



# Job Application Pack

## Beaufort Primary School

**Deputy Headteacher**

**32.5 Hours**

**Start Date: 1<sup>st</sup> September 2025**

**Contract Type: Permanent**

**Salary: L8 – L12**

**Closing Date: Monday 17<sup>th</sup> March (10.30am)**

**Interview Date: Wednesday 26<sup>th</sup> and Thursday 27<sup>th</sup> March**

# Beaufort Primary School

## 'BRAVE'

Dear Candidate,

Thank you for showing an interest in the role of Deputy Headteacher at our school. An exciting opportunity has arisen for a strong candidate to make a difference to our pupils at Beaufort Primary School in Derby. We are looking for a creative Deputy Headteacher who is dynamic and can cope with the occasional bump in the road!

We are looking for a candidate who will strengthen the team, who has good communication skills and will have our children's best interests at heart.

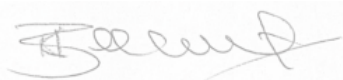
Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Here at Odyssey, we share one vision; 'Our Children Thrive - Our Colleagues Thrive - Our community Thrives.'

Each of our academies is unique and has their own values to provide our children with the opportunities they deserve. At Beaufort our values are based on our 'BRAVE' Curriculum: Brilliant Beaufort Minds, Relationships, Amazing Attitudes, Vocabulary, Everybody.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,



Kate Beecroft  
Headteacher  
Beaufort Primary School

# Beaufort Primary School

## 'BRAVE'

## About the school

At Beaufort Primary School our vision is for every child to become a successful, independent, resilient, lifelong learner and a responsible member of the community, who can achieve and grow in a nurturing and creative environment prepared for our ever-changing world.

The strong sense of a learning community; working together and caring about each other, is felt throughout the school and leads to a commitment by all members to recognise the importance of having a positive impact on their school, local community and beyond.

The aims provide the overall direction in which Beaufort Primary School wishes to move and provide the essential context within which our school vision can develop the curriculum and the ethos of the school can be achieved. They are built on the values and vision and summarise how the vision can be realised.

We develop positive learning relationships with our children and recognise the importance of this. We are proud of our children, staff and school.



# Beaufort Primary School

## ‘BRAVE’

## Job Description – Deputy Headteacher

### Application Details

We are looking for an enthusiastic Deputy Headteacher to join our team here at Beaufort Primary School. We need ambitious and driven candidates with a passion for helping children learn effectively. Everyone who visits our school comments on the calm atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike.

At Beaufort we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. Visits are positively encouraged. Tours are taking place on the following days: **Tuesday 4<sup>th</sup> March 2025 at 2pm and Monday 10<sup>th</sup> March at 4pm.** Alternatively, if these tour dates are not suitable please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! Contact Holly Hassall on 01332 347275 or email [h.hassall@beaufort.odysseyct.org.uk](mailto:h.hassall@beaufort.odysseyct.org.uk).

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

### How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Beaufort Primary School which clearly demonstrates your suitability for this role. Applications can be submitted via email to [h.hassall@beaufort.odysseyct.org.uk](mailto:h.hassall@beaufort.odysseyct.org.uk), or by post, for the attention of Holly Hassall, to the following address: Beaufort Community Primary School, Hampshire Road, Chaddesden, Derby, DE21 6BT.

Wherever possible, please provide work email addresses for your referees.

### Closing Date

Please ensure your application form arrives by 10.30am Monday 17<sup>th</sup> March 2025. Interviews for the role will be held Wednesday 26<sup>th</sup> and Thursday 27<sup>th</sup> March 2025. Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

*Beaufort 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 are committed to equality of opportunity in employment and services  
Beaufort Primary School is part of the Odyssey Collaborative Trust*

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

### Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated

## **Main Duties and Responsibilities**

Class Teaching Responsibilities as directed by Headteacher.

### **Strategic direction and development of the school:**

- Promote the vision, ethos and policies of the school and promote high levels of achievement.
- Alongside the Head Teacher, provide vision, direction and leadership for Beaufort Primary School in order to build on its strengths and develop and improve further.
- In partnership with the Head Teacher, 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 Head Teacher, ensure that Beaufort 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 Head Teacher 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 Head Teacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the Head Teacher, Local Governing Board and Trust.

### **Leading Teaching and Learning:**

- Provide an example of excellence as the leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
- Work with the Head Teacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Together with the Head Teacher, 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 Head Teacher 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

### **Efficient and effective deployment of staff and resources:**

- In consultation with the Head Teacher, deploy staff and resources efficiently and effectively in order to meet the objectives set out in the School Improvement Plan.
- Ensure learning environments are consistently of a high standard and reflect school expectations.



**Leading and Managing Staff:**

- Support the Head Teacher 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 Head Teacher 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 Head Teacher.
- 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.
- 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.
- Attend, challenge and support pupil progress meetings.

**Strengthen Community:**

- Work with the Head Teacher 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.
- To ensure that standards and achievement across the school is good to outstanding for all pupils.
- To ensure that teaching and learning across the school is good to outstanding for all pupils.

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

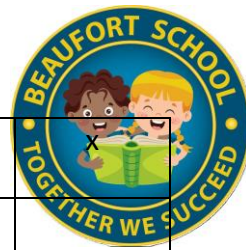
## Person Specification

**Post Title:** Deputy Headteacher

**Hours:** 32.5 Hours

**Salary:** L8 – L12

| <b>Person Specification Deputy Headteacher</b>   | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| <b>Qualifications &amp; Experience</b>   |                  |                  |
| Qualified Teacher Status (QTS)   | x                |                  |
| Successful Teaching Experience   | x                |                  |
| Successful experience of teaching in all three year key stages (EYFS, KS1, KS2)  |                  | x                |
| Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice.   | x                |                  |
| Leadership of a significant area or phase including responsibility for raising standards across the whole school.  | x                |                  |
| Evidence of relevant continuing professional development   | x                |                  |
| Demonstrate experience of effective child protection and safeguarding  | x                |                  |
| Experience of experience of improving a school through an Ofsted cycle   |                  | x                |
| <b>Skills and Abilities</b>  |                  |                  |
| The ability to communicate effectively to a wide range of different audiences (verbal, written, presentational, using ICT as appropriate.  | x                |                  |
| The ability to plan, organize, and deliver innovative lessons  | x                |                  |
| The ability to lead, model and manage positive behaviour throughout the school   | x                |                  |
| The ability to manage, interpret school information and data for recording, monitoring, evaluation and reporting.  | x                |                  |
| <b>Knowledge</b>   |                  |                  |
| Has a detailed overview o the key components and expectations of the Early Years and National Curriculum   | x                |                  |
| Has the ability to lead curriculum development and manage innovation and change.   | x                |                  |
| Has a detailed knowledge of special educational needs in the Primary Sector  | x                |                  |
| Understands how children and young people learn and develop and the importance of effective transition   | x                |                  |
| Knows how to improve the quality of teaching through effective monitoring and evaluation of learning.  | x                |                  |
| Clear understanding of all elements of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies. | x                |                  |
| Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.   | x                |                  |
| Has the ability to solve problems, especially under pressure.  | x                |                  |
| <b>Effective Positive Relationships</b>  |                  |                  |
| The ability to be an effective team player that works collaboratively and effectively with others.   | x                |                  |
| Support, motivate and challenge colleagues and pupils by leading through example.  | x                |                  |



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|--|---|--|
| Experience of liaising with Governors, with an understanding of the role of an effective Local Governing Board in an Academy Trust |   |  |
| Experience of building effective relationships with parents, with an understanding of why this is so important.                    | x |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people.                     | x |  |