

# Deputy Headteacher





# Headteacher's Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 27 teachers and 43 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 170 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

We have high expectations for student outcomes, alongside an equally strong commitment to supporting pupils to overcome their individual barriers to learning. All of our students have learning difficulties, and over 40% are autistic or have social communication needs; a similar proportion have speech and language difficulties, while others experience physical challenges or complex health care needs. Staff at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk) and one of the team will get back to you. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson  
Head teacher



# Job Advert

## Deputy Headteacher Outstanding Secondary Special School

**Pay scale WL12 to WL16  
(FTE £69,332 to £76,481pa)**

We are seeking an exceptional, ambitious and values-driven leader to join our dedicated and experienced Senior Leadership Team as Deputy Headteacher at our Outstanding secondary special school for pupils with moderate learning difficulties (MLD).

This is an exciting opportunity for an experienced leader ready to make a significant whole-school impact, contribute to strategic leadership, and help shape the next phase of the school's development. The role will particularly appeal to candidates who are aspiring to headship and are keen to develop their leadership experience within a highly supportive and successful environment.

We welcome applications from:

- Experienced leaders from special or mainstream settings
- Primary or secondary specialists with relevant leadership experience
- Candidates with a strong commitment to inclusive practice and SEND

The successful candidate will join a highly skilled, collaborative and committed staff team and will play a key role in driving continued excellence and future development.

### Why join us?

- Consistently judged outstanding by Ofsted (2009, 2012, 2016, 2018, 2024)
- A thriving and ambitious school, exceptionally well-placed to move confidently into its next phase of development, supported by outstanding facilities and a superb, committed staff team.
- Robust support, coaching and development for senior leaders
- A strong commitment to staff wellbeing, with staff voice valued and promoted through an active staff voice group
- Working within a forward-thinking, values-driven and highly supportive Trust (WMAT) that invests in leadership development.



# Job Description

## Deputy Headteacher Job Description

The Abbey School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description reflects the requirements of the School Teachers' Pay and Conditions Document (STPCD) and the vision, aims and policies of the Governing Body.

### Job details

**Salary:** WMAT: WL12 - WL16 (£69,332 to £76,481pa)

**Hours:** Full Time

**Contract type:** Permanent

**Reporting to:** Headteacher

**Responsible for:** Line management of all teachers (including interventions teacher)

### Main purpose

- Provide vision and professional leadership as part of the Senior Leadership Team (SLT) of the school ensuring outstanding quality education for all students and improved standards of achievement
- Oversee the 'day-to-day' operational running of the school
- Lead the school in the absence of the Head teacher
- Satisfy the aims of the school through the implementation of the policies of the Local Governing Body and Trust
- With the Leadership Team, develop an outstanding learning environment and manage the resources to promote and secure the achievement of both students and staff
- Work with the whole staff to develop a strong learning environment that has, at its centre, high expectations of learning, work, performance, academic achievement and behaviour
- Work with the SLT in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards



## Duties and responsibilities

### Strategic Direction and Development of the School:

#### The Deputy Headteacher will:

- Have the ability to support the Head Teacher in successfully developing and improving an already outstanding school further
- Have a dynamic vision of special education
- With the Leadership Team, as required, advise the governing body and Trust on the formulation of its policies and their implementation
- Assist the Headteacher (HT), Assistant Headteacher (AHT) (Admissions) and SENDCo overseeing and coordinating the school admissions process including managing and attending tribunal cases
- Assist the HT and Operations Manager in overseeing and delivering whole school projects
- Work with the HT, other members of the SLT, staff and governors in the development, implementation and review of the School Development Plan including regular monitoring and evaluation
- Work with the HT and other members of the SLT in the development and review of the School Evaluation Form (SEF) each year

### Teaching and Learning

#### The Deputy Headteacher will:

- Take lead responsibility for ensuring the best possible curriculum offer, provision, wellbeing, progress and achievement for all children
- Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice coaching, mentoring and supported self-evaluation for teaching and learning staff
- Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations and pop ins, learning walks, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions
- Ensure that there is a robust system in place for all aspects of teaching, learning and assessment including assessment practices, feedback, homework and planning
- Liaise with subject leads and coordinators ensuring that all subject policies and protocols (including risk assessments) are in place and up to date
- Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environment
- Oversee the staffing of the curriculum timetable for each academic year with the Data Manager
- Teach classes to model good practice, develop relationships and ensure quality first teaching to secure the smooth running of the school
- Oversee and coordinate the Preparation for Post 16 morning with the Head of year 10/11



- Lead Quality of Education groups and sessions, setting relevant agendas for regular meetings (that link in with the SDP/SEF) and use it as a vehicle to raise standards
- Work with subject leads/coordinators to ensure that the school offers a high quality, exciting, engaging, well-resourced, differentiated and well-matched curriculum for all children
- Organise and coordinate whole school INSET/CPD
- Take responsibility for the induction, deployment and oversight of student teachers and ECTs ensuring all safeguarding requirements are met and that their work in school supports the learning and well-being of all children
- Ensure that learning is at the centre of strategic planning and resourcing
- Plan, deliver and coordinate the delivery and development of CPD that supports the needs of staff at the school and ensures the quality of teaching, learning and assessment is of a consistently high quality.
- Responsible for overseeing that up-to-date staff CPD records are maintained
- Establish comprehensive systems to monitor the quality of teaching, learning and assessment with the appropriate support mechanisms to be in place to ensure teaching is of a consistently high quality
- Ensure that parents/carers are fully involved and actively engaged in the life of the school and feel informed about the progress of their child
- Take the lead on teacher induction
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils, particularly AI

### **Leading and Managing Staff:**

#### **The Deputy Headteacher will:**

- Participate in the recruitment and selection of teaching and associate staff
- Provide line management to all teachers
- Oversee organisation of the school's performance management process
- Maximise the contribution of all staff to improving the quality of education provided and the standards achieved
- Maximise the effective deployment and performances of all staff; ensuring professional development of all staff through effective systems for the management of staff performance
- Create and maintain good working relationships among all members of the school community and support the school's community lead(s) as appropriate
- Sustain their own motivation and that of the staff
- Work with the SLT, Middle Leaders and teachers to take the school forward
- Be committed to work with loyalty to a dedicated SLT



## Efficient and Effective Use of Staff and Resources:

### The Deputy Headteacher will:

- Work with the Governors and Leadership Team to recruit staff of the highest quality
- Work with the Leadership Team to deploy staff effectively in order to improve the quality of education provided
- With the Leadership Team manage and organise the environment effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- With the Leadership Team ensure that the allocation and use of resources provides a positive learning environment that promotes the highest achievement for all
- With the Leadership Team seek to secure adequate resources for the school
- Have good ICT skills and have the ability to use ICT in a wide variety of ways

## Other duties and responsibilities:

### The Deputy Headteacher will:

- Lead the school in the absence of the Head teacher
- Be the Educational Visits Coordinator
- Set an outstanding example in terms of dress, punctuality and attendance and professional behaviour
- Undertake the role of DDSL and deputise for the DSL when required
- Have a teaching load of no more than 10%
- Work in partnership with the Clerk to the Governors to coordinate the review, update and implementation of all school and Trust policies
- Be an exemplar of good practice in your willingness to take on board new initiatives for school improvement
- Attend and report at Local Governor/Trustee meetings as required
- Promote the ethos and values of the school and the Trust amongst the wider community
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Undertake any other duties as may reasonably be directed by the Head teacher including occasional school holiday duties

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.



# Person Specification

CRITERIA	QUALITIES
<b>Qualifications</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Qualified Teacher status – graduate or teachers' certificate</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Post graduate qualification</li> <li>▪ NPQH</li> <li>▪ National Award for SEN Coordination (NASENCo)</li> </ul>
<b>Experience</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Proven senior leadership experience with a track record in strategic leadership, team management and school improvement</li> <li>▪ Successful and sustained teaching experience at Key Stages 1 &amp; 2 or 3 &amp; 4, with evidence of strong outcomes</li> <li>▪ Significant experience of teaching pupils with complex SEND</li> <li>▪ Demonstrable experience of leading and developing teaching and learning to secure consistently high-quality practice</li> <li>▪ A strong track record of outstanding classroom practice</li> <li>▪ Clear understanding of safeguarding and child protection, including experience of carrying out safeguarding responsibilities in line with statutory guidance</li> <li>▪ Experience of performance management and appraisal, including setting objectives, monitoring progress and supporting professional development</li> <li>▪ Proven ability to manage and de-escalate challenging behaviour effectively within a leadership role</li> <li>▪ Ability to model inclusive practice, high expectations, and a commitment to improving outcomes for vulnerable learners</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Proven senior leadership experience within a special school setting</li> <li>▪ Experience of coaching, mentoring, and developing staff, including early career teachers or middle leaders</li> <li>▪ Experience of teaching or overseeing a primary or secondary curriculum, particularly within a specialist or all-through setting</li> </ul>



<p><b>Knowledge</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Excellent knowledge of SEND and current legislation particularly the new white paper</li> <li>▪ Sound understanding of special needs education at secondary level</li> <li>▪ Excellent knowledge of the latest Teaching and Learning methods, strategies and research</li> <li>▪ A sound knowledge of the National Curriculum</li> <li>▪ Knowledge of data, assessment and progression guidance</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Working knowledge of careers curriculum and Gatsby benchmarks</li> <li>▪ Knowledge of restorative approaches</li> </ul>
<p><b>Analytical skills</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Ability to use and analyse comparative data and strategic information</li> <li>▪ Able to analyse school performance data to identify key trends and priorities</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Able to use information technology to enhance data analysis</li> </ul>
<p><b>Communication</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Well-developed oral and written communication skills</li> <li>▪ Outstanding communication at a level and in a manner appropriate to the audience.</li> <li>▪ Encourages dialogue to ensure high level of understanding</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Promote local links and community understanding of the role of the school</li> <li>▪ Ability to make presentations to stake holders</li> </ul>
<p><b>Organisational skills</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Able to plan and organise effectively both in the short-term and strategically</li> <li>▪ Have high expectations of students</li> <li>▪ Able to meet deadlines/ good time management</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Flexibility to manage both short and long-term change</li> <li>▪ Creativity and imagination</li> </ul>



<p><b>Leadership and Management</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Ability to take the initiative in a range of situations</li> <li>▪ Able to lead and motivate staff</li> <li>▪ Able to manage change</li> <li>▪ High levels of diplomacy and sensitivity</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Project management</li> <li>▪ Ability to select appropriate CPD training for staff</li> </ul>
<p><b>Personal Impact</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Demonstrates flexibility appropriate to circumstances</li> <li>▪ Communicates enthusiasm and energy</li> <li>▪ Maintains a high visible profile</li> <li>▪ Willingness to 'go the extra mile' for our students</li> <li>▪ Vision and drive</li> </ul>
<p><b>Personal Attributes</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Ambitious</li> <li>▪ Relentless to achieve better</li> <li>▪ Open minded</li> <li>▪ Proactive</li> <li>▪ Flexible approach to change</li> <li>▪ Excellent attention to detail</li> <li>▪ Enthusiasm and passion for students with SEND</li> <li>▪ Willing to go the extra mile</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

This post requires an enhanced DBS check.



## The Abbey can offer:

- Amazing students who want to learn
- A consistent approach to behaviour which ensures learning is not disrupted
- An additional 2 days holiday each year with our wellness (long) weekend in November
- Westfield Health Cash Plan  
<https://www.westfieldhealth.com/individual/health-cash-plan>  
This includes **reimbursement towards the cost of** dental, opticians, physiotherapy and other medical appointments. Your dependants are included at no extra cost to you!
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT
- Outstanding, state-of-the-art facilities across the school
- Extensive CPD opportunities that support professional growth in and out of the classroom, including six early closure days, five INSET days, and well-defined professional learning routes for teachers
- A welcoming and very supportive staff community
- On site car parking





## Expansion Project

The Abbey has very recently undergone a huge £7.8million investment expanding from a 2- to 3-form entry school to support Surrey County Council's SEND Sufficiency Strategy.

As a result The Abbey now has:

- 15 general classrooms, nine of which are newly built
- A newly equipped Food Technology classroom
- A specialist Art room in a new, enhanced space
- A purpose-built Music and Drama classroom
- A newly built Design Technology classroom
- Two specialist Science laboratories, one of which is newly built

In addition, there is:

- A full-size sports hall, supported by two newly built PE storage areas
- A newly built multi-use games area (MUGA)
- A modern, purpose-built staff room
- A newly constructed school office
- A welcoming, fully furnished waiting area for parents, carers and visitors
- A purpose-built conference and meeting room
- Three additional therapy rooms
- Newly built boys' and girls' PE changing rooms
- Five additional office spaces
- Two newly built accessible (disabled) toilets
- A state-of-the-art staff workroom with 12 workstations
- A 'Cubbie' immersive sensory space, designed to support sensory regulation through professionally tailored programmes for students

This is a really exciting time for The Abbey as we expand and flourish in our new buildings with their first-class technology!

Over recent years, as part of the school's expansion project, we have undertaken a comprehensive refurbishment of our IT infrastructure. An investment of over £200,000 has transformed our network and systems. All classrooms are now equipped with state-of-the-art interactive whiteboards, Wi-Fi and an internet-based phone system. Every student has been issued with a school-funded Chromebook, which is embedded into daily teaching and learning. In addition, all IT systems have fully migrated to the cloud.



# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

**Zoe Mackie**  
**Operations Manager**  
**The Abbey School, Menin Way, Farnham GU9 8DY**  
**e-mail: [recruitment@abbey.wmat.org.uk](mailto:recruitment@abbey.wmat.org.uk)**

The Abbey School reserves the right to interview candidates before the closing date.

**PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED**

**Closing Date: Wednesday 22 April 2026**  
**Interview Date: Thursday 30 April 2026**

**Pre-visits are essential. To arrange a visit, please contact us on 01252 725059.**

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants

