

Rye Community Primary School, Part of Aquinas

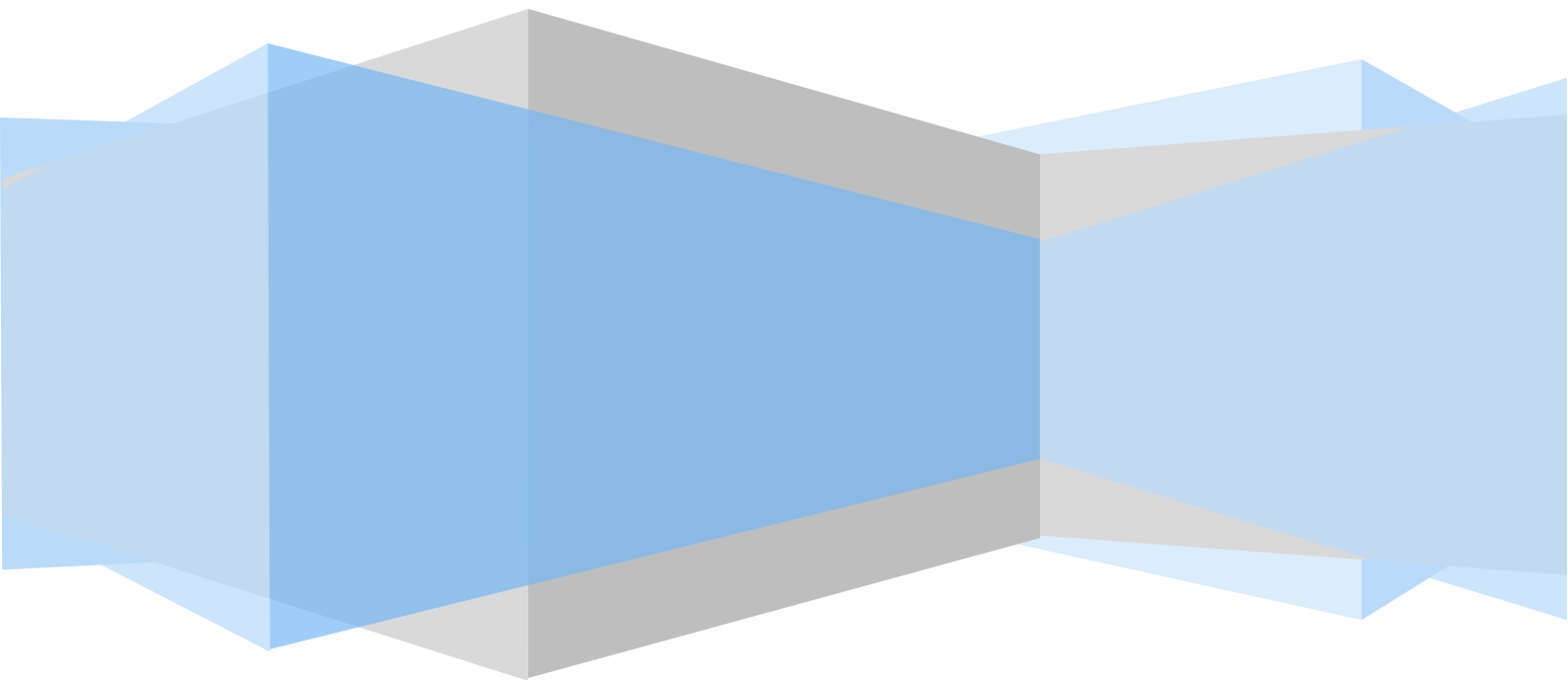
www.ryeprimary.co.uk

www.aquinastrust.org

Application Pack

Deputy Headteacher

Required: September 2025



DEPUTY HEADTEACHER

Are you a passionate and dedicated leader ready to make a lasting impact in our vibrant primary school community? At Rye Primary School, we are seeking an inspirational Deputy Headteacher to join our leadership team and help drive excellence in teaching, learning, and pastoral care.

This is an exciting opportunity for an ambitious and motivated professional to play a key role in shaping the future of our school. If you are committed to fostering a nurturing and high-achieving environment where every child can thrive, we would love to hear from you.

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than a Headteacher.

Introduction:

The successful candidate will:

- be an outstanding teacher.
- have excellent communication skills.
- have a confident manner.
- have good IT skills and the ability to use various software packages, and social media platforms.
- have excellent time management skills and the ability to prioritise tasks.
- pay attention to detail.
- have a great sense of humour.

In return, we offer:

- a happy community committed to providing the best education for our pupils built upon a strong sense of belonging and mutual respect, giving our children the freedom to flourish and succeed.
- professional development of all colleagues.
- a distinctive local context ensuring we place inclusivity at the heart of all we do.
- a skilled and experienced team of professionals.
- a school in which the pupils flourish in an open, supportive environment and achieve high standards as a result.

Rye Primary is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, for the role against the person specification and job description.

- Closing date for applications: **5pm Monday 28th April**

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- Interviews: **Wednesday 7th May**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **September 2025**

APPLYING

Please send the completed application form by email to HR Director, Aquinas CE Education Trust at Aquinas.recruitment@aquinatrust.org

Rye Primary is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

OVERVIEW

DETAILS

Job Title:	Deputy Headteacher
Salary Range:	L3 – L12
Hours:	Full time
Accountable to:	Headteacher

MAIN DUTIES

PURPOSE

- To raise standards across the school with particular focus on teaching and learning as directed by the Headteacher;
- To make strategic evaluations of teaching, learning and personnel issues;
- To support the school in securing effective education for all pupils and the continuous improvement and learning in the school;
- To lead on developing, organising and co-ordinating the management of the curriculum and assessment across the school;
- To assist the Head in the organisation, management and development of the school, carrying out specific duties including aspects of the standards agenda;
- To carry out teaching duties as required with dedicated management/leadership time ;
- To assume responsibilities of the Head in their absence;
- To be responsible for promoting and safeguarding the welfare of children and young people within the school;
- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for leadership and the trust's policies;
- To deputise in the absence of the Headteacher.

This appointment is subject to the current conditions of employment of Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the Education Act 2011, the required standards for Qualified Teacher Status, other current educational legislation, and the school's articles of government.

- You are required to carry out the duties of a school teacher as set out in paragraphs 50.1 to 50.16 (inclusive) of the School Teachers' Pay and Conditions Document 2020 (hereafter called the Document).
- You are required to carry out such professional duties which form part of paragraph 48 of the Document which the Headteacher may reasonable ask you to undertake.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Under the direction of the Headteacher to:

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.

- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work.
- Support rigorous evaluation of the effectiveness of the school's targets, policies and developments.
- Support the appraisal cycle by developing and organising varied, stimulating and relevant staff meetings and training days throughout the year.
- Actively contribute to the development of all aspects of school life to ensure innovation, forward thinking and creativity remain at the heart of the school's purpose.
- Ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- Assist the Head in managing school finances and resources astutely to maximise their use and value.

TEACHING AND LEARNING

With the Leadership Team:

- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Ensure pupils are aware of the high expectations of behaviour.
- Establish a positive and enriching culture for pupils whilst encouraging positive and respectful relationships within the school community.
- Monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupil's work.
- Ensure formative assessments are utilised appropriately and effectively.
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

PUPIL AND STAFF SUPPORT

With the Leadership Team:

- Maximise staff contributions with the aim of improving the quality of education provided and standards achieved through utilising an efficient delivery of the appraisal process.
- Hold all staff to account for their professional conduct and practice, addressing any under-performance and working alongside staff to improve.
- Create an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff within the school.
- Ensure reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
- Ensure the curriculum is both broad and structured, clearly setting out the knowledge, skills and values that will be taught.
- Be responsible for promoting and safeguarding the welfare of pupils through ensuring that the school's safeguarding policy and procedures are adhered to.
- Establish constructive relationships within and beyond the school by working alongside the community, including with parents.
- Work successfully with other schools, creating and maintaining a climate of mutual support.

- Forge relationships with fellow professionals across other public services, with a view of improving the educational outcomes of all pupils.

PUPIL WITH SEND AND ADDITIONAL NEEDS

With the Leadership Team:

- Ensure the school fulfils its duties in regard to SEND Code of Practice.
- Sustain a culture which allows all pupils to access the curriculum and learn efficiently.
- Ensure the school enables the development and learning of pupils with SEND and additional needs by working in partnership with parents and professionals to identify additional support they may require.

OTHER DUTIES

- To attend meetings and training sessions as required, including meetings of the ACC.
- To work in support of whole school development plans.
- Enable a culture of high professionalism amongst staff
- To take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
- Undertake any other duties commensurate with the level of the post, as required.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Trust's equality policy and statutory responsibilities.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

PERSON SPECIFICATION

Deputy Headteacher

Attributes	Description	Essential/ Desirable
Qualifications and training	Qualified Teaching Status	E
	Evidence of continuing professional development	E
	Have a 2:1 or above degree in a relevant subject area.	E
	Any other qualification relevant to a leadership role	D
Experience		
	Experience in a leadership role	E
	Experience of working throughout the primary age range	E
	Evidence of managing and making a substantial contribution to the effective management of change.	E
	Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils.	E
	Evidence of effective teaching, assessment and target setting.	E
	Experience of analysing data and using it to inform future practice.	E
	Experience of leading a significant area, e.g. responsibility for raising standards across the whole school.	E
	Experience of making effective use of funding and other resources	D
Knowledge and understanding	Develop and implement strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for pupils.	E
	Monitor performance management and manage effective professional development.	E
	Ability to motivate and engage pupils to maximise learning opportunities and outcomes.	E
	Effectively use ICT to support teaching and learning.	E
	Manage pupils' behaviour and attitudes to learning.	E
	Engage parents in their children's learning and the work of the school.	E
	Excellent communication skills and proven ability to listen to, understand and work effectively with the school community	E
	Work in partnership with other schools in the Trust.	E
	Demonstrate experience of success with a range of external partners.	D
	A clear understanding of and commitment to promoting safeguarding pupils.	E
Personal Effectiveness	Ability to prioritise and manage time appropriately, with the ability to work under pressure and to deadlines	E
	Determination to achieve challenging professional goals. the school's aims positively.	E
	Willingness to take full responsibility for their own professional development.	E
	Able to demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.	E
	Create a positive personal impact, conveying authority, confidence and approachability.	E

Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.

Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.

Blue Light Card



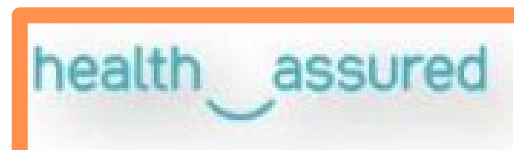
BLUE LIGHT CARD.

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high-quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time childcare at our term-time pre-school between 8:30 am and 3:15pm. Starfish Pre-school: "Where the journey begins..."

