



GREAT OAK MULTI ACADEMY TRUST

Deben Church of England Primary Academy



NURTURE, PROGRESS and EXCEL

That they may have life in all its fullness.
John 10:10

Deputy Headteacher Recruitment Pack



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Debden Church of England Primary Academy



Nurture, Progress and Excel



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Debden Church of England Primary Academy



Appointment of Deputy Headteacher

School	Debden Church of England Primary Academy
Telephone	01799 540302
Website	www.debdenprimary.co.uk
School Group Size	Group 2 NOR 144
Salary Range	L1-5 (according to current experience)
Start Date	1 September 2025

Thank you for your interest in the post of Deputy Headteacher at Debden C of E Primary Academy.

Due to the promotion of our current Deputy to Headteacher, the Governors are currently seeking to recruit a Deputy Head to support school leadership at Debden C of E Primary Academy. We are looking to appoint an able, inspirational and enthusiastic Deputy Headteacher to champion our vision and make a significant contribution to the further development of our successful, village school.

Debden C of E Primary Academy has a strong focus on promoting Christian values and is part of Great Oak Multi Academy Trust. This is an exciting opportunity for both aspiring and experienced deputy headteachers current and ambitious employees looking for a new challenge and to further their career in a supportive Trust. The role will include a 0.8 teaching commitment across the school.

We need you to:

- Have high expectations for your own performance, staff performance and the progress and attainment of all pupils.
- Have a commitment to continual professional development of self and others and a proven track record in developing others, especially through coaching or mentoring.
- Have accurate judgement about the quality of learning in lessons and pupils' books and deliver clear feedback to teachers on strengths and weaknesses.
- Demonstrate effective leadership, managerial and organisational skills and have experience of improving outcomes for pupils.
- Be passionate about providing the best possible education for all our pupils and have an unwavering commitment to achieving this.
- Have a shared belief in our traditions and Christian vision and values.
- Be approachable and supportive for children, staff, parents and governors.



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We can offer you:

- A vibrant, inclusive school with strong Christian vision and values.
- A range of professional development opportunities to ensure you succeed.
- Support and coaching from the Headteacher and Executive Headteacher.
- Pupils who are well behaved and polite, keen to learn and very proud of their school.
- A committed and friendly staff team who strive to deliver the best outcomes for every child.
- A positive, forward-thinking working environment.
- A happy, welcoming and successful school.

Visits to our friendly school are warmly welcomed and actively encouraged and to find out more about Debden C of E Primary Academy, please visit our website at www.debdenprimary.co.uk

Please email our MAT Office Manager, Mrs Sharon Dyster, sdyster@greatchesterford.essex.sch.uk for further details regarding the position or to arrange a visit. You can also request a meeting with our in-coming Headteacher, Mrs Sarah Bailey or Executive Headteacher, Mrs Sarah Mitchell both of whom would be most happy to have an informal conversation with any interested candidates.

Application packs can be requested from sdyster@greatchesterford.essex.sch.uk . To apply for this post, please complete and submit the standard application form alongside your supporting statement.

Closing Date: Midday on Thursday 15th May

Interviews: Tuesday 20th May

Great Oak Multi Academy Trust is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory written references, qualifications and enhanced DBS checks.





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JOB DESCRIPTION FOR DEPUTY HEADTEACHER

Responsible to:	Headteacher
Purpose of position:	To support the Headteacher in providing professional leadership to the school to secure success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.
Key Areas of Responsibility:	<ul style="list-style-type: none">• Championing teaching and learning across the school• Deputy Designated Safeguarding Lead• Leading extra-curricular provision across the school• Educational Visits Lead• Maths and / or RE Subject Lead• Worship Lead
Duties	The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description may be modified at any appropriate time, following consultation between the Headteacher and Deputy Headteacher.

Ethos

To assist the Headteacher in maintaining the Christian school ethos; an atmosphere where pupils feel valued and where personal endeavour and responsibility are encouraged.

To actively promote the school values and Christian values.

Assist the Headteacher in setting an example of high-quality performance in standards and leadership.

To develop good practice within school by initiating ideas, encouraging the strengths of others and working with the Headteacher to create a stimulating learning environment.

Teaching and Learning

Take a lead in the promotion of outstanding teaching and learning throughout the school.

Ensure full coverage of the National Curriculum with schemes of work which are sequential and progressive.

Ensure cohesion between schemes of work, plans, assessment documents and pupils' learning.

Liaise with colleagues to deliver the curriculum in a collaborative way.

Work with teaching assistants and the SENCO to ensure the needs of all pupils are met.



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Set and monitor targets for student attainment levels.
Demonstrate outstanding practice in teaching.
Support other members of staff to achieve outstanding teaching and mentor those requiring further support.

Assessing and Reporting

To lead in target setting and assessment throughout the school.
Provide detailed and timely feedback which leads to demonstrative progress.
Lead and monitor pupil targets across the school in liaison with staff and provide suggestions as to how pupil progress could be improved.
Provide assessment reports to HT, SLT and Governors to monitor student progress.
Work with the Code of Practice relating to Special Educational Needs.
Work with the Headteacher to carry out lesson evaluations in accordance with the school and national guidance.

Leadership and Management

Support and deputise for the Headteacher.
Support and uphold the school's policies on behaviour, discipline and bullying.
Contribute to the School Development Plan.
Contribute to the development of the curriculum across the school.
Assist in managing the performance of teaching and support staff.
Contribute to staff development activities and support staff CPD.
Support the Headteacher to ensure that all staff carry out their roles and responsibilities to the standards agreed.
Mentor ECTs and any student teachers, if relevant.
Understand issues relating to the organisation, ordering and funding of resources for the school.
To work with Key Stage and Subject Leaders to assist them in carrying out their role.
Promote positive relationships and collaboration within the staff team.
To be the school's Educational Visits Coordinator and ensure relevant risk assessments are carried out in line with policy.
Support and deputise for the designated safeguarding lead.
Subject leadership of both core and foundation subjects.
Lead and coordinate worship.

Standards and Quality Assurance

Support the aims and ethos of the school.
Set a good example in terms of dress, punctuality and attendance.
Attend and participate in Open Evenings, pupil performances and Friends events.
Uphold the school's policies.
Attend staff meetings and when appropriate lead these.
Develop links with governors, the Multi Academy Trust, the church, local schools and the community.

Accountability

To provide information, objective advice and support to the Governing body to enable them to meet their responsibilities by contributing to the termly reports for the Governors.



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PERSON SPECIFICATION FOR HEADTEACHER POSITION

The following outlines the key skills and experience we are looking for in the Deputy Headteacher at Debden C of E Primary Academy and our selection decision will be based on the criteria detailed within this document. The selection panel will assess candidates against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the school context.

Please ensure when completing your application that you address the relevant criteria. As appropriate your responses should include your role, the actions and decisions you took and the outcome or impact of your involvement. The supporting statement should be no more than three pages long.

	Essential	Desirable
Training, Qualifications		
Qualified Teacher Status	Yes	
Degree or Higher Degree or equivalent post qualification award	Yes	
Recognised management/leadership qualification		Yes
Strong evidence of continuing professional development relevant to the post	Yes	
Experience		
Experience of teaching in more than one school		Yes
Experience of teaching in a church school		Yes
Experience of working with pupils across the whole primary range.		Yes
Experience of teaching Upper Key Stage 2		Yes
Proven record of exemplary teaching which has ensured good/outstanding progress and achievement for pupils across the full ability range	Yes	
Experience of leading whole school change / development initiatives	Yes	



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Proven record of successful curriculum / subject leadership leading directly to an increase in standards of attainment	Yes	
Experience of leading Maths and / or RE		Yes
Experience of monitoring and evaluating curriculum delivery	Yes	
Experience of managing and/or coordinating staff	Yes	
Experience of mentoring or inducting staff		Yes
Professional Knowledge and Understanding		
Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these	Yes	
Demonstrate a sound grasp of the principles and practice of effective learning and teaching	Yes	
A clear understanding of the strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance	Yes	
Understanding and experience of what distinguishes a distinctive Christian ethos in a church school		Yes
Evidence of successful strategies for planning, implementing, monitoring and evaluating an area of school improvement	Yes	
A clear understanding how to develop and sustain a learning culture that has high expectations and standards of achievement for all at its core	Yes	
Awareness of strategies and success in raising pupil achievement	Yes	
Actively engages in the latest educational research		Yes
Understanding of the role of the Governing Body		Yes
Understanding of the role which can be played by parents, the church and the community in raising standards	Yes	
Teaching and Learning		
Clear understanding of what excellent quality teaching and learning looks like and strategies to develop this	Yes	
Secure understanding of the requirements of the national curriculum	Yes	
Understanding of the requirements of the Early Years Framework		Yes



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Knowledge and understanding of a range of successful teaching and learning strategies to meet the needs of all pupils	Yes	
Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	Yes	
Experience of effective monitoring of teaching and learning	Yes	
Clear understanding of the characteristics of successful behaviour management	Yes	
Experience in identifying and supporting vulnerable groups effectively		Yes
Personal Skills and Attributes		
Ability to motivate and challenge team members	Yes	
Ability to build and maintain quality relationships through interpersonal skills and effective communication	Yes	
Demonstrate personal and professional integrity, including modelling Christian values and vision	Yes	
Willingness to lead school worship	Yes	
Ability to prioritise, plan and organise themselves and others	Yes	
Ability to think analytically and creatively and demonstrate initiative in solving problems	Yes	
Demonstrate a sense of perspective and the ability to be reflective and self-critical	Yes	
Empathise	Yes	
Flexible, approachable and a good listener	Yes	
Demonstrate resilience and optimism	Yes	
Enthusiasm, reliability, drive, and a sense of humour!	Yes	



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What do our pupils say about Debden C. of E. Primary Academy?

"Debden is a great school for lots of reasons. I really like my teachers, my friends, and all of the different people who come here. Everyone looks after one another." Benjamin

"I like our playground. We have a massive open space and lots of cool play equipment to play on." Hector

"The teachers are amazing at Debden. I have learnt lots from my teachers because they are very clever and good at teaching." Molly

"I like learning science and maths at Debden. I like doing science experiments and finding out new things." Max

'I enjoy playing in the Ducklings' Garden with my friends.' Alicia

"I came here from a different school, and everyone made me feel welcome straight away because lots of new children join our school." Maddie

"We learn lots of different subjects. I have been learning to draw portraits in Art at the moment - I love doing drawings in our big art sketchbooks!" Albie

"I do lots of different sports at Debden. We go to other schools sometimes as a team. My favourite event is dodgeball!" Dexter

"The adults here are all really kind and that helps everyone to feel safe and cared for." Anabelle

"I like wellbeing week because we learn different ways to look after ourselves and other people." Iestyn

"Debden is the best school because everyone cares for one another. I have made lots of friends and we like to play together." Olivia

