



Borrow Wood Primary School Recruitment Pack



Deputy Head Teacher
Required from September 2026
Full Time
Permanent
L8 - L12

Closing Date: Monday 13th April 12 noon

Interview Date: Friday 17th April





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Welcome Letter from Head Teacher

Thank you for your interest in joining Borrow Wood as our new Deputy Head Teacher. This is an exciting opportunity to become part of a school community that is deeply committed to ensuring every child thrives: academically, socially and emotionally.

Our Borrow Wood BEST behaviours - **Brave, Engaged, Supportive and Trustworthy** - sit at the heart of everything we do. We are brave in our decision-making and willing to try new approaches. We are engaged in every aspect of school life, from classroom practice to community partnerships. We are supportive of pupils, families and each other. And above all, we are trustworthy, upholding the highest standards of professionalism, integrity and care.

We are looking for a leader who brings enthusiasm, professional curiosity and genuine joy in working with children - someone who sees potential everywhere and inspires this outlook in others.

As a senior leader, you will play a pivotal role in shaping the culture, direction and ambition of the school. We expect our Deputy Head Teacher to model the very best leadership behaviours: being visible, approachable and proactive; leading with integrity; and building strong relationships with staff, pupils and families.

You will help set high expectations, champion the needs of every learner and ensure that our values are evident in daily practice. Strong leadership at Borrow Wood means being able to challenge supportively, communicate with clarity and ensure that strategic priorities translate into consistent, high-quality teaching and learning.

Equally important is the way we work alongside and support one another as colleagues. Our staff team is our greatest strength. We lead collaboratively, value each other's expertise and create the conditions for everyone to succeed. We are looking for someone who will nurture staff development, recognise strengths, provide thoughtful feedback and invest in the professional growth of the whole team.

If you share these values and are ready to make a meaningful impact in a vibrant, forward-thinking school, we would be delighted to hear from you. Together, we can continue to build a place where everyone can be their Borrow Wood BEST.

Warmest regards,

Natalie Bartlett
Head Teacher
Borrow Wood Primary School





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At Borrow Wood we work hard 'to bring out the BEST in everyone! We aim to make all of our children confident, happy and motivated with a love of learning by providing a safe and welcoming environment both indoors and outdoors where they can be challenged to do their best. We have high expectations of behaviour and achievement recognising that all of our children bring something unique to our school.

Borrow Wood Primary School is part of ODYSSEY COLLABORATIVE TRUST, seven local Derby City schools, that have come together to provide an excellent education to Derby City children through strong collaborative links.

The school is situated on an attractive site, with extensive outdoor spaces that can be used to engage the children in a range of creative learning opportunities. We have raised beds for growing food, a nature area with a pond, two trim trails, a tyre park and two large playing fields and playgrounds. There is also a soft surface outdoor area for our Foundation Stage children to use as part of their free flow outdoor and indoor learning environment.

The school is based in two buildings dating from the late 1960's. The classrooms are large and bright and have access to shared areas to enable a variety of learning arrangements to be made. All of our classes are equipped with Interactive Whiteboards. The two large halls are well – equipped with PE equipment and are also used as the dining halls at lunch time. The school has its own kitchen and school meals are prepared daily on site by our catering team with ingredients sourced from local companies.

In April 2025 a new Enhanced Resource Facility (ERF) was opened following an extensive refurbishment of part of the upper building. Borrow Wood Enhanced Resource Facility is a provision for children with complex communication and interaction needs. Most of the children have a diagnosis of Autistic Spectrum Condition.

We are an inclusive school and welcome children into our school community with a range of additional needs. Teaching Assistants are deployed across the school to support the learning needs of our children.





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Application Details

We believe the children in our school deserve the best and we are passionate about finding the right people to work in our school. If you are committed, enthusiastic, adaptable, willing to learn and most importantly, have genuine care and drive for all children to do their best, we would love to hear from you. Visits to school are warmly encouraged or we are able to answer any questions via phone or email. Please email any questions to n.bartlett@borrowwood.odysseyct.org.uk or ring the school office on 01332 662826 to arrange a visit.

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Closing date for applications: **Monday 13th April 2026**
Interviews will be held on: **Friday 17th April 2026**

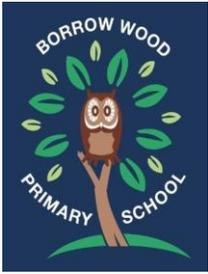
Odyssey Collaborative Trust, is a group of five primary and two junior schools, all within the City of Derby. We educate 2,111 pupils and employ 351 staff. We aim to be a Trust where, pupils thrive, our colleagues thrive and our community thrives.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for. Applications can be submitted via email to n.bartlett@borrowwood.odysseyct.org.uk Wherever possible, please provide work email addresses for your referees.

Safeguarding

Borrow Wood 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. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.



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Job Description

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job purpose:

- To support the Headteacher in shaping the strategic leadership and management of learning and pupil development across the school.
- To work with staff and support curriculum development and innovation so that it meets the needs and aspirations of the pupils of Borrow Wood Primary School
- Leading, managing and evaluating effective assessment to ensure positive pupil progress for all groups
- Work with the Headteacher to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating the effectiveness of teaching and learning, including the analysis of performance data.
- To deputise for the Headteacher in their absence as required.
- The post holder is expected to support the school's aims, vision and ethos, have a thorough knowledge of the school's policies and procedures and to reinforce these with all stakeholders where required.
- The post holder is expected to monitor and evaluate the specific areas for which s/he is responsible for in the context of the school's ethos and vision.
- Create, maintain and enhance effective relationships with all stake holders
- To have an understanding of the school budget and finance processes.
- To be actively involved in the wider work of Odyssey Collaborative Trust.

DUTIES TO INCLUDE:

Strategic direction and development of the school:

- Promote the vision, ethos and policies of the school and promote high levels of achievement.
- Alongside the Headteacher, provide vision, direction and leadership for Borrow Wood Primary School in order to build on its strengths and develop and improve further.
- In partnership with the Headteacher, Governors, Trust and Senior Leadership Team, continue to develop a strategic vision and plan for the school, to prepare and implement the School Improvement Plan and to evaluate its effectiveness in bringing about improvement.
- Together with the Headteacher, ensure that Borrow Wood provides a caring, nurturing environment where children feel safe, secure and comfortable, enabling them to focus on learning.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account.
- Co-ordinate the collation and presentation of assessment data and ensure this is shared with relevant stakeholders.
- Participate in the monitoring of key data.
- Alongside the Headteacher take a lead role in monitoring, evaluating and tracking pupil progress throughout the school and informing school self-evaluation and school improvement.
- Act as a sounding board and critical friend to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the Headteacher, Local Governing Board and Trust.



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Job Description (continued)

Leading Teaching and Learning:

- Provide an example of excellence as the leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
- Work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Together with the Headteacher, monitor and evaluate the quality of teaching and standards of pupil achievement, including the strategic use of performance data analysis, to set targets for improvement.
- Identify development needs of the staff and lead improvement in teaching and learning.
- Work with the Headteacher to deliver an appropriate programme of CPD for all staff, including coaching & mentoring, in line with the school improvement plan and performance management.
- Ensure that consistent practice is implemented so that effective teaching and learning can take place.
- To coordinate and evaluate the school's monitoring schedule including identifying impact
- Play a key role in the development of the curriculum alongside the Senior Leadership Team.

Leading and Managing Staff:

- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including his/her own continuing professional development.
- Line manage and review the performance of staff, as directed by the Headteacher.
- Contribute to the development of school timetables and ensure staff are keeping up with the calendar of events.
- Coach and mentor teachers who require additional support and ensure they make rapid improvement.
- Develop the capacity of middle leaders in the school and be seen as a model of good practice to all middle leaders.
- Work closely with external providers to ensure high expectations and access for all is achieved.
- Work in partnership to oversee behaviour systems in the school, ensuring that consistent approaches to standards of behaviour are implemented across the school.
- Under the direction of the headteacher, be responsible for the induction and support of new staff, ensuring they are familiar with safeguarding procedures and the school's code of conduct.
- Assist with the appointment of new staff.

Efficient and effective deployment of staff and resources:

- In consultation with the Headteacher, deploy staff and resources efficiently and effectively in order to meet the objectives set out in the School Improvement Plan.
- As directed by the headteacher, to carry out the performance management of some staff



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Job Description (continued)

Strengthen Community:

- Work with the Headteacher in developing policies and practice, which promote inclusion & equality.
- Develop and maintain contact with all specialist support services as appropriate.
- Organise and conduct meetings where appropriate with parents / carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working, supporting staff leading in these areas.
- Promote positive relationships and work with colleagues in other schools and external agencies.
- To support successful transition.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the safety and welfare of children and young persons.
- To take on the role of Deputy Designated Safeguarding Lead and attend relevant training for this.

Accountability:

- To be an effective member of the Senior Leadership Team.
- To be actively involved with the day-to-day management of the school.
- To attend full Governors' meetings as appropriate.

This job description describes the way the post holder is required to complete and perform the duties set out above. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post. This job description does not form part of the Contract of Employment.



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Person Specification



The Person Specification outlines the main attributes needed to adequately perform the post specified. It gives prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates by assessing them against the following criteria. Please show evidence of these competencies in your application.

Qualifications and Experience		Essential (E) / Desirable (D)	Method of Assessment
1.	Qualified Teacher Status	E	A
2.	Successful teaching experience of at least five years (ideally EYFS or KS1)	E	A
3.	Successful experience of teaching in all three key stages (Early Years, KS1 and KS2)	D	A
4.	Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice.	E	A, I
5.	Leadership of a significant area or phase (ideally EYFS or KS1) including responsibility for raising standards across multiple classes/year groups.	E	A, I
6.	Evidence of relevant continuing personal professional development	E	A
7.	Demonstrate experience of effective child protection and safeguarding.	E	A, I
8.	Experience of experience of improving a school through an Ofsted cycle	D	A

Skills and Abilities		Essential (E) / Desirable (D)	Method of Assessment
9.	The ability to communicate effectively to a wide range of different audiences (verbal, written, presentational, using ICT as appropriate).	E	A, I
10.	The ability to plan, organise and deliver innovative lessons	E	I
11.	The ability to lead, model and manage positive behaviour throughout the school	E	A, I
12.	The ability to manage, interpret school information and data for recording, monitoring, evaluation and reporting	E	A, I, T



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Person Specification (continued)



Knowledge		Essential (E) / Desirable (D)	Method of Assessment
13.	Has a detailed overview of the key components and expectations of the Early Years and National Curriculum	E	A
14.	Has the ability to lead curriculum development and manage innovation and change	E	A, I
15.	Has a detailed knowledge of special educational needs in the primary sector.	D	A
16.	Understands how children and young people learn and develop and the importance of effective transition	E	A, I
17.	Knows how to improve the quality of teaching through effective monitoring and evaluation of learning.	E	A, I
18.	Clear understanding of all elements of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies	E	I

Effective Professional Relationships		Essential (E) / Desirable (D)	Method of Assessment
19.	The ability to be an effective team player that works collaboratively and effectively with others.	E	I
20.	Experience of liaising with governors, with an understanding of the role of an effective Local Governing Board in an academy trust.	D	I
21.	Experience of building effective relationships with parents, with an understanding of why this is so important	E	I
22.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	A, I