



High Wood School

"Our mission is to be a local school of exceptional quality,"



AMBITION • KINDNESS • RESPECT • RESILIENCE
BROAD MINDEDNESS • INDEPENDENCE



*"We are a community of educators who aspire to provide an education of exceptional quality because we believe, quite simply, that **every child** deserves to go to a great school".*

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RECRUITMENT BROCHURE

Welcome to Our School

At our school, we belong to a unique and caring community that welcomes every individual, supports every journey, and inspires every mind.

Together, we share the joy of discovering new ideas, the thrill of learning, and the pride of celebrating our achievements in a place where everyone feels safe, valued, and at home.

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If you would like to view the current Prospectuses for our All-through school and our Sixth Form, please click on the links below:

- [Whole School Prospectus](#)
- [6th Form Prospectus](#)



Welcome from our Executive Headteacher

Thank you for taking an interest in this important position. Now is an exciting time to join us as the school is undergoing rapid and exciting change. Currently underway, the Department for Education is working with Bowmer + Kirkland to construct a state-of-the-art new school building. In June of this year, the Primary phase will move into this building with the Secondary and Sixth Form phase following in February 2028. From the 1st of September 2027, the school will officially be known as High Wood School and current Year 7 and Reception pupils are already wearing the new school uniform. These exciting developments have been underpinned by our mission to give our pupils the very best educational experience possible.

As an all-through school, we are ambitious for our students and offer them a rich and varied curriculum from the age of four to eighteen. Our students develop the skills, knowledge and understanding that enables them to move successfully into higher education, apprenticeships, training or employment.

While academic achievement is of crucial importance, we also ensure that we focus effectively on developing our students' personal, social and creative skills. Our aim is that students leave our school as successful, confident and considerate young adults. We are very proud of our students. They are superb ambassadors for our school when they represent us locally, nationally and internationally, participating in our many and varied extra-curricular activities.

As an inclusive school, we have a large team of well-qualified, dedicated staff who focus on supporting students' progress and well-being. We work closely with parents, carers and the wider community to ensure we provide a well-coordinated approach to our students' learning and development. Our strong sense of community is built on the huge value we place in our staff and we look for opportunities to support, develop and grow each individual.



I hope that the following information will provide an insight into life at our school, but this is no substitute for visiting us. We always offer a warm welcome to prospective candidates.

Catherine Davis BA (Hons)
Executive Headteacher

Saffron Academy Trust

As part of the Saffron Academy Trust, we are a community of educators who aspire to provide an education of exceptional quality because we believe, quite simply, that every child deserves to go to a great school.

The SAT Family of schools are:

- Alec Hunter Academy
- Beckers Green Primary School
- Helena Romanes School
- Honeywood School
- Katherine Semar Infant and Junior School
- R A Butler Infant and Junior Academy
- Saffron Walden County High School



Our parents trust us to do the best we possibly can for their children, and we must deliver on that promise to be great.

What we do know is that our staff at all levels of the organisation can only do an exceptional job if they enjoy going to work, feel valued, feel listened to and have their talents nurtured. When we get the culture right our staff exceed our expectations and make 'discretionary effort'. They do things because they want to do them and do the things that are needed rather than working their hours and contractual obligations only.

At SAT, we recognise that you cannot ask or tell people to do this. Our staff want to put in discretionary effort because they love their jobs.

Enjoy Work, Be Valued • Feel Listened to • Talent Nurtured



Reasons to Join Our School

Our Core Values

We Respect One Another

- We foster an environment of mutual respect between staff and students, and amongst peers across the entire school community.
- We actively prepare our students for adult life by teaching them the civic duties, values and responsibilities of being part of a wider community.

We Value Wellbeing

- We are dedicated to nurturing strong self-esteem and self-confidence within a positive, encouraging and supportive environment.
- We provide a secure, nurturing space where all staff and students feel genuinely safe, supported and cared for.
- We work collaboratively to ensure our school is a place where everyone's feelings and viewpoints are truly listened to, respected and valued.
- We work hard to cultivate a sense of joy and positivity around the school, creating an uplifting workplace for staff and an inspiring learning space for students.

Staff Benefits

There are a range of benefits available to all staff:

- Priority admission for staff children*
- Contributory pension scheme (Teachers and Local Government)
- Childcare vouchers
- Eyecare vouchers
- Cycle to work scheme
- Employee Assistance Programme (EAP),
- Subsidised membership to Local Sports Centres
- Access to the Blue Light Card Scheme, offering exclusive discounts across a huge range of high street retailers and services.



About The Role

For January 2027, we are looking to appoint a Deputy Headteacher to join our Senior Leadership Team. The successful candidate will be an exceptional teacher and inspirational leader and should have demonstrated their ability to successfully lead at senior leadership level.

The post-holder will work alongside the Executive Headteacher and other members of the Senior Leadership Team to ensure that students at our school receive an education of the highest quality. They will play a key role in the significant and exciting developments that are currently taking place at the school, including driving improvement and raising standards.

The role would be an excellent preparation for colleagues interested in moving to Deputy Headship or Headship.

The precise areas of responsibility that sit within this role will be a matter for negotiation following appointment and will be determined by the particular strengths and interests of the appointed candidate. It is important to us that we appoint the right person to join our committed, approachable and aspirational senior team.



Job Description

The exact roles and responsibilities will be shaped around the strengths of the successful candidate (and may adjust over time as directed by the Headteacher), but will include:

- Deputising for the Headteacher and playing an essential role in shaping the strategic and operational direction of the school
- Line managing either members of the Senior Leadership Team, Heads of Year, and members of the Pastoral Team, or Heads of Department/Faculty
- Implementing robust systems and structures across the school to ensure the highest standards of student behaviour
- Delivering whole-school CPD
- Undertaking quality assurance processes
- Fostering a culture where all staff are committed to high-quality teaching, learning, and ongoing improvement
- Promoting inspirational and impactful teaching in every classroom
- Contributing to the whole-school personal development programme
- Leading whole-school improvement initiatives
- Ensuring Helena Romanes School is outward-looking and continually learning from best practice
- Utilising data effectively to drive student outcomes
- Contributing to safeguarding practices across the school
- Managing staffing matters, including recruitment
- Supporting the professional development of all colleagues
- Championing staff well-being to drive high levels of retention

Additional duties will include:

- Taking a leading role in SLT monitoring and evaluation activities
- Promoting and supporting the highest standards of student conduct, including supporting the duty team during designated breaks and lunchtimes, and participating in the senior on-call rota
- Supporting individual colleagues to improve their classroom practice
- Attending and contributing to Governor meetings
- Delivering assemblies
- Leading and presenting at parent information evenings
- Undertaking any other reasonable duties as requested by the Headteacher

A key responsibility of all senior staff is to maintain an ethos that supports excellent learning and high academic standards. A Deputy Headteacher is expected to lead in communicating the school's vision and aims to students, staff, and parents. Outstanding classroom teaching and maintaining excellent behaviour are essential. Senior staff should be visible and proactive around the building, promoting all aspects of the school's values while ensuring team members feel both valued and supported. A Deputy Headteacher is expected to be values-driven and to demonstrate the highest standards of personal integrity, professionalism, and performance, acting as a role model for others.

Deputy Headteachers at our school are provided with every opportunity to expand their professional knowledge, skills, and understanding. Through targeted training and leadership experience. The successful candidate will be fully supported to develop their career, including preparation for future headship.

Personal Specification

The person specification should be read in conjunction with the relevant role description)

Category	Description	E	D
Qualifications	Educated to Degree level or equivalent	✓	
	Qualified teacher status	✓	
	Evidence of commitment to continuous professional development (e.g., NPQSL or NPQH)		✓
Leadership Qualities	Successful experience at Senior Leadership Team (SLT) level	✓	
	Proven track record of leading and embedding whole school improvement initiatives.	✓	
	Evidence of successfully raising standards and achievement for all student group.	✓	
	Experience in robust monitoring, quality assurance, and evaluation processes.	✓	
	Successful leadership experience within pastoral care or curriculum/teaching and learning.	✓	
Experience and Personal Development	Intellectual capacity and mental resilience to cope with the complex issues and management pressures in a dynamic and innovative school.	✓	
	Clear understanding of the key components of outstanding teaching, learning, and assessment	✓	
	Advanced ability to analyse, interpret, and act upon data to drive student outcomes	✓	
	A passion for the job and an ability to motivate students and staff.	✓	
	An ability to be both a team leader and a team player	✓	
	Commitment, energy, creativity and imagination.	✓	
	An intellectual approach and capacity for change	✓	
	An ability to listen to the ideas of others and use them when appropriate	✓	
	Excellent communication skills (oral and written)	✓	
	A leader in maintaining high standards of student discipline and an excellent learning ethos	✓	

*E=Essential, D=Desirable

Category	Description	E	D
Experience and Personal Development Experience and Personal Development	An outstanding classroom practitioner, interested in pedagogy and the latest research	✓	
	Comprehensive knowledge of current national curriculum developments and strategic implications	✓	
	Evidence of high-level leadership skills and emotionally intelligent management to get the best out of people	✓	
	Experience of leading a whole-school improvement initiative	✓	
	Evidence of having raised standards and innovated successfully.	✓	
	Proven ability to coach and mentor teachers, middle leaders, and senior colleagues effectively	✓	
	Evidence of successfully introducing initiatives to raise achievement of individuals and groups of students	✓	
	An outstanding classroom practitioner, interested in pedagogy and the latest research	✓	
	Understanding of how digital and interactive technologies can enhance learning outcomes		✓
Monitoring, evaluation and innovation	Experience of successful involvement with pastoral or teaching and learning initiatives.	✓	
	Excellent understanding of the key elements of outstanding teaching.	✓	
	An ability to analyse and interpret data.	✓	
	Strong organisational, administrative and time management skills.	✓	
	An excellent understanding of current curriculum developments and their implications.	✓	
	An understanding of the role of research evidence in contributing to school improvement.	✓	
	An understanding of how to coach teachers/middle leaders/senior leaders to be more effective.	✓	
	An understanding of how interactive technologies can enhance learning.		✓

*E=Essential, D=Desirable

Important Information about Applying for the Role

Job Title	Deputy Headteacher
Salary	L19 to L23 (£83,478 to £92,065)
Term	Permanent
Start Date	As soon as possible
Closing Date for Applications	8am Monday 12th October 2026
Interview Date	15th and 16th October 2026

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Miss Anita Hollis via ahollis@hrs.education or phone 01371 872 560 – Ext: 3205.

Safer Recruitment Statement

Helena Romanes School and the Saffron Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check, alongside comprehensive pre-employment Safer Recruitment Checks, including satisfactory references, right to work verification and online searches, in line with statutory guidance. We are an equal opportunities employer.

How to Apply

Application Form

All applicants must use the staff application form provided on our school website. Please complete all sections of the form fully, including your full employment history with no unexplained gaps since leaving full-time education.

Person Specification and Personal Statement

Please refer to the Person Specification to help guide your personal statement. Be sure to provide evidence of your background and experience, as well as any relevant training and qualifications.

References

Please ensure your referees are aware of your application and are able to provide a swift response.

Referees should be the Headteacher of your most recent school and another most recent employer, and you must provide their official organisation email addresses for contact purposes.





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