

# St Mary's Catholic Primary School

Chapel Green

Crowborough

East Sussex

TN6 2LB

Tel: 01892 655 291

Email: [office@stmarysrc.e-sussex.sch.uk](mailto:office@stmarysrc.e-sussex.sch.uk)

Web: [www.stmarysrc.e-sussex.sch.uk](http://www.stmarysrc.e-sussex.sch.uk)



Acting Headteacher: Mrs Liz Hills

Acting Deputy Headteacher: Mrs Judith Botterman

Dear Applicant

On behalf of the governors of St Mary's thank you for your interest in the exciting new role of Deputy Headteacher with responsibility for inclusion. I enclose an application pack for the position. We hope you will consider our school somewhere you can make a positive contribution. We believe this is an exciting opportunity and that the successful applicant will be joining a happy and welcoming community looking to the future.

Ofsted last inspected our school in January 2017, when we were rated "Good". This has been Ofsted's consistent assessment of our school. One of the key points that Ofsted noted was that St Mary's has a dedicated team of staff who work well together to turn our vision for the School into a reality. As a result of this, our pupils have developed successful learning habits and a positive learning behaviour which has meant that pupils make good progress in a range of subjects throughout their time at our school. The governors at St Mary's have a good range of skills and knowledge of our school and we are therefore looking for a Deputy Headteacher who can support our Headteacher in building on these successes to take the School forward.

St Mary's is an important part of the local Catholic community. We are lucky that the parish church is located at the top of the School drive and in pre-Covid times members of the parish were always welcome to attend acts of collective worship organised by our school. As soon as it is safe to do so we look forward to welcoming the parish back into school once again. There is also a good relationship between our school and parents/carers who are supportive and appreciative of developments and adaptations made by school leaders in order to facilitate improvements.

We are looking for a Deputy Headteacher who is a practising Catholic and who can work with the Headteacher to inspire the excellent team of staff at our school. In this role, the successful candidate will also be responsible for inclusion and whilst experience of leading inclusion in the primary phase is desirable, it is not essential, as full training and support will be provided. We understand that this maybe your first step into senior leadership, if this is the case then we encourage your application; our Headteacher has the expertise and access to resources to support you in the role. We can offer a salary from L6-L10 depending on the experience of the right candidate.

We do recommend that you visit us prior to making an application; you will receive a warm welcome and it will give you the opportunity to see our school in action and meet our wonderful children and staff. We will ensure that all social distancing requirements are met on your visit and we will be pleased to show you around. To arrange a mutually convenient time for a visit please contact the School office by telephone on: 01892 655291 or by email at: [office@stmarysrc.e-sussex.sch.uk](mailto:office@stmarysrc.e-sussex.sch.uk). For more information about our school please have a look at our website which can be found at: [www.stmarysrc.e-sussex.sch.uk](http://www.stmarysrc.e-sussex.sch.uk). Please note that as part of your application, your supporting statement should set out clearly the skills and experience that make you the right candidate for this role.

St Mary's is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be aware of course that this post is subject to an enhanced DBS check.

We look forward to receiving your completed application which should be made on the CES/Dicoesan application form. Please return the completed application documents for the attention of Anita Dean in the School Office by email ([office@stmarysrc.e-sussex.sch.uk](mailto:office@stmarysrc.e-sussex.sch.uk)) or post. Please note that the closing date for applications is 5pm on Wednesday 6 January 2021; and interviews will be held on Friday 22 January 2021.

Yours sincerely

Lorna Buckwell  
Chair of Governors

~ Pray ~ Learn ~ Love ~ Enjoy ~