/I/R
14	Experience of inspection processes, including Ofsted and/or SIAMS.		D	A/I/R
15	Experience of leading Pastorally in a school setting.		D	A/I/R



Person Specification



Knowledge & Understanding

		Essential	Desirable	Source
1	Clear understanding of effective school improvement strategies.	E		A/I/R
2	Secure knowledge of curriculum development, assessment, and inclusion.	E		A/I/R
3	Ability to motivate and inspire all members of the school community.	E		A/I/R
4	Strong understanding of safeguarding legislation and best practice.	E		A/I/R
5	Understanding of inclusive practice and provision for pupils with SEND.	E		A/I/R
6	Secure understanding of high-quality teaching and learning in a primary context.	E		A/I/R
7	Understanding of spiritual, moral, social, and cultural (SMSC) development.	E		A/I/R
8	Knowledge and understanding of current education issues, regional and national developments, and best practice in education.	E		A/I/R
9	Understanding of how a Christian vision shapes policy, leadership and decision-making.	E		A/I/R
10	Understanding of the Church of England Vision for Education (educating for wisdom, hope, community and dignity).	E		A/I/R
11	Knowledge of the SIAMS inspection framework and expectations.		D	A/I/R



Person Specification



Leadership & Professional Skills

		Essential	Desirable	Source
1	Ability to clearly articulate and model the school's Christian vision and values.	E		A/I/R
2	Experience of strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor behaviour.	E		A/I/R
3	Ability to inspire, motivate, and develop staff through coaching and mentoring.	E		A/I/R
4	Ability to lead by example as an outstanding classroom practitioner.	E		A/I/R
5	Able to work closely with the Headteacher to move the school forward	E		A/I/R
6	Ability to monitor, evaluate and improve standards across the school and ensure goals and targets are consistently achieved.	E		A/I/R
7	Strong interpersonal, communication, and presentation skills.	E		A/I/R
8	Ability to work effectively in partnership with Governors, clergy, parents and the wider community.	E		A/I/R
9	Strategic thinking and sound decision-making skills.	E		A/I/R
10	A strong commitment to inclusion with high expectations for all learners	E		A/I/R
11	High levels of integrity, resilience, and professionalism.	E		A/I/R
12	Ability to lead behaviour management in line with school policy.	E		A/I/R
13	Experience in confidently leading Collective Worship.	E		A/I/R
14	Ability to support governors in understanding Church school distinctiveness.		D	A/I/R
15	Experience of contributing to self-evaluation and school improvement.		D	A/I/R



Person Specification



Personal Qualities & Commitment

		Essential	Desirable	Source
1	Clear commitment to upholding and promoting the Christian ethos of the school.	E		
2	Willingness to play a full and active role in the life of the Church school community.	E		
3	Demonstrates integrity, compassion and respect rooted in Christian values.	E		
4	High expectations of self and others.	E		
5	Commitment to safeguarding and promoting the welfare of children.	E		
6	Commitment to equality, diversity and inclusion.	E		
7	Ability to maintain confidentiality and exercise professional discretion.	E		
8	Commitment to serving the whole community in a manner that is inclusive, respecting diversity of belief and background.	E		



HOW TO APPLY



Please complete the online application form accessible via Greater Jobs.

The closing date for this position is: 7th October 2026

Interviews including observation and task will take place:

21st October 2026

St Mark's Primary School, Alexandra St, Wigan, WN5 9DS

Applicants are encouraged to visit the school to discuss this role, the following dates are available:

- 23rd September 2026 1pm-2pm
- 25th September 2026 10am- 11am
- 29th September 2026 4pm - 5pm

Initial contact should be made with the school by email: recruitment@thewings.org.uk

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children.

Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be conducted on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.



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