



Robert  
May's  
School



# A Community Seeking Excellence for All

Applicant Information Pack:

**DEPUTY HEADTEACHER (CURRICULUM)**



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# WELCOME FROM THE HEAD



Thank you for your interest in the position of **Deputy Headteacher (Curriculum)** at Robert May's School.

As a successful Single Academy Trust since 2012, we are excited about exploring new opportunities for our school and are looking for an inspiring and talented leader who will work collaboratively as part of the school's Senior Leadership Team to help take the school forward.

The position of Deputy Headteacher (Curriculum) is an extremely exciting opportunity to play a key role in the continued and future success of the school. You will have particular responsibility for leading the academic life of the school to ensure that all students are both challenged and supported academically. You will lead a team of Senior Leaders and Heads of Department who have the responsibility for setting, implementing and measuring the impact of the whole school curriculum. A commitment to teaching at a first-rate level and to lead by example, sharing excellent practice, is an expectation and a requirement of the role.

We are a community, providing a caring, supportive and inclusive environment for all, and where our staff are committed to ensuring the best possible outcomes for our young people.

I encourage you to investigate the school through the links and documents provided as we believe we have much to offer the right candidate. Informal visits are welcomed for you to get a proper feel for Robert May's School; our location, staff, students and ethos. I hope that you will consider applying to us and I look forward to meeting you.

For more information about the school, please visit our website [www.rmays.org](http://www.rmays.org) or please contact our HR Officer, Mrs Lisa Shackleton at [lisa.shackleton@rmays.com](mailto:lisa.shackleton@rmays.com) or by telephone 01256 702700.

Yours sincerely

Rea Mitchell

**Headteacher**







## ABOUT ROBERT MAY'S SCHOOL

Robert May's School is an exceptional place where students, staff, trustees and parents/carers are wholly committed to the school mission, which is to provide excellence for every person, every day, with learning at the centre of all that we do. We are proud of our heritage, and have been serving the local community since 1694, when Robert May, a local mercer, donated money for the purpose of educating twenty-five boys to be taught at the school. This act of philanthropy set in motion a school which has had a long and vibrant journey to become the high-achieving comprehensive it is today. Our aim is to continue the work of our founder, to strengthen his legacy and to be both the anchor and kite for the community we serve.

We aim to ensure that students leave Robert May's School as accomplished, knowledgeable, rounded individuals who will go on, not only with determination and resilience to better themselves, but also to make a positive contribution to others.

We wish to promote good, positive relationships within the school and between Robert May's School and the wider community. We aim to promote good communications between all concerned with the school and greatly value the contribution of students, teaching and support staff, trustees, parents and carers and others related to the school.



# JOB ADVERT



## Deputy Headteacher (Curriculum)

**For September 2025**  
**Full time, permanent**  
**L17-21 (£73,819 - £81,441)**

We have a rare and exciting opportunity for an outstanding Deputy Headteacher (Curriculum) to work alongside an experienced and supportive leadership team and play a key role in shaping the academy's future - developing, implementing and measuring the impact of a highly effective curriculum.

We are looking for an exceptionally talented leader who will use their energy and vision to make a real impact; to support the achievement of outstanding outcomes for our students and staff, as well as ensuring that the school continues to develop its current standards and achievements. The successful candidate will be an experienced, proactive and innovative school leader, with a clear strategic vision and a consistent record of success within secondary settings. As an excellent practitioner, you will have strong leadership and interpersonal skills and a proven ability to work collaboratively, to inspire, motivate and support the whole school community.

In this pivotal role, you will be responsible for leading on curriculum development, teaching and learning and outcomes across the school. You will ensure that the school's "Vision 2027" is fully embedded and will continue to provide a broad and balanced education



designed to enable all students to discover their strengths and to make the most of their talents and reflect our ambition for the school to be a beacon of excellence. You will be responsible for the school's curriculum strategy and have strategic oversight of the school timetable as well as the promotion of an academic culture based on excellence, engagement and achievement. You will actively support the development and maintenance of policies and practices that promote high achievement, inclusion, and excellence in teaching and learning. This role will lead on ensuring quality first teaching across the school, including holding colleagues to account in an appropriate and professional manner. You will set high expectations for staff and students to contribute and support outcomes and personal development. Enthusiastic, dedicated and resilient, you will help us realise the full potential in all our students.

Reporting to the Headteacher, you will have direct line management of a small team of senior leaders who collectively ensure the highest academic standards at the school.

We believe we have a unique school that delivers a great education in a sought-after location supported by a committed whole school team of teachers, support staff, leaders and trustees. This is a wonderful opportunity for the right individual to add to the success story of Robert May's School. Our aim is to build on existing traditions of excellence and deliver a first-class educational experience for all. We pride ourselves on students being at the centre of all we do and are proud of our friendly and supportive environment. We are committed to producing responsible, confident, and forward-thinking young people who are ready to thrive in their local, national, and global communities.

**The ideal candidate will be able to demonstrate:**

- A commitment to drive excellence in teaching and learning in order to raise standards and secure successful outcomes for all students.
- The ability to develop, implement and measure the impact of a robust and engaging curriculum that meets the needs of all students.
- A track record of developing trusting and supportive working relationships with staff that fosters their confidence and inspires and challenges them to further achievement.
- Evidence of strategic interventions that demonstrate leadership, vision and credibility, indicating inspirational leadership that extends across the whole school community.
- Experience in overseeing and driving improvements in teaching and learning practices.
- Fostering relationships with key stakeholders through engaging communication with students, teachers, parents, trustees and the wider community to further the school's aims and achievements.

Our staff team is at the heart of our success. We have developed a strong culture of collaboration and cooperation with a high regard for personal and professional development. If you feel that you have the ability and drive to enable our students to reach their full potential, joining our school also offers many personal benefits including:



- Highly motivated, well-behaved and respectful students, supported by a highly skilled and committed staff team.
- A cohesive school community with strong relationships between students and staff.
- A strong commitment to the well-being and continuing professional development of staff, including potential opportunities to work alongside our partner schools.
- A supportive and forward-thinking leadership team.
- An exciting opportunity to play a leading role in the school's future development and make a real difference in the lives of young people.
- A competitive remuneration package, reflecting the seniority of the role that includes membership of the Teachers' Pension Scheme.





**Below you will find the key dates for our recruitment process:**

- Visiting opportunities for interested applicants: **week of 12th May 2025**
- Closing date for applications: **Friday 16th May 2025**
- Shortlisted candidates will be notified by midday on **Monday 19th May 2025**
- Interviews will be held on **Wednesday 21st and Thursday 22nd May 2025**

**To arrange a visit or to apply for the post**

Contact Lisa Shackleton, HR Officer [lisa.shackleton@rmays.com](mailto:lisa.shackleton@rmays.com) Tel: 01256 702700  
Applications can be made online via the TES or e-teach websites.

*Please note that the school reserves the right to interview on receipt of applications and to appoint prior to the deadline so early application is advised.*



# JOB DESCRIPTION



## Deputy Headteacher (Curriculum)

### Key Responsibilities

#### Senior Leadership Team:

- As a member of the Senior Leadership Team (SLT), contribute to the leadership of the school and development of school strategy, with specific responsibility for the academic life of the school.
- Support the wider life of the school and its aims as a member of the SLT.
- Develop, implement and support school policies and procedures relating to the academic life of the school.
- Together with the Deputy Headteacher (Pastoral), support the Head in the effective running of the school and, as required, deputise for the Head - undertaking the professional duties of the Head in their absence.
- Contributing to the School Self Evaluation Form and School Improvement Plan, particularly the curriculum sections, liaising with the Head on such.
- Representing the school on behalf of the Head in preparing for and attending trustee committees as required.
- Review, amend and create whole school policies as relevant to the academic life of the school, ensuring that they stay up to date with changing legislation and best practice.
- Report to the Head on a regular basis, particularly on curriculum issues in the school.

#### Curriculum:

- Keep abreast of educational changes and developments.
- As leader of the curriculum team, have strategic oversight of the work of the Data and Exams teams on the school's data returns for DfE, data-tracking, etc.
- Take overall responsibility for planning of staffing and timetable construction and advising the Head and Director of Finance and Operations on recruitment needs.
- Leadership and management of the Year 9 options process and Year 8 pathways, including information, advice and guidance to students and parents.
- Chair the Curriculum Strategy group for heads of subjects, ensuring sharing of good practice, discussion and dissemination of ideas and inclusive development of the academic side of the school.
- Arranging working groups of staff, as needed, to discuss and manage change, working inclusively with teaching staff.
- Provision of all statutory curriculum documents required for the website.

### **Teaching & Learning:**

- Keep abreast of research and development in teaching and learning and the sharing of good practice.
- Work with the curriculum team to develop a culture where intellectual curiosity, initiative and a good work ethic are fostered and that students take pride in and leadership of their learning.
- Strategic leadership of whole school assessment and predictive data, including ongoing tracking for all students and subgroups.
- Strategic oversight of the implementation and impact of our digital curriculum.
- Strategic oversight of the Quality Assurance programme to ensure that the curriculum is being implemented effectively.
- Work with relevant curriculum and pastoral staff to ensure that school data is used effectively to improve students learning and facilitate intervention where necessary, working closely with the Director of Inclusion on such.
- Strategic oversight of implementation of the school's assessment and reporting processes, including parent consultation meetings, to ensure that reporting from the school to parents is fit for purpose and an effective use of staff time and effort.
- Lead Heads of Department to analyse examination results and to strategically plan for the next year.
- Support the Head with the recruitment process when appointing new teaching staff, including in the creation of job descriptions and adverts and the selection processes.
- Overseeing the effective running of school examinations.

### **Leading & Management:**

- Working closely with the Director of Finance and Operations to ensure that school resources are being used effectively; this will be achieved through close collaboration using the Integrated Curriculum Financial Planning (ICFP) tool.
- Organise line management responsibility for Heads of Department: some managed directly by the Deputy Head (Curriculum) and some by other members of the SLT.
- Line management of curriculum senior leaders.
- Strategic oversight of CPD in school to ensure that it is helping the school to achieve its priorities.

### **Other:**

- To be a member of and contribute effectively to the school Safeguarding Team (which is led by the Deputy Head, Pastoral).
- To perform additional duties and tasks required for the effective operation of the school as directed by the Head.



- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Together with other members of the SLT, to maintain a presence at school-related events, liaising with external bodies, and positively promoting the school to students, parents, other schools and prospective families.
- To actively contribute to the extra-curricular life of the school.
- To contribute to the overall ethos and aims of the school.

## PERSON SPECIFICATION

The successful candidate will demonstrate the following experience, knowledge, skills and personal attributes.

Experience	Desirable	Essential
Experience of successfully leading a subject		√
Experience of managing change in a whole school setting		√
Existing senior leader	√	
Experience in timetabling	√	
Leadership and management	Desirable	Essential
Commitment to leading the academic life of a school		√
Effective team member and leader		√
High expectations for accountability and consistency		√
Ability to create and lead departmental development.		√
Ability to inspire and motivate others to achieve success		√
Teaching and learning	Desirable	Essential
Excellent classroom practitioner with understanding of high-quality teaching and learning.		√
Knowledge and understanding of recent curriculum reforms.		√
Knowledge and understanding of recent curriculum reforms.		√
Good communication, planning and organisational skills.		√
Commitment to regular and ongoing professional development		√



Personal attributes	Desirable	Essential
Strong listening, negotiating and mediating skills, able to make decisions, with tenacity, drive and resilience.		√
Strong interpersonal skills and high levels of emotional intelligence, with the ability to relate effectively to a wide range of stakeholders throughout the school community.		√
Excellent verbal and written communication and presentation skills.		√
Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks.		√
A commitment to the school's ethos and values.		√
Able to influence and inspire confidence and trust.		√
Flexibility to meet the demands and time commitments of the post, especially during key times of the year.		√
Qualifications	Desirable	Essential
Good honours degree		√
Recognised teaching qualification		√
Evidence of continuing professional development		√
Additional training and/or qualifications	√	

## THE PROCESS AND HOW TO APPLY

Robert May's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the school	Visits to Robert May's School are warmly welcomed. To arrange a visit, please contact Lisa Shackleton, HR Officer. <a href="mailto:lisa.shackleton@rmays.com">lisa.shackleton@rmays.com</a> Tel: 01256 702700
Application form	Applications can be made by completing our standard application form, available from the school directly (contact <a href="mailto:lisa.shackleton@rmays.com">lisa.shackleton@rmays.com</a> ) or via the online application on the TES or e-teach websites.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher. If you are shortlisted for interview, the school will contact your referees with your prior agreement.
Application closing date	The closing date for applications is <b>Friday 16<sup>th</sup> May 2025</b> . Please send your completed application to Lisa Shackleton, HR Officer <a href="mailto:lisa.shackleton@rmays.com">lisa.shackleton@rmays.com</a>
Interview date	Interviews are planned to take place on <b>Wednesday 21<sup>st</sup> and Thursday 22<sup>nd</sup> May 2025</b> .
Checks	If you are invited to interview, you will be required to bring photographic identification, proof of your right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.



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## ABOUT ODIHAM

Odiham is a picturesque and historic village in the Hart district in north Hampshire. Only a few miles from Junction 5 of the M3, Odiham sits between Basingstoke and Fleet. The nearest train station is in Hook with services to London every half an hour and the number 13 Stagecoach bus connects Odiham with Hook, Alton and Basingstoke.

Odiham's historic High Street offers a good selection of shops and a diverse range of restaurants, coffee shops and public houses. The Basingstoke Canal runs through the village and alongside the canal, you will find one of the oldest buildings in Hampshire, King John's Castle.

RAF Odiham, a Royal Air Force station situated to the south of the village, is home to the Chinook helicopter and from the school you can get great views of the various aircraft operating from or visiting the base.







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West Street

Odiham

RG29 1NA

Tel: [01256 702700](tel:01256702700)

E-mail: [info@rmays.com](mailto:info@rmays.com)

[www.rmays.org](http://www.rmays.org)