



OULTON

PRIMARY SCHOOL

Thinking for ourselves, caring for each other

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at Oulton Primary School.

“Thinking for ourselves, caring for each other.”

Oulton Primary School is a thriving, happy and fully inclusive school serving a diverse community in Leeds. Our school is recognised locally for its warm, welcoming atmosphere in which each and every child is valued and respected. Pupils with a wide range of Special Educational Needs are educated both alongside their peers and in our Angelfish class. Parents and carers are regularly welcomed into school for ‘Learn with us’ sessions and performances. The family feeling extends throughout school from family dining at lunch time, to our active PTA, POPS (Parents of Oulton Primary School).

We have an experienced and dedicated staff team who work together to ensure every child is safe, happy and achieving their potential. Our pupils are settled, engaged and keen to share what they have been learning. We are looking for an inspirational, resilient and experienced educational leader who understands the ethos of the school.

Please take time to read through this information pack and visit our school website: www.oulttonprimary.co.uk - to discover more about us.

We strongly encourage potential candidates to visit the school to meet Mr McAlinden, Headteacher and to experience what the school has to offer. Please contact our School Business Manager, Mrs R Faria on recruitment@oultton.leeds.sch.uk to arrange a visit.

Application closing date: 9am, Monday 27th April 2026

Assessment dates: All day on Thursday 7th May 2026

We would be happy to accept applications from all senior leaders with relevant strong and proven experience. Please return completed application forms to educ.headteacher@leeds.gov.uk.

Thank you again for your interest. We look forward to receiving your application.

Catherine Hunter

Chair of Governors

Our mission is to empower children to be safe, resilient and well-rounded learners: this is at the core of everything we do. We know that being part of the Oulton family has a positive impact on our children's lives, securing their sense of safety and happiness at school and building their self-confidence. Ultimately, we want them to achieve academically but also beyond the school gates, as active and responsible British citizens.



Our aims for our pupils are:

- that they are safe, happy and making progress
- that their emotional security, physical and mental health is well supported to enable them to reach their full potential
- that the school provides a broad curriculum that prepares them for the next stage of their education
- that they have respect for themselves and others.

Oulton Primary School boasts an attractive, modern and spacious working environment.

Our building houses sensory rooms, a pastoral base, multiple intervention rooms, a spacious library, breakfast club area, purpose-built classrooms and a large sports hall.

Outside the children have access to large playgrounds, an outdoor classroom, a Multi-Use Games Area (MUGA) and adventure playgrounds.

We are lucky to have a large playing field and our wooded area is regularly used by EYFS for hands on learning.



What our pupils love about Oulton



- spinning the wheel when we have filled the marble jar
- the chance to speak to learning mentors when we seem upset
- going on residential
- the playground and MUGA
- good friends
- hot chocolate
- learning
- kind and caring staff

“The rewards we receive for doing good things encourage everyone to do the right thing. The marble jar is a team effort or a school effort if you like!”

What our staff love about Oulton

- the children
- the staff go above and beyond to help the children academically, socially and emotionally
- child centred ethos and make good use of learning and behaviour mentors
- teamwork and support for each other
- rewarding positive behaviour
- we’re a real community



What our parents love about Oulton

- how inclusive and understanding the staff are
- the rewards system
- that school wants the children to be happy
- parental involvement with ‘Learn with us’, summer fair, nativity etc.
- knowing everyone is included, supported and valued for their contribution
- a fair, safe and nurturing environment to learn in
- the calm approach
- the inclusive ethos and family atmosphere
- the warm welcoming atmosphere



“I love how inclusive the school is. Each pupil’s individual needs are recognised and they are supported to achieve their goals.”

“Children are treated with kindness and respect but still understand what is expected of them.”





JOB DESCRIPTION

Headteacher

Job Title : Deputy Headteacher

Location : Oulton Primary School

Pay Range: Leadership scale points 8 – 12 (£61,534-£67,898)

PURPOSE OF THE JOB

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency and deputise in the absence of the Headteacher both at short notice and over a longer term. To play a major role in assisting the Headteacher to:

- Formulating the aims and the objectives of the school
- Establishing the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring progress towards their achievement

THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3 . DUTIES AND RESPONSIBILITIES

Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Motivates and works with others to create a shared culture and positive climate
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

Leading teaching and learning

- Be an excellent role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrates and articulates high expectation and sets stretching targets for the whole school and /or key stage areas
- Monitors, evaluates and reviews class room practice and manages improvement strategies
- Analyses and interprets school data to inform class room practice across the school

Developing self and working with others

- Manages positive working relationships with all staff
- Motivates and challenges all staff to maintain high expectations of behaviours
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review

Managing the organisation

- Recruits, retains and deploys staff appropriately
- Implements evidence-based school development plans and policies for the organisation and its facilities
- Ensures that policies and practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations

Securing accountability

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the governing body or Governing body subgroups to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences; parents, Governors, school improvement officers and other external agencies

Strengthening the community

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Child protection

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- To keep children safe and support the Headteacher to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school
- To undertake the responsibility of being a designated teacher for child protection under the supervision of the Designated Safeguarding Lead
- To represent the school at panels, working groups and meetings as required by the Headteacher and make commitments/decisions on their behalf.

PERSON SPECIFICATION

Key:

App – Application Form

Ref – Reference

SP – Selection process, this could include a range of assessment exercises, and a more formal interview.

Knowledge, Experience and Skills

A Strategic Leadership and Management	Essential / Desirable	How identified
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	App/SP
Experience of staff line management	D	App/SP
Ability to use HR and school policies and procedures	E	App/SP
Ability to make and implement difficult decisions	E	App/SP

B Shaping the Future	Essential / Desirable	How identified
Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP

C Leading Teaching and Learning	Essential / Desirable	How identified
Being an excellent role model in all teaching standards	E	App/SP
Being an outstanding classroom practitioner	E	App/SP
Experience of teaching across the primary age range	D	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Knowledge of SEN procedures and statutory assessment	D	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP

D Developing Self and Working with Others	Essential / Desirable	How identified
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP

E Managing the Organisation	Essential / Desirable	How identified
Implements changes to staffing structures – managing and implementing necessary changes to staffing structures	D	App/SP
Recruits and manages a range of school staff retaining high performing teams	D	App/SP
Manages the school’s environment in line with health and safety regulations	E	App/SP

F Securing Accountability	Essential / Desirable	How identified
Works effectively with the governing body to ensure both parties fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	E	App/SP
Develops appropriate school policies and procedures	E	App/SP
In depth knowledge of relevant performance data and the ability to use it to drive school improvement	E	App/SP

G Strengthening the Community	Essential / Desirable	How identified
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Promotes the school	E	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP

H Safeguarding	Essential / Desirable	How identified
Is aware and able to manage effective CP policies and procedures	E	App/SP
Experience in strategies to manage behaviour	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP

Qualifications and Training	Essential / Desirable	How identified
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
Has successfully completed a National Professional Qualification	D	App/SP
Safer recruitment trained (required within the first year)	D	App/SP

Personal qualities and attributes	Essential / Desirable	How identified
An excellent communicator (listening, putting a message across)	E	SP
Child centred	E	SP
Resilient	E	SP
Integrity	E	SP
Self-motivated and able to coach, mentor and motivate others	E	SP
Enjoys challenge	E	SP
Works to deadlines	E	SP
Enthusiastic and optimistic	E	SP
Has excellent creative problem solving/analytical skills	E	SP
Emotional confidence (knowledge of strengths and areas of development)	E	SP
Conceptual thinking (identify patterns between potentially unrelated concepts)	D	SP