



Deputy  
Headteacher  
May 2025





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Telephone: (01482) 342229 Fax: (01482) 346817  
Email: [info@kelvinhall.net](mailto:info@kelvinhall.net) Twitter: @kelvinhall\_hull [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Deputy Headteacher at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a Year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, Christopher Leng**; [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Leng'.

Christopher Leng  
Headteacher





## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the Secondary Trust.



# Senior Leadership Team



**Trust School  
Development  
Lead (Secondary)**

**Mr Cavanagh**

## Headteacher



**Mr Leng**  
Headteacher

## Deputy Headteachers



**Mrs Grandidge**  
Deputy Headteacher & DSL

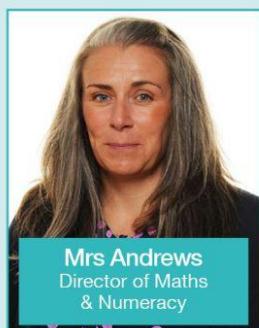


**Mrs Piercy**  
Deputy Headteacher



**Mr Shaw**  
Deputy Headteacher

## Assistant Headteachers



**Mrs Andrews**  
Director of Maths  
& Numeracy



**Ms Dawes**  
Director of Performing,  
Creating & Computing



**Mrs Graham**  
Director of  
Inclusion and SEN



**Mr Suddaby**  
Director of Culture  
& Behaviour



**Mrs Keddy**  
Senior Director of  
Teaching & Learning



**Mrs Hilton**  
Director of Humanities  
& MFL



**Miss Sansam**  
Director of Science  
& Technology



**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



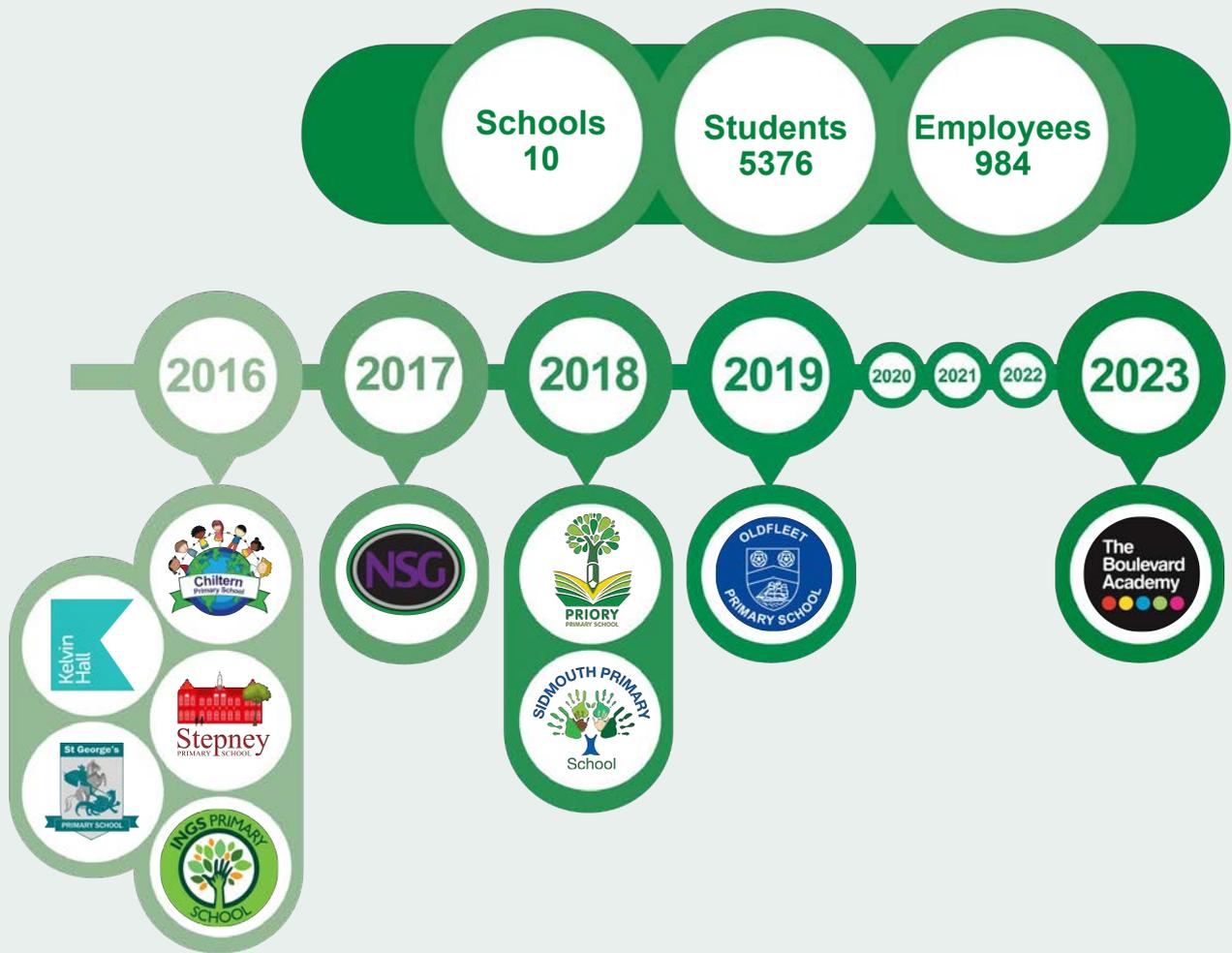
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...



## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:  
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Deputy Headteacher  
Leadership 18-22  
Full time, Permanent  
Start date: September 2025**

Kelvin Hall School is part of Thrive Co-operative Learning Trust which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

We are looking to appoint an outstanding Deputy Headteacher to join the Senior Leadership Team at Kelvin Hall School. This is an exciting opportunity to work in a friendly and supportive school in continuing to drive outstanding outcomes for all of our students.

We are a successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a successful school academically. We are committed to ensuring all schools in the Thrive Co-operative Learning Trust have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

We will offer you:

- An inclusive, successful school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A 21st Century building with 'state of the art' facilities.
- A Development Programme aimed at both new and experienced teachers.

This is a fantastic opportunity to join a forward-thinking school that is committed to academic excellence, continual staff development, and innovative teaching and learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing date: Tuesday 20th May 2025 9am**

**Interviews: Wednesday 21st May 2025**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

# Job Description

<b>Post Title</b>	Deputy Headteacher
<b>Grade</b>	L18-22
<b>Location</b>	Kelvin Hall School
<b>Reporting to</b>	Headteacher

## Purpose of Role

The Deputy Headteacher is responsible for supporting the Headteacher in managing the daily operation of the school, the supervision of all pupils and staff, and the school premises. They provide day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The Deputy Headteacher will work to support and work alongside the Headteacher who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality. If the Headteacher is absent or not onsite, the Deputy Headteacher may/will be asked to deputise, as directed by the Trust School Development Lead (Secondary) The DHT will uphold public and community trust in the school leadership and maintain exemplary standards of ethics, behaviour and professional conduct.

## Specific Senior Leadership responsibilities

The DHT, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the whole 'School Development Journey' and the School 'Self-Evaluation'.
- Establishing plans and policies, where appropriate, for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the 'School Development Journey' and the School 'Self-Evaluation'.
- Keeping up to date with all key developments in education both locally and nationally.
- Support the Headteacher to ensure financial resources are allocated appropriately, efficiently and effectively.
- Apply rigorous attention and approaches to identifying, managing and mitigating risk in school.
- Alongside the Headteacher, understand and welcome the role of effective governance, including accepting responsibility to work with the LGB within the remit of the LGB roles and responsibilities.
- Whole school responsibility of school development which may include some of the key areas of:
  - Teaching and Learning, including Quality of Education
  - Data, Assessment and Reporting
  - Pupil Engagement and Well being
  - SEND and Inclusion.
  - Line Management of Faculty
  - Leadership of the school's Pupil Premium strategy
  - Oversight of curriculum area action plans and monitoring documentation
- A range of other responsibilities based on the candidate's skills and interests and the needs of the leadership team.
- Taking responsibility for a number of whole school initiatives that will be agreed annually as part of the performance review process.
- Carrying out the normal duties of a school teacher as set out in the most recent School Teacher Pay and Conditions Document.
- Performing additional directed activities and roles, from time to time, as may be assigned by the Headteacher.

## Key Senior Leader Accountabilities

Supporting with creating the future of the School to:

- Promote the school/trust vision, values and ethos to pupils, staff, governors, parents and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership, through teams and individuals in the school.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Drive a continuous and consistent school wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching through the leadership of CPD in areas of responsibility .
- Provide leadership to the quality of curriculum planning process, designed and intended to assure the school's ability to provide a sound, relevant, and innovative educational experience for all pupils.
- Monitor, evaluate and review the school's practice and promote improvement strategies.
- Manage under-performance at all levels.
- Support the Headteacher To create a culture and ethos of challenge and support where all pupils can achieve and succeed and are engaged in their own learning.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Provide for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils.

## Developing self and working with others

- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from internal/external support where appropriate.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Manage own workload and that of others to ensure a work-life balance.
- Provide the Senior Team Link role to agreed Faculty/Departments, taking a regular and detailed interest in their progress and staff, ensuring that school policies and standards are implemented and maintained and helping them to move forwards to greater success.
- Contribute to the review, communication and implementation of school policies and procedures to support excellent student behaviour and positive relationships within the school; provide direct assistance to staff in sustaining these.
- Ensure, with the Senior Team, the development of effective strategies and procedures for staff induction, professional development and performance review in order to secure outstanding practice across the school.

## Securing Accountability

- Be accountable to the Headteacher for student achievement within the school.
- Ensure individual staff accountabilities are clearly defined, understood and communicated.
- Reflect honestly on personal contribution to school achievements and take account of feedback from others.
- Develop a Partnership ethos, which enables everyone to work collaboratively.
- Ensure every child has access to a high quality curriculum which inspires learning, in a safe and stimulating environment.

## Managing the Organisation

- Build relationships with all relevant bodies, including multi agency groups, to ensure good progress for all pupils.
- Effectively support the HOS and Senior Team to manage the school on a day-to-day basis.
- Work with the Headteacher to recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Support the Headteacher to ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and provide reports, especially in relation to external requirements such as for Ofsted, the SEF, the SDJ and the LGB.
- Lead delegated/directed areas of responsibility to organise accommodation efficiently and effectively to ensure that all school areas meet the needs of the curriculum and health and safety regulations.
- Develop and oversee all wider development and extra curricular activities in their areas to achieve a varied offer for extended provision in the school.
- With the Headteacher ensure evidence-based improvement plans promote continuous school development linked to Self-Evaluation.

## Strengthening the Community

- Be aware/develop an awareness of the distinctive school social context and its impact on school performance.
- Develop strategies which encourage parents and carers to support their child's learning.
- Build and maintain effective school-home relationships through the use of accurate and transparent assessment and reporting arrangements.
- Engage the community in the celebration of the school's performance, where appropriate using a range of communication tools.
- Create and promote positive strategies for challenging all prejudices.
- Actively promote the school as a centre of excellence for education and families in the local community.

## Inclusion, Equity and Entitlement:

- Promote a school culture that takes account of the richness and diversity within all areas of the school community.
- Ensure every child matters in the school community and no child is left behind and that along with other agencies the school works towards providing for the spiritual, moral, social and cultural wellbeing of pupils and their families.
- Promote and safeguard the welfare of children and young persons.
- Undertake Safeguarding and all relevant teacher training relevant to the post to support all pupils in the school environment including vulnerable pupils, pupils with additional needs and LAC.
- This JD may be modified by the Trust with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	Line Management of team/ Department
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Student's Achievement
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Responsible for maintenance and administration of confidential pupil and employee records.

		E	D	How Identified
<b>Qualifications</b>	Qualified teacher status or equivalent	✓		AF, R
	Good honours degree	✓		
	NPQH or willing to work towards		✓	
<b>Relevant Experience</b>	Significant teaching experience	✓		AF, R
	Proven track record of leading whole school improvement as SLT member and or subject lead		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Effective classroom practitioner	✓		
	Competent with ICT	✓		
	Able to reflect on own practice	✓		
	Excellent communication skills	✓		
	Good organisational skills and ability to meet deadlines	✓		
	Very good numeracy/literacy skills	✓		
	Able to apply theory to professional practice		✓	
	<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓	
Thorough understanding of the National Curriculum to KS3 and KS4 in order to support effective teaching and learning.		✓		
Secure subject-specific knowledge		✓		
Commitment to raising standards		✓		
Understanding and knowledge of developments in learning and teaching		✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Very good communication and interpersonal skills	✓		
	Understanding of the range of needs of young people within age group.	✓		
	To have a flexible approach to work	✓		
	To be committed to the objective of raising achievement in the school	✓		
	To help raise standards of learning for pupils	✓		
<b>Personal Qualities</b>	Ability to work under pressure and meet deadlines	✓		I, R
	Energy, ambition and enthusiasm	✓		
	Projects a professional image	✓		
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after shortlisting)

# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

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**Interview Date: Wednesday 21st May 2025**