March 2025

Dear Applicant,

**Deputy Headteacher**

Salary Range: L22 £83,464 to L26 £92,052

Start Date: 1st September 2025

Thank you for your interest in the post of Deputy Headteacher at Downlands Community School, a post arising due to the promotion to Headteacher of the current postholder. This is an exciting opportunity for an ambitious candidate to work in a fantastic school.

If you are applying, you must be passionate in the belief that you can make a difference to the lives of young people in our community. You will need to be an exceptional leader with a track record of successfully implementing change and developing colleagues. You will also be a real team player able to work with our fantastic staff, students, parents, governors and very active PTA. You will possess optimism, enthusiasm and a deep understanding of how you will improve provision young people.

We are extremely proud of our amazing and very popular school which is situated in the South Downs National Park, 10 minutes north of Brighton. We pride ourselves on our ethos and the outstanding outcomes we achieve for our youngsters. We offer students an incredible range of opportunities. We are very much part of our local community and are committed to our involvement in a wide range of events and activities. It is our firm belief that this partnership strengthens all we do at the school.

I would encourage you to visit us to look around the school and to find out more about this exciting opportunity. Tours will be taking place at the following times:

* Caron
* To arrange
* dates

Following the tour, there will be an opportunity to ask questions. Please telephone Caron Anscombe to arrange an appointment on 01273 845892 ext. 208, or email [canscombe@downlands.org](mailto:canscombe@downlands.org). Appointments will be allocated on a first come first served basis.

Please find enclosed the advert, job description, person specification and general information about the school. An application form and further details can be downloaded from our website <http://www.downlands.w-sussex.sch.uk> under “Information- Vacancies” or via email: [sjohnson@downlands.org](mailto:sjohnson@downlands.org)

In your letter of application, please address the person specification and provide evidence of impact from your current and past experience. Your letter should be no longer that two sides of A4 using a font size no smaller than 10.

Your application should be addressed to myself and emailed to our Cover and Recruitment Officer at [sjohnson@downlands.org](mailto:sjohnson@downlands.org) to reach the school no later than 18:00 on Thursday 24th April 2025. Interviews will be held on Wednesday 30th April 2025 with a second day on Thursday 1st May 2025.

I look forward to receiving your application.

Yours faithfully,

Headteacher

DOWNLANDS COMMUNITY SCHOOL

Dale Avenue

HASSOCKS

West Sussex

BN6 8LP

11 – 16 Mixed Comprehensive

Number on roll: 1260

Group: Group 7

Required for September 2025

**DEPUTY HEADTEACHER: Achievement - Salary Range L22 £83,464 to L26 £92,052**

A rare opportunity is available for a talented and ambitious teacher with a proven track record of success to become Deputy Headteacher (Curriculum and Leadership) of a high performing community school.

The school is situated at the foot of the beautiful South Downs and is always oversubscribed. It has a reputation for excellent academic results and extra-curricular activities with outstanding pastoral care.

Downlands is highly regarded and plays an active role in the local community.

The successful candidate should:

* be a creative and strategic thinker who ensures that ‘learning is at the heart of everything we do’.
* be able to challenge existing practices in a drive for continual improvement, particularly in the areas of curriculum and leadership
* be able to develop and inspire a highly committed and talented staff team
* have excellent communication and interpersonal skills and be a real team player.
* be committed to developing the school ethos and values and be an enthusiastic advocate for engagement with our community.

An application pack can be downloaded from our website <http://www.downlands.w-sussex.sch.uk> under “join Us – Vacancies” or from our Cover and Recruitment Officer email: [sjohnson@downlands.org](mailto:sjohnson@downlands.org) phone 01273 847734

Pre-application visits are encouraged and can be made on:

* Caron
* To
* arrange

Following a tour of the school there will be an opportunity to ask questions. Please telephone Caron Anscombe to arrange an appointment on 01273 845892 ext. 256, or email [canscombe@downlands.org](mailto:canscombe@downlands.org). Appointments will be allocated on a first come first served basis.

**Closing Date: Midday on Wednesday 23rd April**

**Interviews: Wednesday 30th April 2025 and Thursday 1st May 2025**

Downlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Shortlisted applicants will be subject to an online search. This is not part of the short listing process itself, and you will get a chance to address any issues of concern that some up during the search, at interview.

**Deputy Headteacher: Leadership and Curriculum**

**Job Description**

Start Date: 1st September 2025

General

* To undertake the duties of a Deputy Headteacher as specified in the current School Teachers’ Pay and Conditions document.
* To set high professional standards by personal example.
* To possess the personal pedagogical understanding to inspire learners to achieve outstanding outcomes
* To maintain a high-profile presence and to be accessible to and supportive of students, staff, parents and the wider community.
* To undertake in the absence of the Headteacher, and to the extent required by him or the relevant body, the professional duties of the Headteacher.
* To undertake key leadership and management tasks as may be required by the Headteacher.
* To serve as a member of the Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
* To undertake an appropriate teaching timetable (five hours per week).
* To lead a proportion of assemblies.
* To provide strategic leadership, clear direction and effective management for the school as a whole.

Leadership

* Promote and safeguard the welfare of children and young people within the school.
* To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
* To play a full and active part in achieving our vision and School Development Plan. To assume responsibility for relevant sections of the School Evaluation Form.
* To establish and develop productive relationships with, parents, governors, PTA, the local community, other schools and the commercial sector.
* To develop productive links with our local community and to wholeheartedly support community and extra-curricular events and opportunities.
* To work collaboratively with the governing board and be held account to strategic targets.
* To ensure Downlands plays an active and influential part in educational and other partnerships, locally, regionally, nationally and internationally.
* To play an important role in the whole school behaviour management system and to model a highly consistent approach to our behaviour policy
* To be linked to and have oversight of a specified Year group
* To lead a duty team at agreed times during the week, model expected behaviours and monitor team members in line with school policy.
* To share duties including on call and after school detention duties.
* To share Leadership representation at evening and weekend events.
* To attend and contribute to SLT meetings before school (8.15am every day), after school (Thursdays) and during the school day as requested.
* Provide highly effective staff professional development and whole school INSET where appropriate
* To ensure the school is compliant with relevant national and local legislation and policy requirements
* Collaborate successfully with key partners including Mid-Sussex Federation schools.
* Develop a compelling vision for the areas of responsibility and be totally committed to their success.
* To articulate and lead an evidence-based approach to successful implementation
* To constantly improve the effectiveness of all levels of leadership including governors, leadership team, middle Leaders, teachers, students and support staff.
* Line manage a number of faculties as directed by the Headteacher.
* Maintain and update key policies where appropriate
* To work in partnership with Leadership Team colleagues to deliver whole school CPD
* Lead and Chair Academic Board meetings to achieve SDP priorities and ensure that minutes are distributed.
* Responsibility for implementing initiatives to improve staff wellbeing and evaluating their impact.

**Person Specification - Deputy Headteacher**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential (E) Desirable (D)** | **Application (A) Or**  **Interview (I)** |
| QTS | E | A |
| Good Honours Degree | E | A |
| Recent and relevant CPD | E | A |
| Higher degree | D | A |
| Further professional qualification linked to education and/or leadership | D | A |
| NPQH/willingness to achieve NPQH | D | A |
| **Experience** |  |  |
| Membership of a leadership team | E | A |
| Successful and finely tuned monitoring of whole school initiatives. | E | A/I |
| Proven track record of change management with impact at a whole school level | E | A/I |
| Evidence of successful management and leadership of individuals and teams | E | A/I |
| Evidence of supporting and challenging colleagues with impact | E | A/I |
| Experience of whole school self-evaluation and school development planning | E | A/I |
| Experience of planning, leading and delivering whole school CPD | E | A/I |
| Experience of more than one school | D | A |
| Experience of and enthusiasm for working in partnership with the wider community including the PTA. | D | A/I |
| Experience of working across a group of schools. | D | A/I |
| **Skills, Knowledge and Attributes** |  |  |
| Outstanding classroom practitioner | E | A/I |
| Emotionally intelligent approach to working with students, parents, colleagues and the community | E | A/I |
| Excellent interpersonal and communication skills | E | I |
| Thorough understanding of leadership and practical examples of its application | E | A/I |
| The use of evidence and research in formulating school policy is embedded in all areas of practice. | E | A/I |
| Excellent written and verbal communication skills | E | A/I |
| Knowledge and understanding of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people and be committed to safeguarding and promoting their welfare. | E | A/I |
| Any specific knowledge relating to the job description | D | A/I |
| **Personal Qualities** |  |  |
| Resilience, Optimism, Community focused, Kind and Self-aware | E | I |
| Ability to think strategically and translate vision into reality | E | A/I |
| Commitment to own personal and professional development | E | A/I |
| Positive attitude towards young people | E | A/I |

**Further Information:**

Whilst every effort has been made to identify the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and may be reviewed annually.

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. The job will be offered subject to satisfactory references, criminal record and health checks.

We reserve the right to bring this date forward if there are sufficient applications

Thank you for your interest in the post.