

Poverest Primary School
Tillingbourne Green
Orpington
Kent BR5 2JD

Tel: 01689 816060



Role Summary

Deputy Headteacher (Teaching and Learning)

Leadership pay range: L11 – L15 (£67762 to £74239) Outer London Full-Time
To Start: 26 August 2025

Thank you for your interest in applying for the Deputy Head Teacher role at Poverest Primary School. Poverest is a popular and well-established community foundation school. We are currently seeking to recruit a dynamic and dedicated Deputy Headteacher to join our wonderful team. The role has become available due to the current post holder's relocation overseas. It comes at an exciting time as we have a strong team, and a clear direction to ensure fantastic outcomes for our children, whilst providing an engaging school experience for all children. This post is an excellent opportunity to influence the next era of our school's journey significantly.

We are looking for a highly motivated individual who is passionate about education and has the skills and personal characteristics to excel in all aspects of leadership, teaching, learning and behaviour for learning.

Applicants should have a strong teaching background and experience in leading teams. They will have a record of success in teaching and learning, raising standards, and a compelling vision for school improvement.

Strong interpersonal skills are vital for this role, as building relationships with children, staff, and parents will be essential. The ability to communicate clearly, empathically, and enthusiastically while upholding high standards within a culture of ongoing improvement will also be essential.

The successful candidate will have a keen eye for detail, flexibility and resilience, high standards, and outstanding professional and personal integrity.

We occupy a large school building, surrounded by green spaces, including a large sports field, playground and outdoor all-weather floodlit facility. Our school is technologically aware and keen to utilise technology to support and enhance the learning journey for children as well as support teachers in their day-to-day work. We highly recommend that all candidates arrange to visit before applying or attending an interview. As well as appreciating our school building, and grounds, we would like each candidate to have an opportunity to experience the ethos of the school in action. We are sure that you will see that children who attend Poverest are thriving because they are functioning within a safe and nurturing environment. Classrooms are calm and purposeful, and children are relaxed around adults, but also very polite, hardworking and respectful.

Poverest Primary School offers the opportunity to work within a supportive and professional community. It really is a fantastic place to work where staff are encouraged to grow and become reflective practitioners.

We look forward to receiving your application

Paul Haylock
Head Teacher

JOB DESCRIPTION



Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources
- Monitoring progress towards the achievement of the school's aims and objectives
- Pupil Premium lead
- Designated safeguarding lead
- Child looked after lead
- Attendance lead

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing body.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)

Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's children

Duties and responsibilities

School culture and behaviour

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

- Create a culture where children experience a positive and enriching school life
- Uphold educational standards in order to prepare children from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from children, built on rules and routines that are understood by staff and children and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Promote the school's values linked to: we are proud at Poverest

Teaching, curriculum and assessment

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

- Establish and sustain evidence-based high-quality teaching across all subjects and phases.
- Ensure teaching is underpinned by subject expertise
- Effectively utilise formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing children's knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading, so that all children are taught to read
- Line Manage Assistant Head Teacher for Curriculum and Assessment

Additional and special educational needs (SEN) and disabilities

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

- Promote an inclusive culture where all children have access to the curriculum
- Have ambitious expectations for all children with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Line Manage Assistant Head Teacher for SENCO and Behaviour
- Ensure the Pupil Premium funding is spent appropriately to support children based upon current positive research

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 body and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and children's safety and welfare through effective approaches to safeguarding, as part of the duty of care
- Manage staff effectively with attention to workload, work-life balance and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure that school improvement strategies are effectively managed

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 the needs of the deputy headteacher and other staff
- To carry out performance management as identified by the headteacher

Governance, accountability and working in partnership

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

- Establish effective working relationships with the Governing Body, whilst understanding their role
- 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 within AFACT and other associated organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all children
- Support the headteacher at Governors' meetings

Other areas of responsibility

- To oversee children's conferences to support the teaching and learning within the school
- To undertake cover for class teacher responsibilities as directed by the headteacher
- Fully and positively participate in the School's performance appraisal/performance-related pay/performance development scheme in order to develop and enhance personal and service performance.

This job description is not a comprehensive list of all tasks and the postholder may be required to undertake other appropriate duties according to the level of this role

Equalities

Implementation of the School's equality policy and its statutory responsibility with regard to other individuals and service delivery.

This job description may be amended at any time in consultation with the post holder.

Last reviewed by:	Governors and Headteacher	February 2025
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PERSON SPECIFICATION



Title	Deputy Headteacher
Grade	L11-L15

Education and Professional Qualifications	Essential (E) Desirable (D)	Assessment Method
1. Degree or equivalent.	E	Application Form
2. Qualified teacher status.	E	Application Form
3. Evidence of continuing professional development and ambition.	E	Application Form and interview
Experience	E/D	Assessment Method
4. Successful experience in leading subject areas	E	Application Form
5. Substantial primary teaching experience	E	Application Form
6. Successful experience of senior leadership over several years.	E	Application Form and interview
7. Experience of contributing to whole school planning based on accurate self-evaluation	E	Application Form and interview
8. Experience of contributing to CPD	E	Application Form and interview
9. Strong knowledge and understanding of Primary practice, including assessment	E	Application Form and interview
10. Experience of working with the Governing Body	D	Application Form and interview
Leadership and Management	Essential (E) Desirable (D)	Assessment Method
11. Ability to support the headteacher in setting the vision and future direction of the school	E	Application Form and interview
12. Demonstrate ability to be strategic and lead on whole school initiatives	E	Application Form and interview
13. Experience of successful planning for change which has a positive impact on improvement	E	Application Form and interview
14. Ability to set high expectations, and hold others to others to account for achieving these	E	Application Form and interview
15. Ability to evaluate the school's work accurately and utilise this information to further drive school improvement	E	Application Form and interview

16. Able to manage people effectively and provide support for their development	E	Application Form and interview
17. Act as an excellent role model for others	E	Application Form and interview
18. Possess delegation skills and the ability to perform effective delegation	E	Application Form and interview
19. Experience of working successfully with all stakeholders	E	Application Form and interview
Skills and Personal Attributes	Essential (E) Desirable (D)	Assessment Method
20. Excellent teaching skills	E	Application Form and interview
21. Strong computing skills	E	Application Form and interview
22. Strong analytical skills, including being able to analyse data	E	Application Form and interview
23. Strong commitment to promoting an inclusive ethos	E	Application Form and interview
24. Strong commitment to safeguarding and following KCSIE.	E	Application Form and interview
25. A commitment to getting the best outcomes for all children	E	Application Form and interview
26. Strong skills in communication	E	Application Form and interview
27. Commitment to maintaining confidentiality at all times	E	Application Form and interview
28. Excellent interpersonal skills	E	Application Form and interview
29. Self-aware, reflective, adaptable and emotionally intelligent	E	Application Form and interview
30. Ability to work under pressure and prioritise effectively	E	Application Form and interview
31. Excellent teamwork skills	E	Application Form and interview

Please note: when completing the supporting statement applicants should address each of the person specification selection criteria with clear evidence of success.