



# Deputy Headteacher

To commence 1<sup>st</sup> September 2025

## Plantation Primary School Recruitment Pack



MAXIMISING POTENTIAL



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# Welcome

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Dear Applicant,

Thank you for your interest in the Deputy Headteacher vacancy at Plantation Primary School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from 1<sup>st</sup> September 2025.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Plantation Primary School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs G Worrall  
Executive Headteacher  
Plantation Primary School



# Plantation Primary School

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Plantation Primary School is a vibrant and inclusive primary school located in the heart of Halewood, Knowsley. As we expand from a two-form to a three-form entry school, we are seeking dedicated and passionate educators to join our team. With a commitment to recruiting, nurturing, and developing staff, we offer a supportive and welcoming environment where every team member is valued.

- **Opportunities for Growth:** Join a growing school with a proven track record of staff development
- **A Collaborative Environment:** Work as part of a supportive team with excellent colleagues
- **An Inclusive Community:** Be part of a school that values diversity and inclusion
- **Modern Facilities:** Benefit from a new school building programme and ongoing refurbishments
- **Expansive Grounds:** Utilise extensive school grounds to enhance the learning experience of our pupils.
- **A Network of Support:** Access support and networking opportunities within the Rowan Learning Trust.
- **A Nurturing Restorative Approach:** Embrace a restorative, trauma informed behaviour approach in our school culture.
- **Your Professional Development:** Develop leadership skills as a subject leader and support the wider school.
- **Strong Governance:** Enjoy the backing of a supportive governing body and uphold our Super Values.
- **A Warm Welcoming Atmosphere:** Join a friendly and welcoming school community with supportive staff.

## Why Join Us?

- Make a significant impact in a school that values your growth and development.
- Collaborate with a supportive team and benefit from excellent colleague support.
- Contribute to an inclusive school community that prioritises diversity and equality.
- Work in a modern school environment with ongoing refurbishments and ample resources.
- Utilise extensive school grounds to enhance the learning journey for our pupils.
- Access support and networking opportunities within the Rowan Learning Trust.
- Embrace a restorative behaviour approach and develop leadership skills as a subject leader.
- Join a warm and welcoming school community with a strong ethos supported by our Super Values.
- Enjoy the backing of a supportive governing body committed to your success.



# The Rowan Learning Trust

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The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 5000+ students
- 12 schools
- 13 sites
- 800+ employees
- 5 local authorities
- £37,000,000+ annual budget
- 80+ governors



# Job Description

## Deputy Headteacher

|                |   |
|----------------|---|
| Location:      | Plantation Primary School, Hollies Road, Halewood, Liverpool, L26 0TH |
| Salary:        | Leadership Pay Spine, L10 – L14                                       |
| Working hours: | As specified in the STPCD   |

## Main Purpose of Post

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy
- Under the overall direction of the headteacher, play a lead role:
  - In formulating the aims and objectives of the school and establishing the policies through which they are to be achieved
  - Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
  - Proactively manage staff and resources
- Take full responsibility for the school in the absence of the headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

## Shaping the Future

- In partnership with the headteacher and governors, establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- Manage school resources in partnership with the headteacher
- Devise, implement and monitor action plans and other policy documents
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

## Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff



- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning, and the development of a creative and appropriate curriculum for students
- Ensure all learners have access to the highest educational provision possible so that they achieve well as individuals and that the achievement of the school as a whole, is high
- Develop a whole school curriculum and ethos which effectively equips young people to play an active and responsible role in the modern society
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to ensure improvements comparable to appropriate national standards
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning

### **Developing Self and Others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff / trainees / volunteers in the school in the absence of the headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including the development and maintaining of the whole school curriculum to ensure it at least meets statutory requirements and, beyond this, meets the needs of the school context and its pupils
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with school improvement plan and performance management
- Lead the annual appraisal process for all identified teaching and support staff

### **Managing the Organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the headteacher, undertake key activities related to professional, personnel / HR issues
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff
- To undertake any professional duties, reasonably delegated by the headteacher

### **Securing Accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health, safety and welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school





## **Strengthening Community**

- Work with the headteacher in developing the policies and practice which promote inclusion, equality, and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents / carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

## **DSL – Designated Safeguarding Lead**

### **Vision and Purpose**

1. To lead in facilitating the development of safeguarding and child protection policies, training, procedures, and guidance for the setting, ensuring that the CP Policy is reviewed annually by the governing body
2. To undertake appropriate child protection training every 2 years in order to:
  - a. Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments
  - b. Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so
  - c. Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff
3. To receive and coordinate referrals, arranging action and reviewing services for children and families
4. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection, ensuring that all records are forwarded to any new school the child may attend
5. To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
6. To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
7. To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
8. To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned by setting from planning and intervention meetings are successfully carried out and monitored.
9. To liaise with the Head Teacher or Principal to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
10. To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
11. To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them

### **Accountability**

1. Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children
2. Attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required



3. Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting
4. To maintain confidentiality at all times
5. To contribute to service development, including responsibility of the delivery of new staff induction package and arrangements for all staff training
6. To liaise and co-ordinate with colleagues within own setting and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations within the setting
7. Identify vulnerable children within the setting and ensure that all staff are made aware of who these children are

### **General duties**

1. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
2. To ensure that the Section 175 Audit published by Knowsley Safeguarding Children Board is completed annually and returned by deadline and reviewed regularly

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.





# Person Specification

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The essential educational qualifications and experience criteria are:

- Graduate teacher
- Minimum of four years total teaching experience in primary schools upon taking the post
- Evidence of successful middle leadership experience
- Evidence of further professional development in education management

It is essential that applicants have been involved in the following whole school issues:

- Self-evaluation and improvement planning
- Staff development
- Directing and coordinating the work of others
- Establishing and developing successful policies and procedures
- Improving the quality of teaching and learning

The successful candidate will also demonstrate:

- An empathy with children
- Outstanding teaching
- The ability to establish effective working relationships at all levels
- The ability to motivate colleagues and promote the development of an effective working team
- An understanding of students' educational development, learning and teaching methodologies
- Appropriate management skills
- An excellent record of attendance and punctuality

Finally, shortlisted candidate will be able to demonstrate at interview that they:

- Possess high level leadership qualities
- Possess high levels of motivation and commitment
- Can think analytically and innovatively
- Have an awareness of current educational development and the implications of relevant educational legislation



# How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [p.robinson@rlt.education](mailto:p.robinson@rlt.education)

Alternatively, send a hard copy to:

Mrs G Worrall  
Executive Headteacher  
Plantation Primary School  
Hollies Road  
Halewood  
Liverpool  
L26 0TH

Closing Date: 9am, Wednesday 21<sup>st</sup> May 2025

Interviews will be arranged with candidates who we wish to progress to the next stage of the recruitment process on Friday 23<sup>rd</sup> May 2025.

Plantation Primary School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

Plantation Primary School is an equal opportunities employer.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464



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