

A kind and inclusive learning community with high expectations for all



Deputy Headteacher Recruitment Pack

Closing Date 05.03.35

Interviews W/C 10.03.25



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A Letter from the Headteacher



Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at Queen's Park Primary School. This is an incredibly exciting time to join our school and I really look forward to meeting with you to share more information on our journey to date along with our next steps.

I am incredibly proud to lead our vibrant, diverse school community. Queen's Park Primary serves families from a range of socio-economic and cultural backgrounds, and we are passionate about ensuring that every child is valued, supported, and inspired to achieve their best in all aspects of life. Our school reflects the richness and diversity of our local area, which we see as one of our greatest strengths.

Over the past two years, Queen's Park has been on a rapid and transformative improvement journey. Together, we have strengthened leadership at all levels, completely rewritten our curriculum to ensure it is tailored to our community, ambitious, and irresistible to all of our pupils. We have transformed behaviour and attitudes across the school, creating a calm and purposeful environment where every child has a strong sense of belonging.

At the heart of the many improvements achieved to date is a strong sense of community –both within the school and with the families and stakeholders we serve.

Our leadership team is outward-looking and committed to building meaningful partnerships with other schools, local businesses, and community organisations. These collaborations are key to keeping our school at the forefront of educational developments, enriching our pupils' experiences and broadening their horizons.

We are now looking for a Deputy Headteacher who shares our ambition and values—a driven and outward-looking leader with a passion for research-based practice within a diverse demographic.

A Letter from the Headteacher

The successful candidate will have the skills and determination to help us thrive in the next phase of our improvement journey and achieve excellence across all areas of school life. They will be someone who is excited about education, can inspire others, lead by example, and work collaboratively to ensure the very best for our pupils.

To learn more about our school, please do spend some time looking at our website.

If you are excited by the prospect of joining a dynamic and forward-thinking leadership team, and you have the vision, energy, and expertise to help shape the future of Queen's Park Primary School, we would love to hear from you.

Visits to the school are encouraged. Please contact recruitment@queenspark.brighton-hove.sch.uk to arrange a convenient time.

Thank you once again for considering this role. I look forward to receiving your application.

Best wishes,



Emma Gale



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A Letter from the Co-Chairs of Governors

Dear Applicant,

On behalf of the Governing Board of Queen's Park Primary School, thank you for your interest in the position of Deputy Headteacher. This is an exciting opportunity to join a school that is proud of its vibrant, diverse, and ambitious community.

As Co-Chairs of Governors, we are privileged to work with an exceptional team of staff and families who are dedicated to providing the best possible opportunities for every child. Our school serves a richly diverse community, socio-economically and culturally, and this diversity is central to who we are. At Queen's Park, we celebrate individuality and inclusion while fostering a strong sense of belonging.

Over the past two years, the school has undergone a period of rapid and meaningful improvement. The rewritten curriculum, transformed behaviour and attitudes, and strengthened community relationships are a testament to the hard work and vision that have shaped this journey. As a Governing Board, we are proud to support and champion this ongoing progress.

We are seeking a Deputy Headteacher who shares the values that underpin our school's ethos. The ideal candidate will bring energy, resilience, and a commitment to research-informed practice. They will be someone who can inspire and lead by example, working collaboratively with our dynamic leadership team to ensure excellence across all aspects of school life.

Queen's Park is outward-looking and committed to building strong partnerships with other schools, local businesses, and community organisations. These connections enrich the experiences we offer our pupils and open doors to new opportunities. As a Deputy Headteacher, you will play a pivotal role in shaping these partnerships and further enhancing the educational experience for all our children.

We strongly encourage you to visit the school to experience its unique character and ethos first-hand. You can find more information about Queen's Park Primary on our website, which is regularly updated to showcase what makes our school special.

Thank you for considering this role. We look forward to reading your application and learning more about the skills and qualities you could bring to our school as we continue our journey toward excellence.

Best wishes,

Naomi Gosling and Claire Cornthwaite

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Our children would like a deputy headteacher who...

Treats everyone fairly and kindly

Is a little bit strict because we all need a little bit of that in our life

Is aware of everyone's difficulties and disabilities

Gets used to the way we learn and act at Queen's Park School

Is smart

Is a good friend

Is kind, respectful and listens to our thoughts

Cares about others' feelings

Understands how hard our lives can be outside of school

Is accepting of our school values

Is happy and joyful

Treats everyone fairly no matter how they look

Is giving and accepting

Our staff would like a deputy headteacher who...

Knows the primary curriculum in detail

Garners respect from children and staff alike by being a decent person and can offer advice and guidance

Has experience of developing others

Listens

Has experience across primary schools

Is passionate about improving outcomes for children

Is supportive and consistent

Is friendly and approachable

Has your back

Is visible

Checks in with children and staff

DEPUTY HEADTEACHER ADVERT

Salary Range: L9 – L13 (£60,644 - £66,919) - based on September 2024

Start Date: 1st September 2025

We have a fantastic opportunity for a driven, creative and energetic deputy head teacher, who is ready to work closely with the headteacher to shape the next stage of the journey for Queen's Park Primary school.

You will show vision and the ability to motivate others with knowledge of how to inspire exceptional performance and effectively drive change. You will have the skills to work with the head teacher on improving standards and will have a demonstrable track record of aspirational teaching and inclusive leadership.

Situated in central Brighton, nestled between the seafront and Queen's Park, Queen's Park Primary School is a two-form entry primary school. Our 314 pupils are drawn from a vibrant, mixed socio-economic environment and our ethos is one of a kind and inclusive learning environment in which every child can reach their potential.

In your role, you will:

- Be an inspirational, engaging and caring member of the school team
- Model a consistently aspirational approach to the quality of teaching and learning with the highest expectations
- Foster a culture in which pupils' personal social development, positive behaviour and attitudes can flourish
- Build a culture of safeguarding
- Lead engagement and involvement with all stakeholders to ensure equity and inclusive access to provision

To apply, email completed application forms to our School Business Manager, Judith Harland, via recruitment@queenspark.brighton-hove.sch.uk

Closing date: Friday 28th February 2025 - Noon

Shortlisting: Wednesday 5th March 2025

Interviews: Week Commencing 10th March 2025

Queen's Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

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JOB DESCRIPTION

Contract type: Full time, permanent

Reporting to: The Headteacher

Responsible for: Line management of the teaching staff team and support staff team.

Main purpose

The deputy Headteacher, under the direction of the Headteacher, will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Ensure a culture of staff professionalism
- Ensure a culture of safeguarding
- Encourage high standards of behaviour from pupils, built on a trauma-informed approach alongside structures and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's relationships policy
- Support with the day-to-day management of the school
- Communicate and enact the school's vision and support strategic leadership
- Build positive relationships with all members of the school community
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Monitor progress towards the achievement of the school's aims and objectives

- If the Headteacher is absent, the deputy Headteacher will deputise, as directed by the governing board.

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JOB DESCRIPTION

Duties and responsibilities

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Support curriculum leadership, including subject leaders with relevant expertise and provide access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Vulnerable pupils and those with additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Have ambitious expectations for all pupils irrespective of starting points
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Be dedicated to providing children and their families with clear pathways to success
- Make sure the school fulfils statutory duties regarding the SEND code of practice.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively

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JOB DESCRIPTION

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Seek links with quality organisations

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Pupils and staff

Under the direction of the Headteacher, the deputy headteacher will:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring staff including leaders
- Hold all staff to account for their professional conduct and practice
- Ensure equal opportunities with regard to all aspects of practice and provision
- Support distribution of leadership throughout the school

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JOB DESCRIPTION

Systems and processes

Under the direction of the Headteacher, the deputy will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice

The self-improving school system

Under the direction of the Headteacher, the deputy will:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

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 deputy Headteacher 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

Please ensure you provide a supporting statement with your application form (not longer than 4 sides of A4 – font 12) to show how you meet the skills and qualities set out in this specification.

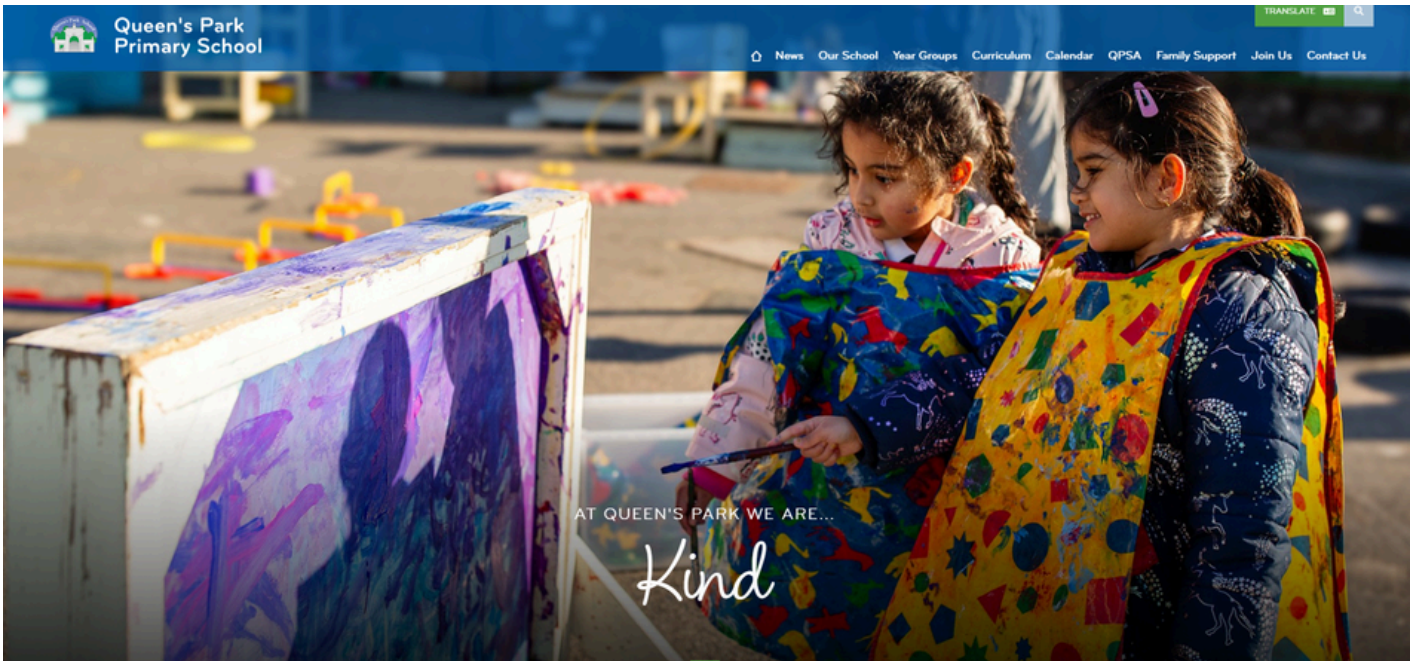
	Essential	Desirable
Qualifications	<p>QTS</p> <p>Evidence of continuous professional development</p> <p>Evidence of/ commitment to further training in leadership and management</p>	Relevant NPQ
Safeguarding	<p>Commitment to the protection and safeguarding of children</p> <p>Up to date knowledge of relevant safeguarding legislation and the ability to promote a culture of safeguarding across the school community</p> <p>An understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people</p>	DSL training
Personal Attributes	<p>Understanding of and commitment to nurture and inclusion and the impact on learning</p> <p>High expectations for all pupils</p> <p>Ability to inspire, challenge, motivate and empower others</p> <p>Belief in and ability to foster a fair, open and supportive culture</p> <p>Self-motivation and resilience</p> <p>An ability to dynamically problem solve and risk assess</p>	Experience of working with other stakeholders and/or members of the community

	Essential	Desirable
Experience	<p>Experience as a senior leader</p> <p>At least 5 years successful classroom experience within the primary age range</p> <p>Evidence of improving others' classroom practice</p> <p>Experience of/commitment to working with external partners and other agencies for the well-being of all pupils and their families</p> <p>Involvement in school self-evaluation and development planning</p> <p>Experience of leading and implementing whole school initiatives and managing change, developing strategies for raising achievement</p> <p>Experience of monitoring and evaluating curriculum delivery and impact.</p> <p>Proven record of successful curriculum leadership</p>	<p>Experience as a senior leader within a primary school setting</p> <p>Experience of effective EYFS practice</p>
Strategic Leadership	<p>Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these</p> <p>Ability to communicate the school's vision and inspire others</p> <p>Evidence of planning, implementing, monitoring and evaluating school improvement</p> <p>Ability to delegate where appropriate and to support others in undertaking responsibilities</p> <p>Commitment to the promotion of a diverse and inclusive school community</p> <p>Experience of managing underperformance</p>	<p>Experience of undertaking effective performance management</p> <p>An understanding of financial and resource management within a budget</p>

PERSON SPECIFICATION

	Essential	Desirable
Teaching and learning	<p>Understanding of high-quality teaching and the ability to model this/support colleagues to improve and develop their practice</p> <p>Secure understanding of the requirements of the national curriculum</p> <p>Ability to use data analysis to develop strategies for raising achievement and monitoring progress</p> <p>Knowledge of the impact of current educational challenges and future trends</p> <p>Knowledge and understanding of a range of successful teaching and learning strategies to meet the needs of all pupils</p> <p>Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</p> <p>Experience of effective monitoring of teaching and learning</p> <p>Clear understanding of the characteristics of successful behaviour management</p>	<p>Experience in identifying and supporting vulnerable groups effectively</p>
Knowledge and Skills	<p>Ability to communicate effectively to a range of audiences; e.g. staff, pupils, governors, parents</p> <p>Knowledge of ways in which links with external agencies can be used to extend learning opportunities for the school and pupils</p> <p>Excellent personal organisational skills</p> <p>Ability to prioritise workload and work to specific deadlines</p>	<p>Ability to use data management systems</p>

School Information



We are incredibly proud of our new school website. It provides a good insight into our school and the many improvements we have made. Please spend time exploring this informative resource.

<https://www.queenspark.brighton-hove.sch.uk/>

Visits to the school are encouraged.

Meeting our staff and the children will, no doubt, give you a clearer picture of the exciting opportunity that this role offers

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