



Job Application Pack

Deputy Headteacher

Salary: £64,691PA – L10 (scale progression)

Hours: Full Time

Contract: Permanent



Introduction from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at Claremont Primary and Nursery School. I am delighted that you are considering joining our community and exploring the opportunity to play a key role in leading our school forward.

Claremont is a vibrant, diverse and ambitious school where every child is valued, nurtured and encouraged to achieve their very best. Our children are enthusiastic, curious and full of potential, and our staff team is committed, talented and deeply passionate about providing the highest quality education and care.

As a school, we are proud of the strong relationships we build with our families, our inclusive ethos, and our commitment to creating a safe, joyful and stimulating environment for all learners. We strive for excellence in everything we do - academically, socially and personally - and we are looking for a Deputy Headteacher who shares this drive and wants to help shape the next chapter of our journey.



This role is an exciting opportunity for a leader who is reflective, collaborative and determined to make a meaningful difference. You will be joining a supportive senior leadership team where your ideas, expertise and vision will be valued and encouraged.

I hope the information in this pack gives you a strong sense of who we are and what we stand for. But don't just take my word for it; we warmly welcome visits to the school, so please do get in touch if you would like to see our wonderful community in action.

Thank you once again for your interest. I wish you the very best with your application and look forward to the possibility of working with you.

Warm regards,

A handwritten signature in black ink that reads 'Rob Campbell'. The signature is written in a cursive style with a long horizontal line extending to the right.

Rob Campbell
Headteacher



Application Process

If you feel that you could contribute to the students and team at Claremont Primary and Nursery School we would welcome your application.

All applications need to include the schools application form and must be accompanied with a cover letter. Please submit these to SBM@claremont.nottingham.sch.uk.

Wherever possible, please provide email addresses for your referees.

Please ensure your applications arrives by 5pm on the closing date the 8th May 2026.

Should you be called for interview please ensure that you bring along any relevant certificates for qualifications or training. We also require you to bring a minimum of three forms of identification from the list below to include either:

- a current passport, driving licence or birth certificate, and
- a utility bill, bank statement or mortgage statement dated within the last 3 months.

Details regarding the interview including dates, times will be sent out via email so please make sure your email address is correct on the application form.

If you have not heard from us within 2-3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

If you would like to visit the school before applying for the role, please email SBM@claremont.nottingham.sch.uk to speak about arrangements for this.

Time Scales for post:

Date Posted:	16 th March 2026	Date Expires:	08 th May 2026
Interview date:	WC 18 th May 2026	Start Date:	1 st September 2026



Job Description Deputy Headteacher

Job Title: Deputy Headteacher

Reports to: Headteacher and The Governing Body in the Headteacher's absence.

The post holder is also expected to lead colleagues on a professional level in order to promote a mutual understanding of the school's visions and values.

Main purpose:

To assist the Headteacher in carrying out their responsibilities and to carry out duties as assigned by the Headteacher.

The Deputy Headteacher will deputise in the absence of the Headteacher, as directed by the Governing Body, fulfilling the professional responsibilities of a Headteacher as set out in the School Teachers' Pay and Conditions Document (STPCD).

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 to that end
- Monitoring progress towards the achievement of the school's aims and objectives

Contributing to maintaining a safe and purposeful environment for all, including

- through the role of Deputy Designated Safeguarding Lead (DSL)

In the role of Deputy DSL they:

- Will support safeguarding and child protection across the school. They may take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- May advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.
- May be delegated some safeguarding activities, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher they will:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- 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



Pupils and staff

Under the direction of the Headteacher:

- 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
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice.
- In partnership with the Headteacher lead, motivate, support, challenge and develop staff at all levels in order to secure and sustain continuous improvement and staff well-being and be committed to continuing professional development.

Systems and processes

Under the direction of the Headteacher:

- 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, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Lead assessment across the school
- Work with the Governing Body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Headteacher:

- 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, including, but not limited to, the NST group of schools
- 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

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.

The performance of these duties is under the reasonable direction of the Headteacher and will be subject to specified monitoring and evaluation procedures with due regard to the school's appraisal policy.



Person Specification Deputy Headteacher

Education and Qualifications		Essential	Desirable
1	Qualified teacher status	A	
2	Evidence of further professional development	A, I	
3	Current enhanced DBS clearance	A	
4	Demonstrable commitment to continuing professional and personal development		I
5	Professional development in preparation for a leadership role	A	
Experience			
1	Minimum of 5 years primary school teaching experience	A,	
2	Experience of monitoring and evaluating standards of teaching and learning and measuring impact	I, T	
3	Experience of successful curriculum leadership		I,
4	Experience of working well in partnership with staff, Governors, children, parents and the wider community	A,	
5	Experience of professional collaboration with other schools and partners such as the NST	A, I	
6	Successful experience of senior leadership in a primary school		A, I,
7	Experience of leading staff development	A, I,	
8	Experience of teaching in more than one school		A,
9	Experience of the performance management process in the role of reviewer		A, I,
10	Experience of successfully leading and managing whole school change initiatives	A, T	
Skills, Knowledge and Aptitudes			
1	Excellent classroom practitioner and role model	I,	
2	An excellent understanding of the needs of children from Foundation to Key Stage 2		A, I
3	A proven track record of implementing effective strategies to enhance teaching and learning opportunities and improve attainment	I, T	
4	Awareness, understanding and experience of school self-evaluation and improvement planning		I
5	Sound, up to date, knowledge of developments in education, teaching and learning, and best practice	I	
6	Excellent communication skills, both orally and in writing	A, I, T	
7	A good understanding of current safeguarding practices, policies and protocols	A, I	
8	Able to analyse and interpret numerical data, identify trends, plan next steps and monitor standards and achievement against targets.		I, T
9	Understanding of equal opportunities and able to put this into practice including the need to prepare pupils for life in a multicultural society	I	
10	Excellent interpersonal skills and ability to build effective professional relationships with children, staff, Governors and parents	I,	

Guide to codes on Person Specification and how the panel will assess the candidate's suitability for the role:

I = Interview

A = Application

T = Task



Information for applicants – pre-employment checks required for this post

Vacant post:	Deputy Headteacher
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Note to candidates:

Candidates for the above post are advised that the following checks and references must be completed at the stage of the recruitment process. Any subsequent offer of employment to a successful candidate can only be made on a conditional basis only, until these checks have been satisfactorily completed. Failure to comply with all or part of these requirements will result in the withdrawal of any employment offer. Please ensure that you have read and understand the accompanying Privacy Notice for Candidates.

All applicants - means that this is an expectation for everyone applying for this vacancy

Shortlisted applicants - refers to all applicants who are provisionally assessed as suitable to progress to the selection stages of the process

Appointable applicant - indicates the person who is deemed to be the most suitable to be conditionally offered the job

Pre-employment check	Stage required	Applicable to post ✓	Date checked initials (for office use only)
Application form (CVs will not be accepted without a fully completed application form)	All applicants	✓	
At least 2 satisfactory references (to include last/current employer and one of which relating to a post working with children if applicable)	Shortlisted applicants	✓	



Signed self-declaration of criminal record and other relevant information (posts in schools are exempt from the Rehabilitation of Offenders Act 1974 and applicants for school-based jobs must, therefore, disclose all spent and unspent convictions)	Shortlisted applicants	✓	
Checks of shortlisted applicant's social media presence	Shortlisted applicants	✓	
Verification of Right to Work in the UK	Appointable applicant	✓	
Photo identification	Appointable applicant	✓	
Enhanced DBS check and Barred List	Appointable applicant	✓	
Staff suitability declaration in compliance with the disqualification requirements of the Childcare Act 2006 and amendment regulations 2018 (required annually thereafter)	Appointable applicant	✓	
Medical check	Appointable applicant	✓	
Verification of any relevant qualifications and registration required for the job (see person specification)	Appointable applicant	✓	
Verification of professional status	Appointable applicant	✓	



Verification of successful completion of the statutory induction period and QTS (teachers)	Appointable applicant	✓	
Checks on: teachers and others prohibited from the profession; General Teaching Council for England (GTCE) sanctions; teachers who have failed induction or prohibition; teachers sanctioned in other EEA member states; and, Section 128 barring directions.	Appointable applicant	✓	

A copy of checklist is to be retained for use during selection process. All information will be handled in compliance with data protection requirements at this school.

Further information relating to the pre-employment checks required for positions in schools can be found in the statutory document Keeping Children Safe in Education on the www.gov.uk website.