Deputy Headteacher (Inclusion and Safeguarding)

Candidate Information Pack

A place of learning,
laughter and friendship

www.thomasbuxton.towerhamlets.sch.uk

Thomas Buxton
Primary School
Learning Together

welcome

A very warm welcome to Thomas Buxton Primary School!

Thank you for your interest in the post of Deputy Headteacher (Inclusion and Safeguarding) at Thomas Buxton.

These are extraordinary times and it is helpful to find out as much about a school as you can before making an application. I encourage you to make the most of our school website; it really does reflect the ethos and spirit of our wonderful school community.

Firstly, we have the best children in all of London! They are keen to learn, well behaved and they really enjoy coming to school. Our parents and carers value education and support the school brilliantly. We are a happy, successful and forward-thinking school community set in the heart of Whitechapel. Using the local area and amazing locations in central London is important to us in bringing the curriculum to life and making learning meaningful to children.

If you are successfully appointed, we offer you a commitment to your professional development as part of a dynamic team. Clear systems and structures ensure that there is transparency and good communication throughout the school.

Our school motto is “Learning Together” and it is expected that we all demonstrate this, whatever our role in school. Tower Hamlets is a supportive and inclusive Local Authority; and is a great place to work. Strong networks between schools (informally and formally through the E1 Schools Partnership) mean that there is a strong sense of identity and loyalty to the children and community we serve.

On our school website, you will find other key information about the school - the prospectus, school improvement plan and teaching and learning policy - which will give a broader picture of who we are and if we are the right place for you. We look forward to receiving your application.

Md. Pervez Qureshi BEM
Chair of Governors

Contact details

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Buxton Street
London E1 5AR

Tel: 020 7247 3816
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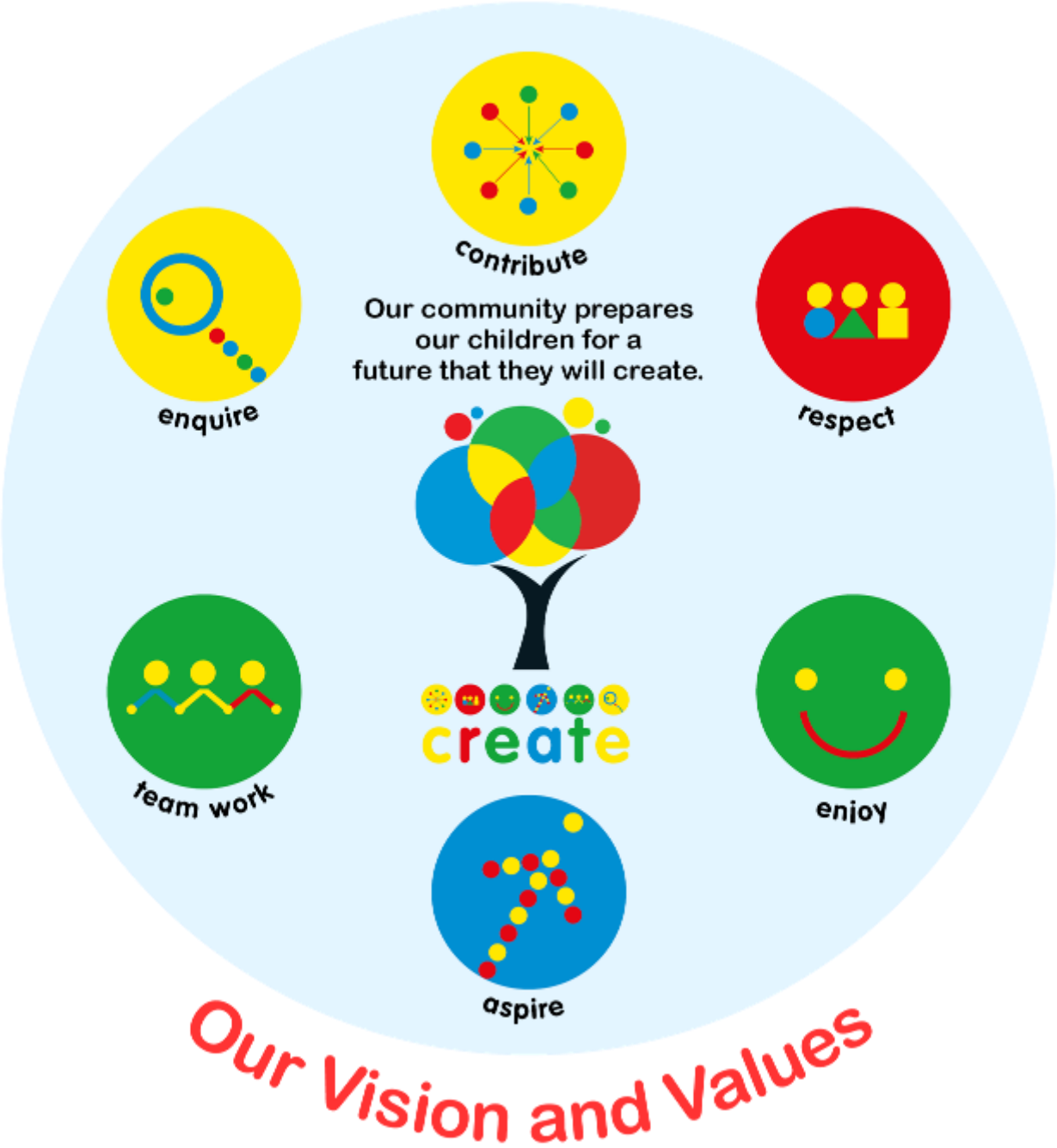
our vision and values



our values explained

contribute

respect

Our School Values

CREATE

Contribute We can all make this an exciting place to learn, discover and create.

Respect Treat everyone in our school equally, in everything we say and do.

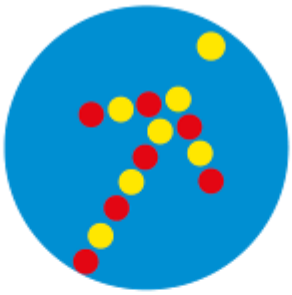
Enjoy Celebrate our love of learning and recognise effort and achievement.

Aspire Aim high to ensure that everyone fulfils their potential.

Teamwork Our collective culture ensures children, families and staff work and learn together.

Enquire Ask questions, take risks, nurture curiosity and make discoveries.

enjoy



aspire

team work

enquire

about our school

Deputy Headteacher Recruitment

Thomas Buxton Primary School

- Group 3 Inner London L13-17
- Full-time Post and Permanent Contract
- Required from September 2026

About Thomas Buxton Primary School

Thomas Buxton Primary School opened on 26th April 2011 following the amalgamation of Thomas Buxton Infant and Junior Schools. We are a community-maintained school with two forms of entry, catering for up to 480 children aged 3 to 11 years. Our single-storey building offers spacious, well-resourced outdoor areas that support both play and learning.

Located between Bethnal Green and Whitechapel in the London Borough of Tower Hamlets, our school serves a diverse and vibrant community marked by significant socio-economic contrasts. We benefit from excellent transport links including the London Overground, Underground, and Elizabeth Line. Adjacent to the school is a community farm, providing a unique opportunity for children to experience both rural and urban life.

Our school has been judged Outstanding by Ofsted in both 2017 and 2023. Visitors frequently comment on the calm, positive atmosphere, the respectful and well-behaved children, and the strong partnership with families. Our pupils love being part of the Thomas Buxton community, and our dedicated team of teaching and support staff are committed to ensuring every child has the best opportunities to learn and succeed.

The Role

We are looking for an experienced school leader to support the Headteacher with the operational and strategic leadership of Inclusion and Safeguarding across the school. The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Establishing and sustaining the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Deputising for the Headteacher when required.
- Monitoring progress towards the achievement of the school's aims and objectives
- Line Managing teams as directed by the Headteacher

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

What We Offer

- Enthusiastic, well-behaved children who are eager to learn and who engage fully in school life.
- A committed staff team dedicated to providing the highest quality education.
- A balanced budget with a secure surplus for the coming year.
- Membership of the E1 Schools Partnership, an established network of local schools. There are strong partnerships with a range of companies who support the school brilliantly.
- Highly engaged parents and carers who are positive about the school and their children's learning.
- A supportive and experienced governing board.

application and selection process

How to Apply

Please visit our website for the application pack and further information about the school.

https://www.thomasbuxton.towerhamlets.sch.uk

School visits are encouraged and warmly welcomed.

To arrange a tour, contact the School Office on 0207 247 3816 or email recruitment@thomasbuxton.towerhamlets.sch.uk.

Tours are offered on the dates and times below.

- Tuesday 10.03.26 at 9.15am
- Thursday 12.03.26 at 2.00pm
- Monday 16.03.26 at 9.15am
- Monday 16.03.26 at 2.00pm

Applications should include a completed Tower Hamlets application form and a supporting statement of no more than two sides of A4 (minimum font size 12), addressing the person specification.

application and selection process

Key Dates

- Closing date for applications: 9:00 am on Thursday 19th March 2026.
- Shortlisted candidates will be informed by email and telephone by Monday 23rd March 2026
- Applicants not shortlisted will be informed by email on Monday 23rd March 2026. Unfortunately we are unable to provide individual feedback to candidates who are not shortlisted.
- Interviews: Wednesday 25th March 2026
- Please submit your application by email only to:

  recruitment@thomasbuxton.towerhamlets.sch.uk
- Please note that references will be sought prior to interview.

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job description

Post title:	**Deputy Headteacher (Inclusion and Safeguarding)**
Grade:	**Inner London Leadership Scale L13-17** **Full Time Permanent (Non-Class Based Role)**
Responsible to:	**Headteacher**
Staff supervised:	**SENDCo, Pathways Team and Support Staff (Teaching Assistants and Midday Meals)**
Responsible for:	**The leadership and management of high-quality inclusion across the school**

GENERAL PROFESSIONAL DUTIES

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Deputise for the Headteacher when required.
- Monitoring progress towards the achievement of the school's aims and objectives
- Line Manage teams as directed by the Headteacher

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Specific Key Responsibilities

- **Leadership of Inclusion**: Lead on the strategic development of inclusion practices across the school, ensuring alignment with Thomas Buxton Primary School's inclusive ethos and school values.
- Formulate the strategic development of the school's inclusion policy and provision across the school including behaviour, attendance and welfare, parental engagement and support, Early Help signposting and coordination of all external agencies regarding pastoral support for children and families.
- Be responsible for the day-to-day operation of the inclusion policy and co-ordination of pastoral provision to support individual children
- **SEND:** Oversee SEND provision working closely with staff to ensure that individual needs are identified and met, and that children with additional needs receive the right support.
- **Behaviour:** Continue to develop and embed a positive behaviour culture that promotes respect, resilience and our school values ensuring consistent inclusive practices across the school to maintain a safe and supportive learning environment for all students.
- **Staff Development:** Support the professional development of teaching and support staff to ensure high-quality inclusive practice, including effective adaptations, scaffolding and interventions.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies on all matters relating to inclusion.

Safeguarding and Wellbeing:

- Be the Named Designated Safeguarding Lead (DSL) and Designated Teacher for Looked After Children for the school and coordinate all safeguarding processes and policies.

- Lead and support the wider safeguarding team to ensure that robust safeguarding practices are in place and promote a culture of wellbeing and safety for children.
- Ensure that all safeguarding systems are implemented across all staff groups.
- Be the Mental Health and Wellbeing Lead for the school.
- **Parental Engagement:** Facilitate effective home-school partnerships to support children's learning and development, fostering a collaborative approach between practitioners, families and the wider school community, providing guidance and support on inclusive practices.
- **External Liaison:** Collaborate and lead work with external agencies to ensure that there is effective support for children and families.

PROFESSIONAL CHARACTERISTICS

The deputy headteacher will:

Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct in line with the Nolan Principles.
Build positive and respectful relationships across the school community
Serve in the best interests of the school's children
Demonstrate that you are an effective professional who challenges and supports all children to do their best through:

Inspiring trust and confidence
Building team commitment
Engaging and motivating children
Analytical thinking; and Taking positive action to improve the quality of children' learning
Provide a role model for teaching and learning (ref STRB)

Duties and responsibilities

The Deputy Headteacher for Inclusion will promote high standards of teaching, learning, and pupil achievement by overseeing effective inclusion for all children, including those with Special Educational Needs (SEN). This role supports the school's values by ensuring every child has access to an inclusive, high-quality education.

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where children experience a positive and enriching school life
- Uphold educational standards to prepare children from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from children, built on rules and routines that are understood by staff and children, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Lead pastoral provision so that all children are included at all points during the day
- Lead out of school hours learning and ensure the participation of all groups of children within the school
- Lead pupil voice and consultation so that all groups contribute to the life of the school.

Teaching, curriculum and assessment

- Under the direction of the headteacher, the deputy headteacher will:
- Ensure the teaching of a broad, structured and coherent curriculum for all groups of children by working alongside the Senior Leadership Team and other postholders
- Ensure that assessment outcomes for all groups of children inform curriculum provision and practice.

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Lead the strategic development of inclusion policy and provision for all groups of children.
- Ensure the operational implementation of all aspects of inclusion work (Attendance, Parental Engagement, External Agencies and Support Staff)
- Promote a culture and practices that enables all children to access the curriculum
- Have ambitious expectations for all children with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND code of practice.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and children' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Lead internal professional development for those staff line managed and to support the wider group of staff

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Attend and contribute to Governing Board meetings as an observer
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all children through the range of partnerships available to the school.

Other areas of responsibility,

- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Conditions of Service

Equal Opportunity

The post holder will be expected to undertake all duties in the context of and in compliance with the council's/school's equal opportunities policies.

Safeguarding Children

We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the very best education to our students that we possibly can and promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at https://www.gov.uk/government/publications/dbs-code-of-practice

As an organisation which uses the Disclosure and Barring service, the Governing Bard of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.

We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.

We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.

Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.

We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

ORGANISATIONAL DETAILS

The post holder will be line managed and performance managed by: The Headteacher

The above job description was agreed on_____ This job description will be reviewed regularly and may be subject to change with appropriate consultation.

_____Signed by (Post holder)

_____Signed by (Headteacher)

person specification

Criteria	Qualities	Essential	Desirable
Qualifications and training	Qualified teacher status (QTS)	X	
	Degree	X	
	NPQH or equivalent senior leadership qualification		X
	Additional safeguarding or inclusion-related qualifications Safeguarding and Inclusion	X	
Experience	Successful leadership and management experience in an Inner-City school for a minimum of 7 years	X	
	Ability to lead training and professional development in safeguarding and inclusion		X
	Involvement in school self-evaluation and successful development planning		X
	Experience in promoting inclusion and supporting diverse pupil groups, including SEN, EAL, and vulnerable children	X	
	Track record of leading multi-agency safeguarding partnerships		X
Skills and knowledge	In-depth knowledge of statutory safeguarding guidance (e.g., Keeping Children Safe in Education 2025) and Ofsted framework	X	
	Understanding of equality, diversity, and inclusion legislation and best practice	X	

person specification

	Knowledge of effective intervention strategies for vulnerable groups	X	
	Awareness of mental health issues affecting children and strategies for support	X	
	Strong leadership and management skills with ability to inspire and motivate staff	X	
	Excellent communication and interpersonal skills to engage with children, parents, staff, and external agencies	X	
	Ability to analyse data to identify safeguarding and inclusion trends and inform action planning		X
	Competence in managing confidential information sensitively and securely	X	
Personal qualities	Commitment to uphold the 7 principles of public life (the Nolan principles) at all times Resilience and ability to manage complex and sensitive issues calmly and professionally	X	
	High level of integrity and confidentiality	X	
	Ability to work under pressure and prioritise effectively	X	
	Empathy and a child-centred approach	X	
	Skills in conflict resolution and restorative practice		X

Safeguarding

Safeguarding children

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Please view our Safeguarding Policy which is available on our school website: https://.thomasbuxton.towerhamlets.sch.uk/policies/safeguarding

Please view the following policies on our school website:

https://www.thomasbuxton.towerhamlets.sch.uk/vacancies

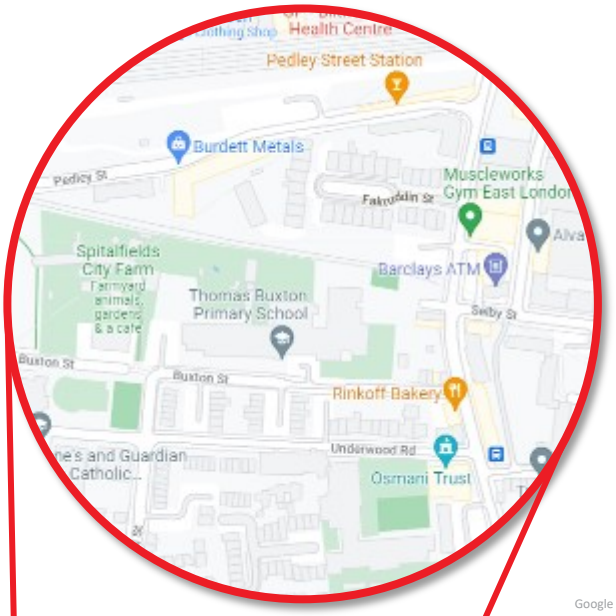
TBP LBTH Recruitment and Selection Standards

TBP Safer Care and Professional code of Conduct

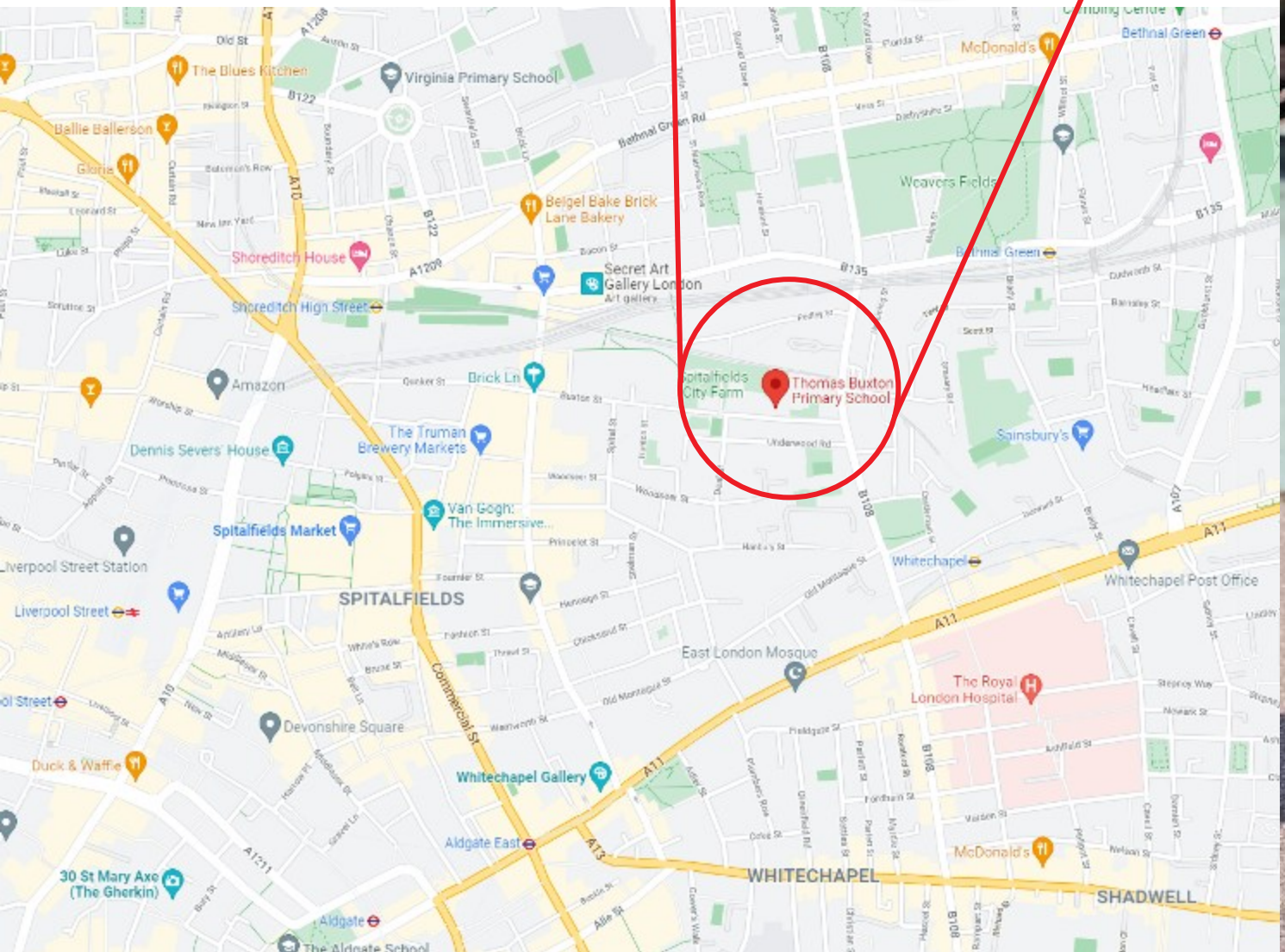
how to find us

Thomas Buxton Primary School is located in Whitechapel, London, beside Spitalfields City Farm, and is a short walk from Whitechapel High Street, Bethnal Green Road and Commercial Street.

You can find us on Google Maps or alternatively use Transport for London's Journey Planner to get here.



Google Maps 2022



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create