



Hatton

Special School

Deputy Headteacher

Application pack

Job description

and

person specification

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at Hatton Special School.

Since joining the school as Headteacher in September 2023, I have felt genuinely privileged to be part of such a remarkable and welcoming community. Our dedicated staff team of around 170 colleagues, and our wonderful 199 pupils, create an environment where everyone is valued, challenged and inspired to achieve their very best. We are highly ambitious for every learner in our school, the majority of whom have a diagnosis of autism. Across 26 classes – including two co-located within a local mainstream school – we offer rich, varied and personalised learning tailored to the needs, interests and aspirations of each pupil.

This is an especially exciting time for Hatton. We are preparing for a period of significant growth, expanding our intake by 51 pupils to a total of 250. Central to this development is the opening of our newly refurbished upper-school site in September 2026, which will provide a high-quality environment for pupils in Years 4 to 6. This new provision represents a major step forward in our journey, enabling us to offer even more to our young people.

The Deputy Headteacher will play a pivotal role in leading this next chapter. As the senior member of staff leading the team at either our lower or upper school site, shaping the culture and setting consistently high expectations for pupils and staff. Your leadership will be instrumental in establishing a strong ethos of high-quality teaching and learning, professional ambition and a relentless focus on pupils' progress, independence and wellbeing.

Our curriculum purpose, mission and vision were recently reimagined, and we remain committed to *"lighting the fire of curiosity and enquiry in the mind of every pupil"*. If this is a vision you share, and you are excited by the opportunity to help shape our future, we would be delighted to receive your application.

We are currently redesigning our curriculum and assessment model, and part of your role will be to support its implementation across the school—working alongside teachers to plan excellent learning for Hatton pupils and ensuring lessons are enhanced by informed, skilled LSAs. You will model and secure reflective, evidence-led practice, encouraging colleagues to continue developing their expertise.

We invest fully in the induction and ongoing professional development of all new staff. Our expectations are high, but so too is our commitment to supporting colleagues, recognising their hard work and maintaining a healthy work-life balance. You will be warmly welcomed and will quickly become part of the Hatton family.

To find out more about our school, please visit our website. I also encourage you to arrange a visit; if that is not possible, please contact us for an informal conversation about the role and our school. Please telephone the school (020 8551 4131) and ask for Meraph Kiflay, our assistant business manager, who will be happy to assist and arrange this for you.

We are immensely proud of our school and of the difference we make for our pupils. Should you choose to apply, we look forward to learning more about you and the qualities you would bring as Deputy Headteacher during this exciting new phase for Hatton Special School.

Yours sincerely,



Chris Smaling
Headteacher

About Hatton Special School

Who we are: we are a community dedicated to making a difference in the lives of our pupils. Working with families and other professionals we do all we can to prepare our pupils for a successful future.

Our purpose is clear: to light the fire of curiosity and enquiry in the mind of every pupil.

About you: everyone at Hatton is a team player. Whatever role someone has in the school their work contributes to our pupil's success.

Our values: you will need to share our values: respect, learning, compassion, honesty, growth, responsibility and diversity.

What's in it for you: you will soon appreciate that your hard work and passion is making a real difference. It will not always be easy, but we think you'll always feel it's worth it.

About your role

Job Title:	Deputy headteacher
Pay grade:	L15-19 (outer London) £77,209 - £84,769
Start date	April 2026 (We would consider Sept 2026 start for the right candidate)
Reporting to	Headteacher

Core purpose

To support the Headteacher in providing inspirational leadership grounded in a strong personal commitment to high-quality teaching and learning. The Deputy Headteacher will champion an ambitious curriculum, drive improvements in classroom practice, and ensure that all pupils achieve excellent outcomes through consistently high standards, inclusive practice and reflective professional development.

This role is ideally suited to an experienced leader whose core professional identity remains that of an outstanding teacher, and who is motivated by the difference that excellent education can make to pupils' lives.

In the absence of the headteacher, the deputy headteacher will deputise as required.

Job description

Strategic leadership and school improvement

- Work with the Headteacher and governors to shape and deliver the school's vision, values and strategic direction
- Play a leading role in school self-evaluation and the development, implementation and review of the School Improvement Plan
- Lead on agreed whole-school priorities, particularly curriculum development during a period of expansion and change
- Support effective governance, demonstrating an understanding of how this fits within the leadership framework of the school
- Deputise for the Headteacher when required

Curriculum, teaching and learning

- Ensure high standards of teaching and learning across all phases and subjects
- Establish robust systems for assessment, monitoring progress and evaluating impact
- Support and challenge staff through coaching, mentoring and professional dialogue
- Promote evidence-informed practice and innovation in teaching and learning
- Support the AHT for curriculum in the reimagining, design and implementation of an ambitious, inclusive and coherent curriculum
- Support the provision of an extended curriculum so that pupils experience a positive and enriching school life

Safeguarding and pastoral leadership

- Act as Deputy Designated Safeguarding Lead
- Ensure safeguarding is embedded in the culture, curriculum, policies and daily practice of the school
- Oversee systems for attendance, behaviour and pupil wellbeing for pupils in the upper school
- Work effectively with families, external agencies and professionals to secure positive outcomes for pupils

Leadership and management of staff

- Line manage and develop teaching and support staff in line with school priorities
- Contribute to recruitment, induction, appraisal and performance management processes
- Promote staff wellbeing, workload balance and professional growth
- Promote a culture of staff professionalism, that ensures a culture of trust, accountability and collaboration

Organisational and operational leadership

- Support the effective day-to-day running of the school
- Contribute to timetabling, staffing deployment and resource management
- Ensure compliance with statutory duties, policies and regulatory frameworks
- Represent the school professionally with stakeholders, partners and external agencies
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Work effectively and effectively within regulatory frameworks, ensuring the school meets its statutory duties

Person specification

Essential	Desirable
Qualifications and training	
Degree or equivalent	Additional or advanced qualification in teaching pupils with special educational needs
Qualified Teacher Status	
Evidence of sustained and relevant professional development	Specialist training in ASC, communication needs or behaviour support
Leadership training (NPQML/NPQSL)	
Experience	
Significant experience of working in a mainstream and/or special school environment	Experience across multiple settings or phases
Proven high standards of teaching, classroom management and curriculum delivery	Experience of coaching, mentoring or developing other colleagues
Successful leadership at middle or senior leader level, demonstrating impact beyond own class or phase	Evidence of leading whole-school improvement initiatives with measurable outcomes
Experience of leading and managing staff teams	Experience of leading appraisal/performance management
Experience of contributing to planning and/or delivery of school or department development plans	Experience of designing and delivering whole-school CPD programmes
Experience of contributing to, shaping or delivering school development priorities	Experience of leading strategic planning cycles or contributing to long-term organisational strategy
Ability to build strong, positive relationships with parents, carers and external professionals	Experience of supporting families with complex needs or improving attendance and engagement
Understanding of the factors affecting behaviour and the implementation of positive behaviour support	Experience of leading behaviour strategy or supporting colleagues with complex behaviour cases
Understanding of strategic leadership and the ability to translate vision into operational practice	Experience of policy development, governance engagement and reporting to governors
Demonstrates excellent interpersonal skills and the ability to inspire, influence and motivate others	Experience of holding colleagues to account and supporting improvement through challenge and support
Ability to lead change, model resilience and maintain a positive, solution focused approach	Experience of managing competing priorities, making difficult decisions and negotiating solutions
Strong understanding of how monitoring, data and assessment drive school improvement	Experience of leading quality assurance, lesson observations, feedback and data analysis
Commitment to creating a high quality, inclusive learning environment where pupils' achievements are celebrated	Experience of leading whole school events, celebrations or community engagement initiatives
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Personal qualities

A passion for teaching, particularly young people with SEND
High expectations and ambition for everyone in the school community
Ability to motivate, empower and develop colleagues at all levels
Excellent interpersonal skills; diplomatic, emotionally intelligent and able to manage sensitive situations with professionalism
Strategic thinker with the ability to problem-solve, innovate and drive improvement
Skilled in giving and receiving feedback that supports growth and accountability
Highly organised, self-motivated and reliable, with the ability to work under pressure and model professional standards
Enthusiasm for working with pupils, staff, families, governors and the wider community
Commitment to ongoing professional development and reflective practice
Commitment to developing others and building leadership capacity across the school
Commitment to work additional hours, as may be needed, to fulfil their professional duties effectively

Other criteria

Excellent punctuality and reliability
Commitment to Equality, Diversity and Inclusion
Commitment to Health and Safety responsibilities
A strong commitment to safeguarding and promoting the welfare of all children, with the ability to work within school policies and statutory frameworks

Safeguarding and equal opportunities

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

We are committed to equality of opportunity and welcome applications from all sections of the community.

Professional responsibilities

The deputy headteacher will also be expected to fulfil the profession responsibilities of a headteacher, as set out in the STPCD

The application process

Closing date for applications: Tuesday 27th January – 12 noon.

Shortlisting: Wednesday 28th January

Interviews: Thursday 5th February

We strongly encourage prospective candidates to visit the school to meet the Headteacher and see our community in action.



*'Lighting the fire of curiosity and enquiry
in the mind of every pupil.'*

Hatton Special School

Roding lane South

Woodford Green

Essex IG8 8EU

 020 8551 4131

 HattonSpecialSchool.co.uk