

# Recruitment Pack

**Deputy Headteacher**

**Closing Date – Wednesday 15<sup>th</sup> April 2026**

**Interviews – WC 20<sup>th</sup> April 2026**



# Deputy Headteacher

## Full-Time Permanent Contract

**Start Date:** 1<sup>st</sup> September 2026  
**Interviews:** WC 20<sup>th</sup> April 2026  
**Salary:** L7 – L11

We are seeking an exceptional Deputy Headteacher to join Diamond Wood Community Academy at an exciting point in its journey. This is a role for a values-driven, aspirational leader who believes passionately that every child, regardless of background, deserves an outstanding education, rich opportunities and the highest expectations.

As an Infant and Nursery school, our children are at the very beginning of their educational journey, and they are an absolute joy to work with. They are curious, enthusiastic and full of warmth. They are supported by a dedicated and caring staff team who work hard every day and who are deeply committed to one another and to the community we serve.

You will also work closely with supportive parents and carers who value education and partnership, and you will be part of a strong, forward-thinking Local Academy Board and Enhance Academy Trust. Both provide high-quality professional support, encouragement and appropriate challenge to help us continue to grow and develop as a school.

We are looking for a Deputy Headteacher who can inspire excellence in teaching and learning, strengthen inclusive practice, and help shape a school culture where ambition, hope and flourishing sit at the heart of daily life.

We are looking for an inspiring and reflective leader with a strong moral purpose and high aspirations for all. You will be an excellent classroom practitioner with a clear understanding of effective teaching and learning across Early Years and Key Stage 1, and the ability to lead and support others to improve practice. You will be resilient, compassionate and solutions-focused, with the confidence to work in a challenging context and the humility to learn alongside others.

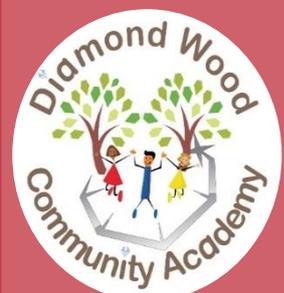
You will be joining a warm, ambitious school community where children are a joy to teach, staff work hard for one another, and parents are supportive and engaged. This role offers a rare opportunity to combine meaningful leadership responsibility with significant classroom practice, to shape the future of the school, and to make a lasting difference to the lives of children and families. There will be teaching commitment to be confirmed.

To find out more about the Academy, please visit our website:  
[www.diamondwoodacademy.co.uk](http://www.diamondwoodacademy.co.uk)

We only accept applications completed on the Enhance Academy Trust Portal.

Please ensure you reference the job reference on your application form.

*Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.*



# Job Description

Job Title: Deputy Headteacher

**REPORTING TO: Headteacher**

## Core Purpose

- To provide strong leadership across EYFS and Key Stage 1, ensuring the provision of first-class teaching and learning opportunities for all pupils.
- To oversee and/or lead the EYFS and KS1 phases, working with other leaders and curriculum leads to secure an integrated, coherent approach to teaching and learning that enables all pupils to make good or better progress from their starting points.
- To monitor and evaluate the quality of teaching, learning and pupil achievement across EYFS and KS1, ensuring high standards are maintained and that all children fulfil their potential.
- To lead the whole staff team in strengthening a positive learning culture, promoting high expectations for work, behaviour and attitudes throughout the school.
- To model high professional standards as a class teacher, demonstrating exemplary classroom organisation, management and practice, and ensuring consistent implementation of all school policies.
- To act as Curriculum Leader for an identified area or areas, contributing to whole-school development and improvement.

## Key Responsibilities

- To deputise in the absence of the Headteacher

## Strategic Management:

- Contributing significantly to the development, implementation and evaluation of the Academy Improvement Plan, ensuring priorities are sharply focused on improving outcomes for all pupils, particularly the most vulnerable.
- Using accurate self-evaluation, pupil progress information and staff feedback to inform strategic decision-making and drive sustained improvement.
- Supporting the Headteacher in leading change effectively within a challenging context, maintaining high expectations and a relentless focus on quality of education, behaviour and inclusion.
- Playing an active role in Trust-wide strategic initiatives, working collaboratively with colleagues across the Trust to share best practice and contribute to collective improvement.
- Supporting strategic workforce development by helping to identify professional development needs, nurturing leadership capacity and promoting a culture of reflection, accountability and growth.
- Ensuring that safeguarding, equality and inclusion are central to all strategic planning and that statutory responsibilities are met consistently and rigorously.
- Acting as Headteacher in their absence and representing the school confidently with governors, Trust leaders, parents and external agencies.



# Job Description Cont.

## Financial Management:

- Supporting the Headteacher in the planning, monitoring and evaluation of the school budget, ensuring alignment with the Academy Improvement Plan and Trust financial procedures.
- Contributing to strategic decisions about the deployment of financial resources, ensuring best value and a clear focus on improving teaching, learning and inclusion.
- Monitoring the effective use of targeted funding (including pupil premium and other additional funding streams) to ensure measurable impact on pupil outcomes.
- Supporting efficient workforce planning, including the deployment of staff in ways that maximise impact while ensuring sustainability and wellbeing.
- Working collaboratively with Trust finance colleagues and governors to ensure compliance with financial regulations, policies and audit requirements.
- Promoting a culture of accountability and transparency in financial decision-making, ensuring resources are managed responsibly and ethically.

## People Management:

- Supporting the recruitment, induction, and retention of high-quality staff, ensuring the team reflects the school's values and vision.
- Leading and supporting staff performance management, including setting clear objectives, monitoring progress, and promoting a culture of reflective practice and continuous improvement.
- Providing coaching, mentoring, and professional development opportunities to empower staff at all levels and build leadership capacity across the school.
- Fostering a positive, inclusive, and collaborative working environment where staff wellbeing is valued, and achievement is celebrated.
- Supporting the Headteacher in managing staffing structures, deployment, and workload to ensure efficiency, sustainability, and high impact on pupil outcomes.
- Leading by example in modelling high standards of professionalism, integrity, and commitment to the school's vision.
- Working with governors, the Trust, and external partners to resolve staffing issues sensitively and effectively, ensuring compliance with policy and statutory obligations.

## Teaching and Learning:

- The Deputy Headteacher will have a central role in ensuring the highest standards of teaching and learning across the school. They will lead by example, maintaining a teaching commitment (to be confirmed) while providing strategic oversight to strengthen classroom practice and improve outcomes for all pupils.



# Job Description Cont.

## Teaching and Learning Continued:

- Leading the development and implementation of a high-quality, broad and balanced curriculum that meets statutory requirements and the school's vision.
- Monitoring and evaluating teaching and learning across the school, using evidence from observations, assessment data, and pupil progress to inform school improvement priorities.
- Supporting staff to embed effective teaching strategies, adapted learning, and inclusive practice that enables all children to achieve their potential.
- Promoting high expectations for pupil behaviour, engagement, and achievement, and ensuring a consistent approach to assessment, feedback, and reporting.
- Using data effectively to identify underperformance, inform interventions, and celebrate successes across cohorts, groups, and individuals.
- Leading initiatives to improve literacy, numeracy, and other key areas of learning, and fostering innovation and creativity in teaching practice.
- Encouraging a culture of reflection, collaboration, and continuous professional development, ensuring staff are empowered to take ownership of their professional growth.
- Working closely with the Headteacher, senior leaders, and the Trust to implement strategies that drive school improvement and raise outcomes in a challenging context.

The Deputy Headteacher will be a visible classroom and school leader who inspires ambition, supports colleagues in excelling, and ensures every child receives teaching of the highest quality.

## Subject Leadership:

- Leading one or more subject areas, ensuring curriculum intent, implementation, and impact are of the highest quality.
- Supporting subject leaders to develop and monitor progression, assessment, and planning across the school.
- Ensuring that teaching and learning in all subjects meets the needs of all pupils, including those with additional needs or from disadvantaged backgrounds.
- Promoting innovation, creativity, and best practice within subjects and across the curriculum.
- Using data and research to evaluate subject impact and guide strategic improvement.
- Supporting professional development within subject areas to ensure staff are confident, effective, and continually improving.
- Ensuring subject leadership aligns with the school's vision, ethos, and the Trust's strategic priorities.

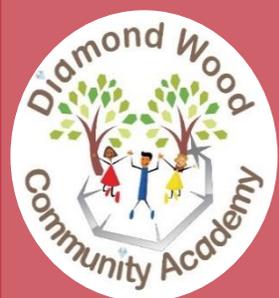
**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**



# Person Specification

|   | Essential  | Desirable  |
|---|--|--|
| <b>Qualifications</b>                           | <ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Evidence of continued professional development relevant to leadership</li> <li>• National Professional Qualification for Senior Leadership (NPQSL) or willingness to undertake</li> </ul>   |  |
| <b>Experience</b>                               | <ul style="list-style-type: none"> <li>• Successful teaching experience within the primary phase, particularly EYFS and KS1</li> <li>• Experience of leadership at middle or senior level (e.g. Assistant Headteacher, Phase Leader)</li> <li>• Experience of whole-school curriculum leadership</li> <li>• Proven impact on raising pupil attainment and progress</li> <li>• Experience of analysing data and using it to inform future practice and drive improvement</li> <li>• Experience of monitoring teaching and learning, including lesson observation and feedback</li> <li>• Experience of leading whole-school initiatives or improvement priorities</li> <li>• Experience of working with vulnerable pupils (SEND, disadvantaged, EAL)</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of line managing staff and supporting professional development</li> <li>• Experience of working with external agencies, governors, or trusts</li> <li>• Evidence of demonstrating strategic leadership.</li> </ul> |
| <b>Professional Knowledge and Understanding</b> | <ul style="list-style-type: none"> <li>• Secure knowledge of the Primary National Curriculum and assessment frameworks</li> <li>• Strong understanding of safeguarding, child protection, and statutory responsibilities</li> <li>• Thorough understanding of inclusion, SEND, and equality legislation</li> <li>• Clear understanding of effective teaching, learning, and assessment</li> <li>• Understanding of school self-evaluation and improvement planning</li> <li>• Knowledge of behaviour management and positive school culture</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of curriculum innovation and pedagogical research</li> <li>• Experience in working in a diverse and multicultural school community</li> </ul>   |
| <b>Skills and Abilities</b>                     | <ul style="list-style-type: none"> <li>• Excellent communication skills and proven ability to listen to, understand and work effectively within a diverse school community</li> <li>• Strong organisational and time-management skills</li> <li>• Ability to model outstanding classroom practice</li> <li>• Effective coaching and mentoring skills</li> <li>• Ability to work strategically while managing operational demands</li> <li>• Ability to build positive relationships with pupils, parents, staff, governors, and external partners</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of leading staff training and INSET</li> <li>• Ability to contribute to financial and resource management</li> </ul>   |

|  | Essential  | Desirable   |
|--|--|---|
| <b>Personal Qualities</b>                | <ul style="list-style-type: none"> <li>• Able to build positive relationships rooted in mutual respect.</li> <li>• Able to prioritise and work under pressure.</li> <li>• Committed to valuing, supporting and encouraging the professional development of all staff.</li> <li>• Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.</li> <li>• Committed to building and maintaining effective and positive relationships with parents, governors and the wider school community.</li> <li>• Able to inspire and influence others, within and beyond the school to believe in the fundamental importance and value of education in young people's lives.</li> <li>• Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.</li> </ul>   | <ul style="list-style-type: none"> <li>• Aspiration for future headship</li> <li>• Willingness to contribute to the wider life of the school and community</li> </ul> |
| <b>The successful candidate will be:</b> | <ul style="list-style-type: none"> <li>• Able to build positive relationships rooted in mutual respect.</li> <li>• Able to prioritise and work under pressure.</li> <li>• Committed to valuing, supporting and encouraging the professional development of all staff.</li> <li>• Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.</li> <li>• Committed to building and maintaining effective and positive relationships with parents, governors and the wider school community.</li> <li>• Able to inspire and influence others, within and beyond the school to believe in the fundamental importance and value of education in young people's lives.</li> <li>• Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.</li> <li>• Able to show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.</li> </ul> |   |



# Diamond Wood Community Academy

Diamond Wood Community Academy is in the heart of Ravensthorpe, West Yorkshire. As a large infant school with the majority of pupils speaking English as an additional language, language development is at the heart of all that we do. We are an inclusive school which celebrates diversity. Here, we believe in encouraging our children to be the very best that they can be. Diamond Wood truly is **'A Place to Grow, a Place to Shine!'**.

Our school provides a friendly, caring environment where work and play go hand-in-hand. We aim for everyone to feel this as soon as they step through our school doors. We offer a strong sense of community and have close ties with parents and carers. We ensure that our children are educated within a caring, happy, warm and welcoming environment, with a broad and balanced curriculum.

With our dedicated staff, we strive to achieve the very best for every child. We are strong believers that **'Teamwork makes our Diamond Wood dream work'**.

Our bespoke curriculum allows pupils to develop a firm foundation of knowledge, vocabulary, skills and experience, whilst further developing their lively enquiring minds, leaving them equipped for the next phase of their learning journey and the world in which they live.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support on issues such as legal, medical, counselling, etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at lunchtimes. Staff wellbeing is extremely important at Diamond Wood, and on the recent staff survey, staff feel supported and listened to.

Support staff meetings take place weekly with line managers, updating you on changes in school life and allowing you to share your ideas, improve working practices and overcome any obstacles you may encounter.

**Visits to the school are warmly encouraged and welcomed. Please contact the school office to arrange a visit. Our Headteacher would love to meet you and show you around.**

**Tel – 01924 325308**



# Enhance Academy Trust

## Why join Enhance Academy Trust?

This is a fantastic opportunity to join an outstanding team within a successful and forward-looking academy trust with exciting career prospects for successful applicants. As a Trust, we have developed a range of employee benefits. Here are just a few examples ...

- Membership to either the Teachers' Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
- Wherever possible, PPA at home for teachers.



**Enhance Academy Trust**  
Encourage - Help - Achieve - Nurture

## Privacy Statement – Job Applicant

### PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

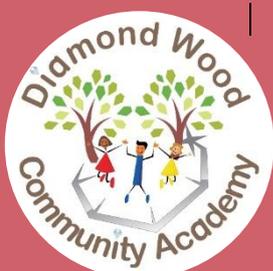
This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Diamond Wood Community Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. For information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.



# Privacy Statement – Job Applicant cont.

## HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR), which states that data is used for “specified, explicit and legitimate purposes”. Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

## LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

## COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).



# Privacy Statement – Job Applicant cont.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

## REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – [dpo@wntai.co.uk](mailto:dpo@wntai.co.uk)

**Thank you for taking the time to look through this recruitment pack. If you are interested in the role of Deputy Headteacher, we look forward to hearing from you.**

