



*Proud to be Primrose Lane*

Deputy Headteacher Vacancy

Permanent Post

Candidate Information Pack

Closing date: Tuesday 4<sup>th</sup> March at 12.00 noon

Short Listing: Friday 7<sup>th</sup> March

Interviews: Monday 17<sup>th</sup> & Tuesday 18<sup>th</sup> March



## *Proud to be Primrose Lane*

### Job Details

Start Date: September 2025

Pay scale: L2- L6 (£51,280- £56,593)

Starting point on scale dependent on experience

Contract Type: Fulltime/ Permanent

Application Closing Date: Tuesday 4<sup>th</sup> March at 12.00 noon

Shortlisting Date: Friday 7<sup>th</sup> March 2025

Interview Date: Monday 17<sup>th</sup> & Tuesday 18<sup>th</sup> March 2025

### **About Primrose Lane**

Primrose Lane is a community primary school with 200 children aged 3-11. Our school is close to the centre of Boston Spa, an attractive rural village located on the outskirts of Leeds. Primrose Lane is proud of its reputation as a caring and successful school focused on learning and individual achievement.

We are a nurturing and inclusive school, providing a broad and balanced curriculum to ensure all children within our care develop a love of learning and can make progress, no matter their background or special educational need.

Primrose Lane is part of Wharfe Valley Learning Partnership, a group of local schools who work together to ensure consistently high standards of teaching and learning across the partnership. School leaders and governors from each school work together to provide 'critical friendship', collaboration and professional development opportunities for all staff and governors.

The school is on an exciting journey of school development following our most recent Ofsted (December 2023). With the substantive Headteacher now in post, the governors are seeking to appoint a Deputy Headteacher who can support the Headteacher to drive forward rapid school improvement.

The Deputy Headteacher will play an integral role in the overall strategic leadership and management of the school, supporting with building a school culture that is nurturing and rigorous. The successful candidate will share responsibility for the day-to-day management of the school responding to the needs of children and staff. They will be our dedicated Personal Development lead working closely with the Headteacher to develop outstanding and inclusive teaching and learning practice which will ensure all pupils make the required progress and realise their potential.

## Deputy Headteacher job summary

### Important qualities in our new Deputy Head:

- An excellent classroom practitioner with high expectations of all pupil groups.
- Passionate about teaching and learning and can motivate and enthuse pupils and colleagues.
- Nurturing whilst setting high expectations, along with the Headteacher creating a positive culture for the holistic development of all children.
- The ability to engage in difficult conversations in a productive and professional manner.
- Proven track record in building a close and productive partnership with parents and the wider community.
- Promote and maintain a culture of high expectations for all staff.
- Have a fair, positive and calm approach to ensure all pupils meet high expectations of excellent behaviour.
- A pro- active subject leader with experience of effective subject leadership.
- Committed to equity and inclusion recognising the excitingly diverse world children will be part of.
- A good understanding of how a school supports children's development beyond the academic.
- Positive, motivating, confident, inspiring, and fun!

### The role will include:-

- Responsibility for the progress and attainment of the children in their class.
- Working with the Headteacher to manage teaching and curriculum support staff.
- Implementing and reviewing the curriculum and its assessment alongside subject leaders.
- Supporting the Headteacher in strategic direction and development to plan, allocate and evaluate the work undertaken in school, ensuring clear delegation of tasks and responsibilities and continued rapid improvement.
- Promoting the safeguarding of all pupils
- Communicating with pupils and parents and listening to any concerns.
- Leadership of Personal Development and of a core subject.

### We can offer you:

- A friendly school that is a happy and healthy place to learn and work.
- A strong commitment to continuous professional development including working in partnership with Roundhay School and the the Wharfe Valley Learning Partnership
- The chance to be part of a school that is passionate about **inspiring** our pupils and enabling them to reach their full potential.
- A chance to be a part of a caring and nurturing environment with an exciting vision for the future
- A commitment to support you and your professional development.

For more information about our school, please look on our [website](#)

The successful applicant will become part of a team that is enthusiastically driving the school forward. We are a warm, inclusive school with strong ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

If you are an inspiring leader with a passion for Personal Development and are committed to making a lasting difference in the lives of our pupils, we would love to hear from you.

We welcome visits to our school; please contact the school office to arrange, either by email [info@primroselane.leeds.sch.uk](mailto:info@primroselane.leeds.sch.uk) or by phone 01937 842 667.

Details of the interview arrangements will be sent out to those on the shortlist by **Monday 10<sup>th</sup> March**. If you have not heard from us by this date, please assume that your application has not been successful on this occasion.

### **Commitment to safeguarding**

*The school is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line. We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.*

## Job Description

<b>1. PURPOSE OF THE JOB</b>
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:
<ul style="list-style-type: none"><li>• Formulate the aims and the objectives of the school</li><li>• Establishing the policies through which they are to be achieved</li><li>• Managing staff and resources towards their achievement</li><li>• Monitoring progress towards their achievement</li><li>• Lead the development, implementation, and evaluation of the school's personal development curriculum, ensuring it is tailored to the needs of all pupils and supports their holistic growth</li></ul>
<b>2. THE STATUTORY REQUIREMENTS</b>
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.
<b>3 . DUTIES AND RESPONSIBILITIES</b>
<b>Shaping the future</b>
<ul style="list-style-type: none"><li>• Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.</li><li>• Motivates and works with others to create a shared culture and positive climate</li><li>• Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement</li></ul>
<b>Leading teaching and learning</b>
<ul style="list-style-type: none"><li>• Be a good role model to all teaching staff within the school and reflect a high level of professional teaching standards</li><li>• Demonstrates and articulates high expectation and set stretching targets for the whole school and /or key stage areas</li><li>• Monitors, evaluates and reviews class room practice and manages improvement strategies.</li><li>• Analyse and interprets school data to inform class room practice across the school</li></ul>
<b>Developing self and working with others</b>
<ul style="list-style-type: none"><li>• Manages positive working relationships with all staff.</li><li>• Motivates and challenges all staff to maintain high expectations of behaviours..</li><li>• Develops and maintains effective strategies and procedures for staff induction, professional development and performance review</li></ul>
<b>Managing the organisation</b>
<ul style="list-style-type: none"><li>• Recruits, retains and deploys staff appropriately</li><li>• Implements evidence-based school development plans and policies for the organisation and its facilities</li><li>• Ensures that policies and practices take account of national and local policies and initiatives</li><li>• Manages the school environment to ensure that the school meets all health and safety regulations</li><li>• ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care and as the Designated Safeguarding Lead fulfil the statutory duties as defined in KCSIE 2024 (<i>insert where the DHT is the DSL or DDSL</i>)</li></ul>
<b>Securing accountability</b>
<ul style="list-style-type: none"><li>• Managers staff roles and ensures that responsibilities are clearly defined, understood and agreed</li><li>• Works with the governing body or Governing body sub groups to enable them to meet their statutory responsibilities</li><li>• 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.</li><li>• Monitor and evaluate the impact of the personal development provision, using data and feedback to inform continuous improvement.</li></ul>
<b>Strengthening the community</b>

- |  |
|--|
| <ul style="list-style-type: none"><li>• Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community</li></ul>  |
| <ul style="list-style-type: none"><li>• Builds the reputation of the school with the outside community</li></ul>   |
| <ul style="list-style-type: none"><li>• Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development</li></ul> |

<b>Child protection</b>
-------------------------

- |   |
|---|
| <ul style="list-style-type: none"><li>• Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.</li></ul>           |
| <ul style="list-style-type: none"><li>• Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.</li></ul> |

**Deputy Headteacher**  
**PERSON SPECIFICATION**

**Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

<b>Knowledge, Experience and Skills</b>		
	Essential / Desirable	How identified
<b><i>Leadership and management</i></b>		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff		
Ability to use HR policies and procedures		
Ability to make and implement difficult decisions	E	App/SP
<b><i>Shaping the future</i></b>		
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
<b><i>Leading teaching and learning</i></b>		
Being a good role model in all teaching standards	E	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
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
<b><i>Developing self and working with others</i></b>		
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

<b>Managing the organisation</b>		
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations	D	App/SP
<b>Securing accountability</b>		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	D	App/SP
<b>Strengthening the community</b>		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Promotes the school	D	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
<b>Child protection</b>		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
<b>Qualifications and training</b>		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
NCSL – Leading from the middle (or another NCSL leadership programme)	D	App/SP
<b>Personal qualities and attributes</b>		
Moral purpose (Equality, children and adults treated with respect)		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred		SP
Resilient		SP
Integrity		SP
Self motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines		SP
Enthusiastic and optimistic		SP
Excellent problem solving/analytical skills		SP



Self awareness, knowledge of strengths and limitations		SP
--	--	----