

Deputy Headteacher Recruitment Pack



Aim High. Be Proud. Love Life.

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Welcome from our Headteacher

A very warm welcome to Walker Riverside Academy; a fantastic school of which I am extremely proud to be the Headteacher.

Thank you for your interest in the position of Deputy Headteacher at Walker Riverside Academy. The Academy is an exciting and thriving 11-16 secondary school at the heart of its community in Walker, Newcastle upon Tyne and we are looking for a Deputy Headteacher with the drive and determination to make a real impact on the future of the Academy.

Walker Riverside Academy serves the community of Walker in Newcastle upon Tyne and is an oversubscribed 11-16 secondary school with 1100 students on roll with that number predicted to increase in coming years.

We help our students to **aim high, be proud** and **love life**, in both their academic and career aspirations, supporting them at every step and guiding them upon options available. It is the daily embodiment of this ethos that makes Walker a truly special school community, with unique opportunities for involvement in the Combined Cadet Force, the TCAT Football Academy, and a growing post 16 partnership to deliver A-Levels at a local Trust partner school North East Futures UTC. The Academy has a curriculum with many unique aspects and a vision that students should be **Globally Aware, Culturally Aware, Self Aware** and **Life Ready with Ambition**. The four 'awares' are the cornerstones of the well considered curriculum intent. We want our students to be proud of both themselves and the school community they attend, whilst developing a love of Academy life. The investment in passionate pastoral and academic support for our young people ensures that we create an atmosphere in which we laugh and learn together. With all students being attached upon entry in Year 7 to one of three schools: Dobson, Grainger, or Stephenson, a sense of belonging and community is created from the outset.

At the heart of Walker Riverside Academy is its talented and dedicated staff. They are its most valuable asset, and they uphold ambitious educational standards which prepare all students for the next phase in their education and life and provide care, guidance, and support in a learning environment characterised by high standards of behaviour and mutual respect. Our Academy is always striving for brilliance and now is a fantastic time to become part of our Walker community, and our wider Tyne Coast Academy Trust.

Academy Life

For more information on Walker Riverside Academy please visit:

Website: www.wra.tynecoast.academy

Facebook: [@walker.academy](https://www.facebook.com/walker.academy)

Twitter: [@WalkerAcademy](https://twitter.com/WalkerAcademy)



Mr G Smith
Headteacher

Tyne Coast Academy Trust

Tyne Coast Academy Trust is an outward facing Trust with strong links to other successful Trusts in the region. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College (comprising of South Tyneside College and TyneMet College), a world class college with a reputation for excellence.

Our Vision

To be an outstanding MAT, providing world-class education and training.

Our Mission

To provide the highest quality education and training, preparing young people for the future.

Our Values

As an employer and a learning organisation, we will:

- Aim to be excellent in all that we do;
- Celebrate diversity and the rights of others;
- Act with integrity - fairly, openly and transparently; and
- Be welcoming and approachable to all.

Strategic Aims

We aim to:

- Provide high-quality teaching and learning;
- Create a high-quality learning environment;
- Be financially sound, modernise and grow, providing outstanding value for money;
- Provide a curriculum that meets the needs of all stakeholders in an ever-changing world; and
- Work in partnership with the communities we serve, agencies and employers.

Core Values

Tyne Coast Academy Trust:

- Believes every student should achieve their potential;
- Believes in developing strong relationships with our students, and never giving up on them;
- Believes in being a strong community presence, embedding everything we do in the local community;
- Values and respects the professionalism, commitment, and excellence in our staff;
- Believes the needs of employers should shape our curriculum;
- Will make a significant positive impact on the local, regional and national economy; and
- Welcomes and includes everyone in our community, and values individuality and diversity.

Employee Benefits

Across our trust our teaching staff benefit from:

- A commitment to professional development for all staff;
- A focus on staff wellbeing with designated weeks;
- Access to the Teachers Pension Scheme and Local Government Pension Scheme;
- TCAT continues to follow the STPCD and Burgundy Book along with national conditions of service for teaching staff;
- An opportunity for cross-site working and career development opportunities, including within our Trust schools and our sponsor colleges;
- Opportunities to teach A Levels across the Trust;
- Access to free gym facilities.

The Application Process

Thank you for your interest in joining Walker Riverside Academy.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post.

The Application Form

It is important that you complete **all sections** of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

Application forms should be clear and concise, should be complete in full and should include a personal statement to address the criteria as identified in the personal specification. A covering letter should be no more than one side of A4.

All applications must be returned by the closing date. Late applications will not be considered.

After the closing date all applications will be examined and shortlisting will take place. You will be notified by email if your application has been successful and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview you will be asked to bring various forms of identification and original certification as declared on your application.

Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment, which will be followed up with a conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.

Further Information

Potential candidates are invited to contact Melissa Dobrianski, Chief Operating Officer by emailing melissa.dobrianski@tynecoast.academy to arrange a suitable time to discuss the post with Mr Gareth Smith, Headteacher or arrange a school visit.

Job Advert

Deputy Headteacher - L23 - L27, £88,951 - £98,106 per annum (Starting salary dependent upon experience)

We are seeking to appoint an ambitious, highly motivated and experienced Deputy Headteacher to support the Headteacher and wider Trust to lead the school in the next exciting phase of its development and to make a real impact.

Walker Riverside Academy needs an experienced Senior Leader with a broad and positive experience of leadership in a secondary school environment and experience of whole school pastoral leadership. As Deputy Headteacher (Pastoral) you will be the Senior Leader responsible for the vision, strategy, and daily management of student behaviour and attendance, with strategic oversight also of inclusion, SEND, and safeguarding. You will line manage a team of three Assistant Headteachers dedicated to attendance, inclusion and SEND. You will also line manage an extensive team of pastoral staff. With the support of the substantial resource, the successful candidate will be highly visible within the Academy and set the benchmark for pastoral standards.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. Opportunities are also available for Trust wide working and career development opportunities. You will also receive consistent support from a dedicated Headteacher, SLT, CEO, Trust Central Team, Local Governing Body and Trust Board.

Potential candidates are invited to contact Melissa Dobrianski, Chief Operating Officer by emailing melissa.dobrianski@tynecoast.academy to arrange a suitable time to discuss the post with Mr Gareth Smith, Headteacher or arrange a school visit.

The deadline for applications is 12.00 noon on Friday, 6 February 2026. Interviews will take place on Wednesday 11 February 2026. Please return your completed application form to melissa.dobrianski@tynecoast.academy.

Walker Riverside Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoast.academy/join-our-mat/recruitment>

Closing date: Friday, 6 February 2026 at 12.00 noon.

Job Description

Job Title: Deputy Headteacher (Pastoral)

Pay Scale: L23 - L27

This job description may be amended at any appropriate time following consultation between the Deputy Headteacher and the Headteacher. It will be reviewed annually and performance management objectives agreed.

JOB PURPOSE

To support the Headteacher in providing professional strategic leadership of the Academy, promoting the vision to build success and provide high quality education.

To support the Headteacher in establishing and sustaining the Academy's ethos and strategic direction in partnership with the strategic leadership team of the trust, Local Governing Body, Academy Trust and in consultation with the school community.

Work with the Headteacher and the Senior Leadership Team to develop and ensure the effective implementation and evaluation of clear evidence informed improvement plans and policies for the Academy which are realistic, timely, appropriately sequenced and suited to the context of the Academy and lead to sustained school improvement over time.

Work with the Headteacher and the Senior Leadership Team to provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students welfare and developing good behaviour in the Academy and in wider society.

To take strategic responsibility for evaluating Pastoral Systems and Structure across the Academy and making recommendations to the Headteacher for future developments.

KEY RESULT AREAS

1. Work with the Headteacher to share, communicate and contribute to the Academy's vision, mission and values and develop the Academy's offer to drive the culture and performance to achieve excellence.
2. Work with the Headteacher to ensure systematic and rigorous self-evaluation of the work of the Academy, collecting and using accurate data to understand its strengths and weaknesses.
3. Leading specific initiatives and co-ordinating development programmes to ensure the Academy promotes and achieves the highest standards of behaviour, attitudes and attendance.
4. To have strategic oversight and provide professional line management in the areas of SEND and safeguarding.
5. Establish and sustain high expectations of behaviour for all students built on relationships, rules and routines which are understood clearly by all staff and students.

6. Analyse and share data relevant to the post and prepare reports based on this data for the Headteacher, SLT, Local Governing Body and central Trust Team and board/committees.
7. Lead on admissions, including the strategic lead for alternative provision.
8. Line manage and provide professional development for Assistant Headteachers, Heads of Year, pastoral, inclusion and attendance staff; including strategic leadership of strong and consistent systems and processes.
9. Strategic oversight of attendance and punctuality leading to improvements in whole-school attendance and punctuality.
10. Ensure that pastoral support is inclusive and meets the needs of all students, particularly those who are vulnerable, have SEND or are looked after.
10. Liaising with other staff across the Academy, across Trust schools and appropriate external agencies to protect children, ensuring their development, health and well-being.
11. Contribute to strategies, plans and opportunities across Tyne Coast Academy Trust.
12. Work with the Headteacher to distribute leadership throughout the school, including leading the wider Leadership Team, and holding colleagues to account for their decision making, whilst securing rapid improvement in all areas of the Academy.
13. Provide leadership which will inspire, motivate, challenge and support all staff employed by the school ensuring a culture of high staff professionalism
14. Create strong relationships with feeder and local schools. Form a seamless transition offer leading to strong progress as soon as children join the Academy.
15. Work in association with the wider Leadership Team, Trust Leaders and Governors to build and sustain constructive relationships beyond the Academy, working in partnership with parents, carers and the local community.
16. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.
17. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
18. Ensure compliance with Academy requirements, policies, systems and procedures throughout the Academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.
19. To carry out additional responsibilities as requested by the Headteacher and/or Senior Trust staff.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Walker Riverside Academy and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The Trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the Academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy Trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the Academy Trust can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the Academy Trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the Academy and Safety Policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the Academy Trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The Academy Trust is committed to safeguarding and the Prevent Duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The Academy Trust expects all staff and volunteers to share this commitment.

Person Specification

Deputy Headteacher

Area	E = Essential Criteria D = Desirable Criteria		Stage Identified
	Criteria	Attribute	
Qualifications & Education	E	Recognised Teaching qualification	A/C
	E	Evidence of commitment to personal leadership development and continuous professional development	A/C
Experience & Knowledge	E	Substantial and successful experience of whole-school senior leadership	A/I/R
	E	Evidence of leading on and making a substantial contribution to the effective management of change	A/I/R
	E	Experience of leading and managing staff, including building effective teams, building capacity in staff and performance management	A/I/R
	E	To have taken an active involvement in school self-evaluation, improvement and development planning	A/I/R
	E	Ability to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I/R
	E	Experience of pastoral leadership including behaviour, attendance and safeguarding	A/I/R
	E	Experience of partnership working with parents and the wider community, including external agencies	A/I/R
	E	Understanding of the principals of raising levels of student attendance	A/I/R
	E	Experience/understanding of the SEND Code of Practice	A/I/R
Skills	E	Ability to provide leadership and management in a school wide setting	A/I/R
	E	Ability to work with others to set appropriate targets for school improvement and to establish, monitor and evaluate an action plan in relation to those targets	A/I/R
	E	High order communication and interpersonal skills	A/I/R

	E	Ability to interpret qualitative and quantitative data to identify trends, understand strengths and weaknesses and produce high quality reports	A/I/R
	E	Successful record of developing colleagues through effective professional development linked to appraisal	A/I/R
	E	Ability to develop and implement the school vision and values, and promote inclusivity and diversity within a framework of British Values	A/I/R
	E	To work to high professional standards, strategically and operationally, leading by example and holding all staff to account for their professional conduct and practice	A/I/R
	E	To be able to lead and manage change in all areas of the school's work	A/I/R
Personal Attributes	E	An ability to lead and manage others	A/I/R
	E	A commitment to demand and achieve ambitious standards for students through setting challenging goals and targets	A/I/R
	E	A commitment to work with the Headteacher and wider leadership team, Tyne Coast Academy Trust, Trustees and the Local Governing Body to set school strategy and enable effective governance	A/I/R
	E	A commitment to maintaining confidentiality at all times	A/I/R
	E	A commitment to leading the safeguarding of all students and promoting the welfare of children and young people	A/I/R

Key: Where Assessed

A – Application Form

C – Certificates

I – Interview

R – References

OTHER REQUIREMENTS

Application forms should be clear and concise, should be complete in full and should include a personal statement to address the criteria as identified in the personal specification. A covering letter should be no more than one side of A4.



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0191 295 8660



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