



Recruitment Pack

Deputy Headteacher





Job Application Pack

For the position of

Deputy Headteacher

Full Time

L9-L13

To apply, please download the application form from our website.

Please remember to detail in your application your experience, the impact your application will make in terms of raising standards at Horsforth Newlaithes Primary School, and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware we are not permitted to accept CVs.

The application deadline for this position is Monday 20th April 2026 at 9am.

We very much advise coming to visit us first. Please call school on 0113 258 8645 to book on to one of the following tours:

9:30am to 10:30am on Thursday 26th March

5:00pm to 6:00pm on Monday 30th March

9:30am to 10:30am on Wednesday 1st April

For our Ofsted report:

<https://files.ofsted.gov.uk/v1/file/50193654>

Horsforth Newlaithes Primary School Statutory Information (including our Safeguarding and Child Protection Policy):

<https://www.newlaithes.co.uk/key-information/policies>



Dear Prospective Applicant,

Welcome, and thank you for your interest in joining the Newlaithes team as our new Deputy Headteacher.

This is an exciting time for our school. We are on a clear journey of improvement and are seeking a highly motivated, values-driven leader to help take Newlaithes to the next level.

My vision is simple but ambitious: a school where excellence is a habit; where high standards are matched by high levels of joy; where the magic of childhood is protected and celebrated; and where every child receives the education they deserve.

This work begins in the Early Years. The Deputy Headteacher will play a pivotal role in shaping and strengthening our EYFS and Key Stage 1 provision. The role includes a 0.5 teaching commitment in Reception, Year 1 or Year 2.

At the heart of Newlaithes is a deep commitment to relationships and belonging. We are building a culture where every member of our community - children, staff and families - feels seen, supported and valued. We warmly welcome applicants from all backgrounds, cultures, faiths and experiences.

The successful candidate will:

- Be a highly adaptable, positive and solution-focused leader
- Demonstrate strong expertise in leading continuous provision across EYFS and KS1
- Set and uphold high expectations that inspire, challenge and nurture every child
- Build strong, professional relationships with children, staff and parents
- Show relentless commitment to our mission that every child thrives

We offer:

- A high-quality and ambitious CPD programme
- Access to the School Advisory Service, including GP, counselling and physiotherapy support, alongside wellbeing services
- Access to the Vivup employee benefits package, including discounts and car leasing
- A strong commitment to staff wellbeing and opportunities for connection and community

We look forward to receiving your application.

Yours sincerely,

Marc Hayes
Headteacher

School Overview

Horsforth Newlathes Primary School has been a central part of the community since its opening in 1973. It is located close to the A65/A6120 Leeds Ring Road and is accessible by public transport on a key bus route into Leeds city centre.

Our school site includes a large forest area which enables lots of opportunities for Forest School and outdoor learning.

Vision

Our vision for Newlathes is for all children to feel that they **belong**, for them to **believe** in themselves and have hope, optimism and excitement for their future, and for them to **become** the best version of themselves.

Values

Our school values are:

Polite

Resilient

Aspirational

Independent

Safe

Empathetic

Reading

Reading is at the heart of our school development. We believe a love of reading is an entitlement for all children. Our children learn to read using Read, Write, Inc phonics and we use an evidence-based approach to developing fluency and comprehension in KS2.



Job Description

Deputy Headteacher

Full Time

Leadership Range L9-L13

Accountable to: Headteacher

The responsibilities and professional duties of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and the Teachers' Standards Document.

Purpose of the Role

The Deputy Headteacher plays a critical role in translating strategy into consistent practice, ensuring that systems are not only designed but embedded across the school.

Main Duties and Responsibilities

1. School Culture

- Promote a strong, inclusive culture where all pupils feel they belong
 - Ensure high expectations of behaviour, attitudes and relationships
 - Lead and model the school's values in daily practice
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2. Teaching

- Lead improvements in teaching through coaching, modelling and professional development
 - Ensure consistency in pedagogical approaches across the school
 - Support staff to translate training into effective classroom practice
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3. Curriculum and Assessment

- Support the design and implementation of a high-quality, coherent curriculum
 - Ensure assessment is used effectively to inform teaching and improve outcomes
 - Monitor pupil progress and address gaps proactively
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4. Behaviour

- Lead and secure consistent implementation of behaviour systems
- Support staff in managing behaviour, including complex cases

- Ensure behaviour approaches are inclusive, fair and understood by all
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5. Additional and Special Educational Needs and Disabilities (SEND)

- Champion inclusive practice across the school
 - Support high-quality provision for pupils with SEND and additional needs
 - Work with the SENCo and external agencies to improve outcomes
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6. Professional Development

- Contribute to and lead high-quality CPD aligned to school priorities
 - Coach and develop teachers and leaders at all stages
 - Support performance management processes
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7. Organisational Management

- Support the efficient day-to-day running of the school
 - Lead on timetabling, staffing deployment and operational systems as required
 - Ensure systems are clear, sustainable and consistently applied
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8. Implementation

- Lead the implementation of school improvement priorities
 - Ensure changes are introduced in a structured, sustainable way
 - Monitor impact and adapt approaches based on evidence
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9. Working in Partnership

- Build strong relationships with parents, carers and external partners
 - Represent the school professionally in meetings and communications
 - Contribute to collaboration across the wider school system
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10. Governance and Accountability

- Support the Headteacher in reporting to governors
 - Contribute to evaluation of school performance and improvement priorities
 - Ensure compliance with statutory requirements, including safeguarding
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Safeguarding

- Act as Deputy Designated Safeguarding Lead (DDSL)
 - Promote a vigilant safeguarding culture across the school
 - Ensure safeguarding systems and records are robust and effective
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Line Management

- Line manage designated staff and teams
- Support the development of middle leaders
- Hold staff to account with clarity and support

Person Specification

Mode of Assessment	A = Application I = Interview P = Presentation C = Certificate	Essential	Desirable
Qualifications			
A, I, C	<ul style="list-style-type: none"> Honours degree Qualified Teacher Status Evidence of leadership development (e.g. NPQEYL/NPQSL/NPQH/Post-graduate qualifications) 	X	X X
Special Knowledge			
A, I	<ul style="list-style-type: none"> Knowledge of the primary curriculum including a strong understanding of the teaching of early reading and phonics Knowledge of behaviour systems that ensure consistency and inclusion Understanding of safeguarding legislation (KCSIE) Knowledge of SEND Code of Practice Knowledge of effective continuous provision in EYFS and KS1 	X X X X X	
Skills			
A, I	<ul style="list-style-type: none"> Excellent written, oral and communication skills Ability to demonstrate high level ICT skills Ability to demonstrate a commitment to equality of opportunity for all pupils Ability to use own initiative and motivate others Ability to lead, motivate and inspire staff Ability to analyse data and drive improvement Ability to coach and develop others Strong organisational and strategic thinking skills Ability to implement and sustain whole-school systems 	X X X X X X X X X	
Experience			
A, I	<ul style="list-style-type: none"> Teaching across the primary age range Track record of improving teaching and learning Experience teaching pupils with additional needs in a mainstream setting and making curriculum adaptations Leadership of subject/phase/whole-school priority Monitoring, evaluation and school improvement planning Leading staff or managing teams Working with external agencies Designated Safeguarding Lead 	X X X X X X X	X
Attributes			
A, I	<ul style="list-style-type: none"> High expectations for all pupils Models excellent teaching and professionalism Resilient under pressure Commitment to inclusion Builds positive relationships Reflective and improvement-focused 	X X X X X X	

	<ul style="list-style-type: none"> • Solution-focused 	X	
Safeguarding Children			
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline • An understanding of statutory safeguarding responsibilities 	X	
	Horsforth Newlaithes is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS check.	X	