



DEPUTY HEADTEACHER

CULTURE & ETHOS

RECRUITMENT PACK



CASTLE SCHOOL EDUCATION TRUST



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Letter from our Headteacher

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Thank you for your interest in Deputy Headteacher at Marlwood School.

This is a rare opportunity for you to lead the pastoral team and shape the culture and ethos of Marlwood. You will be part of the exciting and vibrant wider Marlwood community, where every member of teaching and support staff play their part. We know just how important a decision this is for you as well as us and we hope this pack and the selection process enables us both to make the right decision.

Marlwood School is a gem of a school. Being appointed Head of School in September is something that I am really proud of. We are a smaller than average secondary school nestled in the heart of our community. We work tirelessly to ensure all our staff and students love coming to school.

Working as part of The Castle School Education Trust we ensure all our students pursue academic excellence and have a range of holistic development. Our staff are committed to our students and do everything in their power to ensure that each individual student realises and achieves their full potential.

At Marlwood we have a genuine sense of family and community at the school, we expect all in our school community to be resilient, respectful and responsible. We are committed to our pursuit of excellence and our high expectations are communicated to everyone who is part of the school community.

Although we are a smaller school we have a diverse community. Our key strength is that we celebrate difference and diversity in all aspects of our school life. We have a strong student voice and they reflect our inclusive ethos.

We have a team of committed teachers and support staff who work closely with our leaders to ensure our school is coherent in its philosophy and its ethos. Our holistic offer is broad and all our staff are committed to offering enriching experiences as well as academic delivery.

I believe our school is a really special place and would encourage you to visit and experience it for yourself.

I look forward to receiving your application.

Helen Simmons, Head of School



About CSET

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Marlwood school is part of the Castle School Education Trust, a group of like-minded schools whose shared ambition is to provide A Great Education for Every Child. Whilst Marlwood retains its own unique identity and ethos, being part of a family of schools brings additional support as well as opportunities to share expertise, provision and costs across our schools.

Our trust comprises of four secondary and five primary schools in South Gloucestershire. We have a strong track record of school improvement, and a strong trend of improved outcomes and rising pupil numbers. You will be joining us at an exciting time, as we work collaboratively with eleven schools from TPLT in North Somerset, with an aim to join together to form Pathway Trust in the future.

As a trust, our ambition is to enable every child to experience a great education. We have a compelling vision for each of our schools based on a deep understanding of each community we serve. . Many of the challenges facing school leaders are common to all schools. Our approach to school improvement enables staff and pupils to benefit from the sharing of resources and expertise whilst remaining true to their unique identity and context. The Trust has employee development as a key priority.



CASTLE SCHOOL EDUCATION TRUST



Role information

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Job Title: Deputy Headteacher (Culture & Ethos)

FTE: 1 FTE

Contract type: Permanent

Leadership Range: L16 - L20

Start date: September 2025

Marlwood School is looking to appoint an exceptional, ambitious Deputy Headteacher to support the Headteacher in the leadership of the school and its community. Working alongside leadership colleagues to embed our vision, values and ethos, ensuring that every student has access to an appropriate and challenging curriculum.

About Marlwood School

This is a really exciting time to join Marlwood School. Having received a Good Ofsted rating in November 2023, you will be joining us on our journey towards becoming an exceptional school that lies at the heart of a close knit community. With around 550 students, we are a smaller than average secondary school and this brings with it many benefits, not least our ability to get to know our children quickly, understand their individual needs and place high quality education at the heart of everything we do. Our values of Resilience, Respect and Responsibility are lived throughout our school community.

We pride ourselves on our CPD support, both at school and Trust level. As a school, we invest in personalised coaching for all staff, with a focus on subject-specific pedagogy and teaching and learning. We also have a central Trust education team who support and deliver high quality training.

We can offer you:

- School commitment to CPD and development of all staff including collaborative support and instructional coaching to allow teachers to thrive.
- Trust support, development and a facilitated collegiate approach to curriculum implementation, best practice and assessment.
- Commitment to inclusivity and fostering of diversity
- Values and vision that are lived not laminated
- Warm, open and honest culture and learning community
- Up to 30% discount with Microsoft & Dell
- Discounted gym membership
- Life Assurance - 3 x Death in Service
- Cycle to work scheme
- Dedicated counselling service

About the role

As Deputy Headteacher and a key member of the Senior Leadership Team, you will play a pivotal role in driving our school forwards. You will champion inclusion, wellbeing and academic success across all levels, ensuring effective student support systems that maximise life chances. You will foster high engagement across the school and curriculum, working collaboratively within the SLT and wider Trust to provide a great education for every child.

About you

You'll have a strong understanding of the day to day management of a school. You will be an experienced teacher with a significant leadership background, who is a personable and engaging communicator. You will role model Teaching Standards to an exemplary standard and be able to demonstrate leadership with integrity, accountability and honesty. You will be an optimist and be sufficiently self-aware in order to develop your skills and relationships. You'll have a commitment to high standards and demonstrable resilience and enthusiasm.

In order to apply for this role please complete an application form, in full, by Thursday 15th May. Interviews will be held on 19th May and 20th May. Please let us know if you require any adjustments as part of the process.

Safeguarding Statement

CSET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Successful candidates are subject to child protection screening appropriate to the post, which will include an enhanced Disclosure and Barring Service check for the children's workforce and a Children's Barred List check.



Job Description

Role profile

Working as part of a proactive and innovative Senior Leadership Team (SLT), this will be a key role in the strategic leadership of our school in the relentless pursuit of our ambition to become an outstanding school. You will work with staff at all levels to champion inclusion, wellbeing and academic success. You will ensure our student support systems are effective, allowing students to access the best life chances and choices available to them. As Deputy Headteacher you will further embed our vision, values and ethos to ensure high levels of engagement across the school and the curriculum in its widest sense. You will work as part of SLT to ensure that every student has access to an appropriate and challenging curriculum and that our support services work together to effectively support teaching and learning.

Embracing our collaborative culture of shared responsibility across our schools, you will work in collaboration with colleagues across the Trust to ensure that the overall strategic direction is achieved, to realise our ambition to provide a great education for every child.

Role Responsibilities

Core purpose

- To ensure the vision for the school and trust is clearly articulated, shared and acted on effectively by all
- To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- To personify the vision and values in everyday practice
- To motivate and work with others to create a shared culture and positive climate
- To ensure that strategic planning takes into account the diversity of the local and national context
- Together with the headteacher and senior leadership team, assist with the leadership and management of all the staff and the general organisation of the school
- To deputise for the headteacher in their absence

Inclusion

- Lead the student support team to ensure that attendance is high, that behaviour is excellent, and to remove gaps in performance between disadvantaged and other students.
- Leadership of student welfare issues, including responsibilities, as the School's designated Child Protection Officer.
- Act as the Designated Safeguarding Lead (DSL), take overall responsibility for safeguarding and child protection, serving as primary point of contact for concerns, managing referrals, delivering training and maintaining oversight of the Single Central Record (SCR)
- Promote and embed the safeguarding and child protection policies and procedures within the School
- Work positively with all parents and carers to promote the values and visions of the school and to involve them in ensuring their children's progress
- Lead our Heads of Key Stage and Student Support teams in developing and delivering excellent and inclusive pastoral care and provision



Job Description

- Be responsible for the learning, progress and outcomes for vulnerable students
- Secure the highest standards for behaviour, attendance and engagement. Ensure behaviour management systems are robust. Work alongside the Headteacher and other key staff to support decisions leading to fixed term exclusions and leading any processes that may lead to permanent exclusion
- Identify and tackle barriers to learning and engagement, working with staff to implement interventions and evaluating the impact of these
- Work with the Headteacher, Senior Leadership Team and middle leaders to analyse internal data, spotting patterns and trends, to ensure appropriate provision, interventions and individual plans for students with additional needs
- Ensure a consistent method of delivering and recording student support interventions/packages and ensure these are monitored/evaluated and developed based on their impact
- Review current systems, structures and ways of working in all areas of student support. Provide strategic direction for reviews and change. Implement any changes through carefully planned change management processes
- Coordinate student voice to review performance and progress, championing feedback from students as part of our leadership and school development process
- Provide strategic leadership on alternative provision both internally and externally in order to maximise student outcomes
- Lead on other areas as agreed by the Headteacher.

Ethos

- Lead the promotion of the culture, values and ethos of Marlwood School and the standard to which students and staff demonstrate these in all areas of school life
- Embed our ethos and values and clearly and regularly communicate these to parents and community stakeholders as a hallmark of our culture
- Provide lead responsibility for strategy around Personal Development, Behaviour and Welfare in line with the school's priorities and in supporting the specific needs of the children in the community we serve
- Deliver a structure of student leadership that ensures maximum student engagement
- Lead a culture of aspiration, celebration and reward in the school and its community
- Lead school improvement through the perspective and engagement of parents and the community

Other responsibilities

- Undertake the normal responsibilities of a classroom teacher and teach to an exemplary standard
- Collaborate with other schools and organisations in order to share expertise and bring positive benefits to our school and other schools within the Trust
- With the headteacher and senior leadership team, lead the school self evaluation programme
- Provide reports to the Trust and Community Council as required
- Be an effective leader and manager of people and systems
- Any other duty required after consultation with the headteacher



- Demonstrate leadership with integrity, accountability, and honesty.
- Have experience of acting as a Designated Safeguarding Lead or Deputy DSL.
- Have experience of managing Pupil Premium funding and evaluating its impact.
- Possess strategic leadership ability with the capacity to assess and evaluate current ways of working to further enhance our values and beliefs for inclusion across all staff.
- Have the capacity to lead others with a clear vision, particularly when developing inclusive ways of working, systems, and structures to positively impact teaching and learning and our student support services.
- Be an optimist and be sufficiently self-aware in order to develop their skills and relationships.
- Be motivated and have the ability to inspire staff and pupils alike.
- Be able to identify challenges and generate solutions.
- Have a strong understanding of the challenges faced by disadvantaged learners and effective strategies to address these.
- Be committed to a collaborative management style, respecting the views of all stakeholders.
- Be someone committed to our ambition and will support every child regardless of their background, characteristics, or abilities.
- Be a reflective and pragmatic practitioner who shares knowledge and has a passion for continuous improvement.
- Be someone who can build and maintain positive working relationships along with communicating with all stakeholders within the school, Trust, and local community.
- Be committed to the highest standards of behaviour and attendance.
- Have up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Be committed to the continual CPD for yourself and others in your area of expertise;
- Be committed to and demonstrate the vision and values of CSET.
- Be expected to act as an adult role model and has a responsibility to promote and safeguard the safety and welfare of pupils and students in accordance with CSET/School policies and procedures and any associated guidance.





How to apply

COMPLETE

An application form via Eteach, ensuring to complete your full employment history

VISIT

Marlwood.com for more information about our School, our values, results and much more. Please contact cset-recruitment@cset.co.uk to arrange a school visit.

CONTACT

cset-recruitment@cset.co.uk if you have any additional questions