



Littleover Community School
Deputy Headteacher
Application Pack

Welcome from the Headteacher

Thank you for the interest you have shown in the position of Deputy Headteacher at Littleover Community School. I hope that this information pack, combined with the content on our website, allows you to form a clear view of the school and encourages you to submit an application.

The opportunity of Deputy Headteacher arises following the decision of the current long-standing and highly respected Deputy Headteacher, who leads on Behaviour and Attendance and is the KS4 lead, to leave the school, at the end of this academic year.

We are looking to appoint someone to our school with a commitment to upholding our traditional high standards and expectations, whilst also willing to lead on developments and changes we will need to make in the years ahead. With this in mind, we are inviting applications from candidates with varying backgrounds and experiences, who feel their skills can make a positive contribution to our school.

As you will see from the details enclosed, we are a high achieving school with exemplary attendance and excellent GCSE and A-Level results.

We are committed to continuous improvement so that the school evolves to match the ever changing needs of the students, our community, the workplace and of the education sector. The school has continued its path as a community school and we need to maintain our high aspirations and focus on a considered evolution in all areas of school life. We need to utilise the latest thinking and technologies to ensure our school and our students are equipped for the future.

Our governors, staff, students and parents/carers are committed to continuing to serve our community by developing the very strong academic performance of the school. If you feel you could contribute to this vision we would be very pleased to receive your application.

Details of the appointment process and timetable, including dates when you would be able to visit the school, are provided on the following pages.

Yours sincerely,



Jon Wilding
Headteacher





Welcome to Littleover

Learning, Caring, Succeeding



Local Authority
School



1830 Students



Outstanding
Sixth Form

About Us

Littleover Community School is a Local Authority maintained school, with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1830 students and 250 staff. (Y7 -11 PAN = 295 in each year) We are rightly proud of the long sustained success of our students in terms of results and their destinations Post 16 and 18.

Our 100+ FTE teaching staff are experts in their field and consistently go the extra mile to ensure that students enjoy their experience at LCS. In 2024 and 2023 our Progress 8 score was the highest P8 score of any school in Derby and Derbyshire. At A-Level 61% of all grades were grade A* - B which was another outstanding year.

As an inclusive and diverse school we are also proud of the achievements of all groups who need extra support. In 2024 our disadvantaged P8 score was +0.1 and SEND students was +0.3 – significantly above the National figures.

Central Location

Our school is situated on the edge of the Derbyshire Peak District in the suburb of Littleover in Derby. Our position has excellent road links to towns/cities nearby eg Nottingham, Loughborough, Burton, Stoke and beyond. Our catchment area draws from a variety of local areas including Derby city centre meaning only a small proportion of students have to catch public transport to school. This means students can take part in our wide and varied extra curricular activities after school. Our buildings are set in pleasant, spacious grounds with plenty of open space for students and staff. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of “Learning, Caring and Succeeding” are the basis for all that we do and students are at the heart of our everyday practice.

Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

Our Team

Our Senior Management Team consists of the Headteacher, two Deputy Heads, five Assistant Heads, Designated Safeguarding Lead and the School Operations Manager who take responsibility for key areas of development and are highly visible members of the school community.

- Deputy Headteacher - Quality of Teaching & Learning, Curriculum and Staffing
- Deputy Headteacher - Behaviour, Attendance and KS4 Lead
- Assistant Headteacher - Head of Sixth Form
- Assistant Headteacher - Personal Development and Assessment
- Assistant Headteacher - Designated Teacher for LAC/PLAC and Inclusion and KS3 Lead
- Assistant Headteacher - SENDCo
- Assistant Headteacher - CPD and Timetabling
- Operations Manager - Non-curricular operations, including Site, HR, Finance, H&S, Data Protection and Lead of Support Staff
- Safeguarding Lead - Designated Safeguarding Lead

Student Outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

Summer 2024 headlines:

GCSE

Key Stage 4 Progress 8:	+0.5
% achieving grades 9-4 in English and Maths:	79%
% achieving grades 9-5 in English and Maths:	61%
% achieving grade 4+ in Ebacc measure	54%

A-Level

Average grade at A-Level	B
% of A*-A grades at A Level	35%
% of A*-C grades at A Level	81%
Average point score	37.6



Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: <https://files.ofsted.gov.uk/v1/file/50201266>

"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.

Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.

Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their teachers provide and the sense of community they share with their peers.

Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.

Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.

Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."

Language Hub Status

Littleover Community School is one of just 15 schools nationally to have been awarded Phase 1 Language Hub status. We are the home of Derwent Language Hub, a beacon of good practice for Languages teaching across the East Midlands.

The school is working with six local Partner Schools to develop the teaching of French, German, and Spanish across Derby city. The focus is increasing both the uptake of Languages at GCSE as well as raising the attainment of students who sit these qualifications.

Our school is a vibrant and diverse community of staff and students. Our students speak over 50 Languages. We are excited that Language Hub funding will give us the opportunity to develop provision for Home, Heritage, and Community Languages including British Sign Language across our community and the wider region.



Why should you join Littleover Community School?

Wellbeing

We believe LCS offers ..

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy

Access to the latest technology, including new high spec laptops for staff

A centralised behaviour system which means fully supporting teachers, disruption free classrooms and a supportive internal Alternative Provision

Financial, legal and practical support from qualified professionals on a range of personal issues

All staff also have access to Education Support's Employee Assistance Programme which includes:
Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations

Employment benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside others such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free onsite car parking, free annual flu jab and a friendly, supportive working environment!



Application Process

School Visits

Applicants who would like to visit the school for a tour with one of our Senior Leaders are more than welcome. You should contact Nicola Kelleher, Office Manager/ PA to Headteacher on n.kelleher@littleover.derby.sch.uk or by telephoning 01332 513219. Visits can be arranged on Thursday 6th March at 11.30am or 3.30pm and Monday 10th March at 2.00pm or 3.30pm.

Application Process

Application forms and Information packs are available from the school website: <https://www.littleover.derby.sch.uk/careers>

Completed application forms and covering letter indicating why you are suited to the role, should be submitted by email to Nicola Kelleher at n.kelleher@littleover.derby.sch.uk or via the TES platform by no later than 12pm on the closing date of: Wednesday 12th March 2025.

All applications will be acknowledged. Should you not receive a confirmation email, please contact Nicola Kelleher on the above number.

Interviews

Interviews will be held on: Thursday 27th March and Friday 28th March 2025.





Deputy Headteacher - Job Description

Salary:	Leadership L22 - L26
Responsible to:	Headteacher
Contract Type:	Full-time
Contract Term:	Permanent
Start date:	1st September 2025
Closing date:	Wednesday 12th March at 12 noon.

Introduction

The Deputy Headteacher is accountable to the Headteacher and Governing Board of Littleover Community School for all aspects of the school's life and work, including carrying out all the responsibilities set out in the current National School Teachers' Pay and Conditions document.

Main purpose

The Deputy Headteacher will:

- Establish and sustain the school's ethos, vision and strategic direction, together with the Headteacher and Governing Board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate 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
- Monitor progress towards achieving the school's aims and objectives and ensure these are communicated to appropriate bodies.
- Allocate financial resources appropriately, efficiently and effectively, within their area of responsibility
- Ensure that the school is inclusive for all students and staff.
- Ensure that all Safeguarding measures are in place and KCSIE guidance is followed.
- Make effective use of data in key areas for measuring the impact of the school's work. (eg Examination outcomes, attendance, behaviour)

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Be visible around the school, leading by example and demonstrating high expectations.
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students



Duties and responsibilities

School culture, behaviour and inclusion

The Deputy Headteacher will:

- Create a culture where all students can experience a positive and enriching school life
- Uphold ambitious educational standards, in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism through the school Code of Conduct
- Encourage high standards of behaviour from students, built on relationships that are understood by staff and students, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing student behaviour, in line with the school's Behaviour Policy
- Be responsible for attainment, progress and personal development of all students in Year 10 and 11, as Key Stage 4 Lead.
- Lead on all issues related to student behaviour and attendance across the school, including updating and developing school policies and processes
- Report to the Headteacher and Governing Board on all aspects of student behaviour and attendance, including data on use of Suspension and Seclusion, use of on-site and external AP and student issues arising from school Vulnerable Child Meetings
- Maintain oversight of the school's on-site AP facility, including all decisions related to student placement in the facility and line management of staff

Teaching, curriculum and assessment

The Deputy Headteacher will work with the Headteacher and senior leaders responsible for Curriculum and Assessment to:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

The Deputy Headteacher will work with the Headteacher and SENDCo to:

- Promote a culture and practices that enable all students to access the curriculum
- Have ambitious expectations for all students 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.



Managing the school

The Deputy Headteacher will work with the Headteacher and senior leaders for Operations/Safeguarding to:

- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Ensure Littleover Community School remains a safe and inclusive environment, where all students can achieve their best, both in their academic and personal development
- Manage staff wellbeing, alongside the Headteacher and senior colleagues, with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The Deputy Headteacher will:

- Keep up to date with developments in education, with particular focus on area of responsibility
- Make use of internal appraisal mechanisms to ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Ensure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members
- Undertake their own CPD linked to performance targets, areas of challenge and change.

Governance, accountability and working in partnership

The Deputy Headteacher will:

- Work with the Headteacher and Governing Body, by providing information as requested to enable challenge
- Ensure that staff understand their professional responsibilities and are held to account including responsibility for line management of senior colleagues and support staff
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work collaboratively with other schools and organisations, including the Local Authority.
- Maintain working relationships with fellow professionals and colleagues, both within the school and those from external agencies, to improve educational outcomes for all students

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

	Essential	A*	I*	T*
PERSONAL QUALITIES				
Is ambitious for the school and its students.	x	x	x	x
Has excellent organisational skills, managing time and priorities effectively.	x		x	x
Possesses integrity and could inspire commitment, enthusiasm, confidence and respect from all staff, children and parents/carers, governors and the community.	x		x	
Is committed to equal opportunities and inclusion and values diversity and the unique contribution that every individual makes to the school.	x	x	x	x
QUALIFICATIONS AND EXPERIENCE				
Bachelor's Degree or equivalent.	x	x		
Qualified Teacher Status.	x	x		
Proven track record of high-quality teaching	x	x	x	
Successful senior leadership experience at Assistant Headteacher or Deputy Headteacher level or above	x	x		
Successful experience of leadership and management of positive student behaviour, within a secondary school setting	x	x	x	x
A commitment to ensuring high standards of student attendance across the school	x	x	x	x
Successful experience of raising standards for all.	x	x	x	
Proven track record of setting and achieving ambitious targets and understanding achievement/progress data	x	x		x
Successful experience of management/ leadership in a secondary school with on-site AP and/or ERF provision	(desirable)	x	x	
Recent and relevant professional and management development.	x	x		
Line Management experience of colleagues	x	x		



Person Specification

	Essential	A*	I*	T*
PROFESSIONAL SKILLS				
A self-motivated and inspirational leader	x		x	
Able to use a range of leadership and management styles	x	x	x	
Able to lead by example and have a high profile in the school	x		x	
Able to act decisively, including challenging children, staff and others to produce positive outcomes	x		x	x
Able to take difficult decisions, conveying outcomes clearly, positively and with sensitivity	x		x	x
Able to develop and share the collective vision for Littleover Community School	x		x	
Able to lead with senior colleagues in bringing about change	x	x		x
Able to ensure that the performance of the school is rigorously monitored, evaluated, improved and reported to the Governing Body	x		x	
Able to work effectively with the Headteacher and Governing Body	x	x	x	
Able to establish appropriate priorities for spending and effectively manage and monitor the school budget within areas of responsibility	x	x	x	
Able to leverage technology effectively	x		x	
Able to create and maintain an effective partnership with parents/ carers and stakeholders	x	x		x
Able to develop effective partnerships with other schools, the local community, the local authority and other agencies.	x		x	
Able to adapt to the changing education landscape.	x		x	

*A - Application / I - Interview / T - Tasks



Equality and diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

