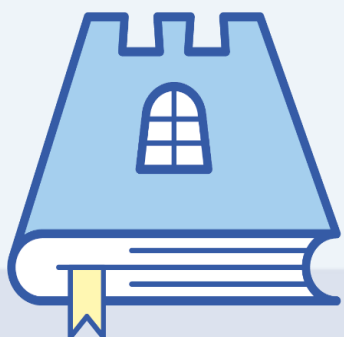


Deputy Head Teacher Recruitment Pack



**The Keep
Learning Trust**

Creating Chances and Choices

Deputy Head Teacher (Elton Primary School) Recruitment Pack

The Keep Learning Trust is a growing Multi-Academy Trust established in 2014 serving schools in the borough of Bury.

Vision

By working together, we create lifelong chances and choices for all our pupils.

Inspiration	Innovation	Collaboration
We nurture every individual to help them find and explore their talents and develop the self-belief to become active members of their communities.	We create cultures and structures that ensure our schools are places of excellence where innovation is championed, creativity is encouraged, and best practice is shared.	Through our strong relationships, we bridge gaps, forge pathways and raise aspiration.

Deputy Head Teacher Required

Elton Primary School, Bury, BL8 1SB

The Keep Learning Trust is a growing Multi-Academy Trust established in 2014 serving schools in the borough of Bury.

Required from 1st January 2026.

The Trust wish to appoint a Deputy Head, with responsibility for Pupil Premium, data and Key Stage 2, to work alongside the Head Teacher at Elton Primary School. This role will include a teaching commitment.

This post will be paid on the Leadership Scale, L8-12.

Employees of the Keep Learning Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Applicants must have experience of Assistant Headship or Key Stage Lead.

Completed application forms to be emailed to alison.wild@keeplearningtrust.co.uk

Interviews will take place w/c Monday 20th October 2025 with details to be shared with shortlisted candidates.

Role Description for Deputy Head Teacher at Elton Primary School.

The primary purpose of the job is to assist the Headteacher in leading and managing the school effectively and efficiently, providing high quality education for every child at the school.

MAIN DUTIES

Strategic Direction and Development of the School

- Fully and actively supporting the vision, ethos, aims and objectives of the school and the Trust
- Developing an effective working relationship with the Headteacher, leadership team and all staff
- Being an active member of the school's leadership team
- Leading continuous improvement in Teaching and Learning across the school
- Taking a lead role in the school's self-evaluation processes, monitoring progress towards curricular and other targets
- Working with the Headteacher, governors and staff in the formulation and effective delivery of the School Improvement Plan
- Assisting the Headteacher in the planning of the annual budget and managing financial delegation with the Headteacher and staff
- Making a positive and regular contribution within full governing committee meetings
- To take account of national and local initiatives.

Teaching, Learning and Curriculum

- Modelling high standards in what constitutes outstanding classroom practice
- Co-ordinating the curriculum throughout school
- Managing the quality and effectiveness of the curriculum through the co-ordination of teaching and learning throughout the school: and spreading good practice of effective teaching and learning
- Leading strategies aimed at raising standards and achievements throughout the school, including standards of core subjects, and attendance
- Having an overview of assessment, recording and reporting throughout the school
- Leading the co-ordination of subject areas throughout the school
- Be prepared to teach in any age group(s) in school, both planned and unplanned situations

Leading and Managing Staff

- Modelling positive leadership and teamworking behaviours, treating all members of the school community with equal respect
- Working with the Headteacher to establish distributed leadership throughout the school
- Providing help and support for colleagues, and having a positive impact on classroom practice through coaching, evaluation, feedback and staff development programmes
- Taking a leading role in the delivery of the school's Performance Management/Appraisal policy, and encouraging a positive attitude towards it

Safeguarding and Pupil Support

- To be the deputy designated person for all aspects of safeguarding and child protection
- Taking a share in the leadership of behaviour and pastoral care for pupils
- Liaising with external agencies on safeguarding matters

General

- Carrying out the professional duties as outlined for Deputy Headteachers in the Teachers' Pay and Conditions document
- Promoting the school in the community and playing a proactive role in the local educational community
- Ensuring effective internal communication throughout the school and external communications with parents and other groups
- Promoting equality, inclusion and diversity to advance equality of opportunity and foster good relations between our diverse communities
- Showing commitment to the extra-curricular activities of the school
- Undertaking any professional responsibility delegated to the post

<p>Person Specification</p> <p>Deputy Headteacher</p>	<p>Method of Assessment</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Qualified teacher status • Evidence of continuing and recent professional development 	<p>Application & Interview</p>
<p>Experience</p> <ul style="list-style-type: none"> • Recent professional development relating to the curriculum and management of a primary school • Experience of assistant headship or Key Stage Lead in a primary school • Experience of managing Pupil Progress • Experience of sharing best practice to raise standards • Experience of leadership and curriculum development in at least one subject or area • Experience of implementing equality, diversity and inclusion 	<p>Application & Interview</p>
<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • To be an excellent classroom practitioner, with knowledge of the aspects which contribute to excellent teaching and learning • Ability to monitor and evaluate aspects of the curriculum reflecting school & National Curriculum requirements and local initiatives • Ability to develop and implement aspects of a School Improvement Plan • Ability to extract, analyse and evaluate issues from data and school practice, and to put forward strategies for improvement • Ability to produce reports for governors • Ability to establish and review targets and implement decisions • Ability to communicate effectively with staff, parents and governors • Ability to work positively in a team • Ability to take a joint leadership role with regard to discipline and pastoral care • To be confident in the use and development of ICT throughout the school for curriculum and management purposes • Understanding of school improvement strategies and Ofsted inspection and self-evaluation processes • Knowledge of the importance of tracking progress and target setting in order to bring about improvement • To have experience of the Assessment for Learning principles and strategies • An understanding of safeguarding and its importance • Ability to relate well to children and adults • Ability to lead, motivate and influence others • Excellent time management and organisational skills 	<p>Application & Interview</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Excellent communication skills • A commitment to child-centred education 	

<ul style="list-style-type: none"> • To show a commitment to working in partnership with parents, governors and the Trust board to provide the best education possible for our pupils • Positive role model for learning • Approachable and supportive manner 	<p>Application & Interview</p>
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