



Deputy Headteacher

Application Pack



Dream, Believe, Grow, Achieve

Thank you for your interest in the position of Deputy Headteacher at Turnfurlong Junior School. This is an exciting and important role within our community, and we are looking for a creative, dynamic and committed leader who will help us continue to move forward with ambition and purpose.

At TJS, inclusion sits at the heart of who we are. We are proud to be a school where every child is known, valued and supported to thrive - academically, socially and emotionally. Our new Deputy Headteacher will play a central role in championing this ethos, working closely with staff to ensure that inclusive, research informed practice is embedded in every classroom and that barriers to learning are removed with care and precision. The successful candidate will provide strategic leadership across our SEND and pastoral provision, supporting our SENDCO, guiding our teaching assistants and ensuring that the systems around our most vulnerable pupils are thoughtful, responsive and effective.

Achievement and progress for all pupils remains a key priority, and you will work closely with teachers and leaders to keep a focus on the needs of every learner including those who are disadvantaged, those with SEND, pupils with EAL and our higher attainers. You will bring confidence in using assessment and data to identify gaps, shape interventions and evaluate their impact, always with the aim of securing the best possible outcomes for each child.

One of the great strengths of TJS is our rich and vibrant curriculum. From music, language and sport, to the range of clubs, residential visits and child centred leadership opportunities through our active Pupil Parliament, we believe deeply in developing the whole child. You will be joining a staff team who embrace innovation, research and professional curiosity, and your role will include nurturing this culture by coaching colleagues, leading professional development and modelling reflective, adaptive practice.

As a key member of the Senior Leadership Team, you will contribute to the daily life and smooth running of the school, support whole-school initiatives and work closely with partner schools, including Turnfurlong Infant School and The Grange, to strengthen continuity and transition for our children. You will also act as a Deputy Designated Safeguarding Lead, helping to maintain a culture of vigilance and care.

I am immensely proud of our school and of our children, our staff and our shared commitment to excellence. The school website provides a clear picture of our aspirations and our vision but the best way to understand TJS is to visit us. I warmly encourage you to come and experience the atmosphere here, to meet our pupils and see first hand the energy and ambition that drive our community.

If you are an inspiring leader with a passion for inclusion, high standards and whole-school development, I hope you will consider joining us on the next stage of our journey. Together, we can continue to 'Dream it, believe it, grow it and achieve it.'



Mrs Jo Divers
Headteacher

About Us

Turnfurlong Junior School is a large and over subscribed Buckinghamshire foundation junior school.

The school is well established with attainment above the national average. Inclusion is embedded in the rich curriculum we offer, the staff are experienced and capable, and the school provides a successful programme of initial teacher training.

All members of staff deserve to be treated with respect at all times. We highly value the important work that our teams and individuals do. We are committed to ensuring all staff receive high quality professional development so that they can grow their careers with us.

You will be joining a strong and welcoming team who support and encourage each other and where innovation is encouraged.

Governance at TJS is effective and distributed leadership within the school means that middle leaders and pupils on the school council have significant autonomy.

Staff are outward looking and work in collaboration with local school networks for moderation, improving opportunities and attainment for vulnerable children, oracy, inclusion, sports and the arts.

Staff and children make extensive use of iPads to enhance teaching and learning. The school completed a curriculum review which was informed by a consultation with the school community on our vision and values.



Application and selection process

The Application

In applying for this post, you are required to submit:

- A completed Buckinghamshire County Council application form which can be [found here](#)
- A self declaration form
- A supporting letter of application; not to exceed two sides of A4

The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should demonstrate the impact that you have made in your previous roles.

Turnfurlong Junior School has a rigorous safeguarding policy and is committed to the welfare of every child.

- If successful, a DBS check will be carried out and a Disqualification Declaration form will also be completed.
- Candidates should self-disclose should they have any current or historical convictions, hearings or upheld allegations. Please write to the Headteacher prior to the interview, marking the envelope private and confidential.
- All short-listed candidates will be asked for two references before interview, and these could be followed up with a verbal discussion with your referee.

We strongly recommend a visit to the school or informal discussion prior to making an application. Please contact Leila Cole (Office Manager) to arrange a tour of the school on 01296 489264 or by email officemanager@tjs.org.uk

The application process and timetable

The applicants selected for formal interview will be informed after short-listing and full details of the interview programme will be provided.

Application Deadline	Friday 16 th January
School Visits	8 th January, 9 th January, 15 th January (time tbc)
Interviews	Friday 30 th January
Start Date	13 th April or earlier

Deputy Headteacher Inclusion and Achievement

Contract

Permanent

Salary

Salary calculated in line with the Leadership pay scale points L12- L16 (£67,898- £75,049)

Hours

Full time, 32.5 hours per week

Place of Work

Turnfurlong Junior School, Turnfurlong Lane, Aylesbury, Bucks, HP21 7PL

Pension Scheme

Auto enrolment onto the Teacher Pension Scheme (option to opt out if requested)

Benefits

- Access to a well being service which includes counselling, physio, 24 hour GP helpline and more
- Access to discounts and savings such as gym memberships, local restaurants, local theatre tickets and more
- Access to free before and after school care at the school for children of employees attending the school

Probation Period

New employees are required to complete a 6 month probationary period

Statutory Checks

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

Deputy Headteacher (Inclusion & Achievement)

Job Description

Role Overview

The Deputy Headteacher will provide exceptional leadership of Inclusion and Achievement across Turnfurlong Junior School, ensuring that every child, regardless of need, background or starting point, makes excellent progress and feels safe, valued and included. The postholder will lead strategic improvement in inclusive practice, oversee SEND provision, Teaching Assistants, and champion high achievement for all pupils. As a senior leader, the Deputy Headteacher will model the highest professional and leadership standards, contributing fully to the strategic direction and operational management of the school.

Key Responsibilities

Strategic Leadership

- Work closely with the Headteacher to shape and articulate the school's vision, values and long-term direction.
- Lead on Inclusion and Achievement as a core strand of the School Development Plan (SDP), using evidence-informed approaches to drive improvement.
- Model professional behaviours in line with the DfE Teachers' Standards and Leadership Standards, including integrity, clarity of purpose, accountability and collaborative leadership.
- Deputise for the Headteacher when required, taking responsibility for safeguarding, operational decisions and whole-school performance.

Leadership of Inclusion

- Champion inclusion, equality and diversity across the whole school, ensuring that all pupils are supported to thrive academically, socially and emotionally.
- Provide strategic oversight of the SENDCO role, offering leadership, professional challenge, and operational support.
- Ensure all statutory requirements related to SEND, EHC plans and reasonable adjustments are met and maintained.
- Lead the development of high-quality universal provision, targeted support and specialist interventions that remove barriers to learning.
- Work with leaders and staff to embed inclusive classroom practice based on research-informed pedagogy and adaptive teaching.

Achievement & Pupil Progress

- Lead a relentless focus on raising achievement, ensuring all groups of learners, including disadvantaged pupils, SEND cohorts, higher attainers and those with EAL, make sustained progress.
- Use data and assessment information to monitor performance, identify gaps and lead strategic intervention planning.
- Work closely with subject leaders to ensure that curriculum design and delivery meet the needs of all learners and promote outstanding outcomes.
- Ensure that pastoral, behavioural and academic systems work together to improve pupil engagement and learning.

Oversight of SENDCO & Support Staff

- Line-manage the SENDCO, providing strategic guidance, coaching and clear expectations for high-quality provision.
- Line-manage the Teaching Assistant (TA) team, including recruitment, deployment, professional development and performance management.
- Lead the development of TA practice, ensuring their work is purposeful, skills-based, and has measurable impact on pupil progress.
- Ensure effective communication and collaboration between teachers, SEND staff and Teaching Assistants.

Inclusion Quality Mark (IQM) Leadership

- Lead and coordinate the school's ongoing work towards the Inclusion Quality Mark, ensuring robust evidence gathering and reflective evaluation.
- Drive strategic actions that strengthen inclusive practice, celebrate successes and address identified priorities.
- Engage with IQM assessors, external advisors and networks to uphold and enhance the school's inclusive ethos.

Safeguarding & Welfare

- Serve as Deputy Designated Safeguarding Lead (DDSL), ensuring compliance with statutory safeguarding requirements and promoting a culture of vigilance.
- Work with the SENDCO, pastoral leads and external agencies to ensure that vulnerable pupils receive timely and effective support.
- Contribute to multi-agency meetings, assessments and provision planning where needed.

Professional Development & Staff Leadership

- Provide coaching, mentoring and CPD to develop staff expertise in inclusive teaching, adaptive practice and meeting diverse learning needs.
- Lead professional development sessions that strengthen staff understanding of SEND, SEMH, differentiation and assessment for learning.
- Contribute to performance management processes, offering constructive challenge and supporting improvement.
- Model high expectations for staff conduct, collaboration, communication and reflective practice.
- Lead by example and aim to inspire, motivate, influence and empower staff and students.

Operational & Whole-School Leadership

- Contribute to the smooth running of the school through duties, assemblies, parent engagement and daily operational management.
- Work as part of the Senior Leadership Team to lead whole-school initiatives that promote wellbeing, citizenship and a positive learning culture.
- Responsible for designing and overseeing timetables, staff rotas, and innovative cover solutions that ensure smooth day-to-day operation
- Support the coordination of transition arrangements for pupils joining or leaving the school, including those with additional needs.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

	Essential	Desirable
Qualifications and Training		
Hold a recognised degree (or equivalent)	X	
Teaching qualification (QTS)	X	
Commitment to own self development	X	
Experience in senior leadership	X	
Experience as a SENDCO or working closely with SEND provision	X	
NPQSL, NPQH or NPQ in Leading Behaviour & Culture / SEND		X
Experience working with external agencies, including for SEND and safeguarding		X
Experience leading school work towards quality marks or accreditation		X
Leadership, Management and Professional Qualities		
Excellent interpersonal and communication skills with the ability to build trust, resolve complex issues and influence positive change	X	
Support the Headteacher to maintain and develop a school vision with quality learning for all at its centre.	X	
Knowledge of current educational issues, including national policies, priorities and legislation.	X	
Knowledge of safeguarding, SEND legislation and best practice in inclusive learning	X	
Strong understanding of inclusive education, SEND, adaptive teaching and equity in learning	X	
Proven ability to analyse data and use it to drive pupil progress and targeted support.	X	
Through personal commitment, maintain and develop our ethos of diversity, inclusivity and equality of opportunity	X	
Demonstrate alignment with DfE Leadership Standards and a commitment to continuous professional growth	X	
Demonstrate emotional resilience, empathy and flexibility when dealing with challenges	X	
School development planning and evaluation	X	
Experience as a Deputy/Designated Safeguarding Lead		X