



# WHITEWAYS PRIMARY SCHOOL

## DEPUTY HEADTEACHER

### RECRUITMENT PACK





# INTRODUCTION

## From the CEO

Dear Applicant

I am delighted that you are interested in finding out more about the position of Deputy Headteacher at Whiteways Primary School, one of our academies within Cascade Multi Academy Trust. Choosing the right school and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

The Deputy Headteacher position at Whiteways Primary School offers the successful applicant an exciting opportunity to join the leadership team at the school, working within a wider organisation where collaboration and partnership working are believed to be the key to success.

### **Who we are?**

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owlter Brook and Whiteways Primaries. All our schools have been graded Good by Ofsted. Two new schools are joining us in June 2026.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes Westfield Health, access to The Listening Service and private counselling.

If you would like to know more about us, please visit our website at [www.cascademat.co.uk](http://www.cascademat.co.uk) and come have a look round.

Thank you for showing an interest in working with us.

Sue Bridges  
CEO Cascade Multi Academy Trust





# INTRODUCTION

## From the Chair of Trustees - Pam Smith

Thank you for showing an interest in the role of Deputy Headteacher at Whiteways Primary School.

Whiteways Primary School is one of 4 schools within Cascade Multi Academy Trust, situated in the North of Sheffield. Cascade MAT has the highest aspirations for its pupils, parents, and staff members. We work hard to ensure that every child receives the very best education from the early years to the end of Key Stage Two. We aim for our pupils to transition into Key Stage Three secondary ready with a love of learning.

We have an active and engaged Trust Board and Governing Body whose members take their responsibilities seriously. We have a passion for learning and our community. We work collaboratively and constructively with our CEO. We are united in our commitment to our schools and the responsibility we share for each school's long-term success. We are an exciting team who work well together, bringing different skills and sharing the values and vision of the Trust.

Working within Cascade MAT will mean you will be given continued opportunities to challenge and develop your skills, working with a variety of experienced and skilled colleagues.

If you have the ambition for yourself, the staff and children in our care, you will enjoy working with us.

We trust that after exploring our pack and visiting Whiteways Primary School, you will feel inspired to apply. Should you be appointed, I very much look forward to welcoming you to our team and collaborating closely.

Pam Smith  
Chair of Cascade Trust Board



## Joining in 2026



# OUR VISION



To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

## Our Trust enjoys the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels
- A shared business platform which makes best use of resources and benefits from economies of scale
- A shared ethos within which the unique identity and character of each school can flourish

# OUR PRINCIPLES



In our schools, we ensure that our pupils benefit from:

## An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have the opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum inspire all children to succeed.

## High Quality Provision

- High quality teaching and learning in all subjects leads to the acquisition of life skills and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

## A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

## We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

# WHO WE ARE



Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs and strive to help them fulfil their potential.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

## **Beck Primary School**

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

## **Hucklow Primary School**

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

## **Owler Brook Primary School**

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

## **Whiteways Primary School**

We envision a dynamic and inclusive learning community where every child is empowered to achieve their fullest potential. Our commitment is to nurture a love for learning, foster creativity, and instil values of respect, responsibility, and resilience. We strive to create a safe and supportive environment where diversity is celebrated, and every pupil is prepared to thrive in an ever-changing world.

# ABOUT WHITEWAYS



At Whiteways Primary School, we are proud to be described by everyone in our community as "one big family." We take seriously the trust families place in us, and we believe every child achieves more when staff, parents, and carers work together. Our school is a large primary with two classes per year group, catering for children from age 2 to Year 6. We also have an Integrated Resource for children with an Education, Health and Care Plan for social communication needs.

Whiteways is a vibrant, inclusive school: 90% of our pupils are EAL learners, 64% are eligible for free school meals, and 26% have special educational needs. We use our funding strategically to ensure every child enjoys an enriching, inclusive education.

## Our Ethos and Values

Our core values guide everything we do. We nurture children to be responsible, confident, and resilient members of our school community. Through our PSHE curriculum and clear relationship policy, pupils feel cared for, supported, and empowered to meet high expectations in a safe and purposeful environment.

## Our Strengths

We had a very successful Ofsted inspection in September 2024 which identified many of our key strengths. For example:

- Pupils are proud to attend this school.
- They value the school's nurturing and caring ethos.
- The school provides a range of carefully considered, and appropriate, support so that all pupils develop the skills they need to flourish.
- Pupils work hard and strive for success. Consequently, pupils achieve well during their time at the school.

We spend our funding carefully to ensure an inclusive and enjoyable education is offered to all children. For example:

- We provide tailored support to help all pupils develop the skills they need to flourish.
- We offer rich opportunities for all children, including free educational visits, residential trips from Year 2, swimming tuition to ensure all pupils can swim at least 25m, and access to music lessons.

Whiteways staff are hardworking, have a fantastic sense of humour and are determined to ensure the very best outcomes for the children we serve. Working in our school will be demanding as well as very rewarding.



# ABOUT THE ROLE



## Deputy Headteacher

### Permanent

Full-time

L12 - L16: £67,898 - £75,048

Start date January 2027 or earlier if possible

### The Role

We are seeking an exceptional Deputy Headteacher to join our leadership team and help shape the future of Whiteways. This is an exciting opportunity to support a school where excellence, inclusion, and wellbeing are at the heart of everything we do. You will work closely with the Headteacher to lead strategic development, support staff, and ensure all pupils thrive academically, socially, and emotionally.

### What We Offer

- A supportive, motivated, and collaborative team
- The chance to make a real impact in a diverse and dynamic school community
- A school committed to professional development and continuous improvement

### Join Us

If you are a visionary leader, passionate about inclusive education, and ready to inspire staff and pupils alike, we would love to hear from you.

The role of the Deputy Headteacher is to support the Headteacher in the strategic leadership and management of the school. In addition to carrying out the professional duties of a teacher, other than those assigned to the Headteacher, the Deputy Headteacher must play a major role, under the overall direction of the Headteacher, in:

- formulating the aims and objectives of the school;
- establishing the policies through which they are to be achieved;
- managing staff and resources to that end;
- monitoring progress towards their achievement; and undertake any professional duties of the headteacher reasonably delegated by the headteacher

In the absence of the Headteacher, the Deputy Headteacher will be required to deputise, as directed by the CEO and will be expected to fulfil the professional duties of the Headteacher, as set out in the School Teacher's Pay and Conditions document (STPCD).

# ABOUT THE ROLE



## Deputy Headteacher

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

### How to apply:

For further information about this role please contact Sue Bridges, CEO via [sbridges@cascaدمات.co.uk](mailto:sbridges@cascaدمات.co.uk) or on 0114 6987158. Visits to the school prior to applying for the position are encouraged.

If you wish to visit the school, please contact Beth Callaghan, Business Support Manager via [bcallaghan@whitewaysprimary.co.uk](mailto:bcallaghan@whitewaysprimary.co.uk)

You can download the word version of the application form from Cascade's website.

Please do not use Sheffield City Council's application form

[www.cascaدمات.co.uk](http://www.cascaدمات.co.uk)

Please send completed application forms to [recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk)

**Closing date:** Wednesday 17<sup>th</sup> June 2026

**Shortlisting:** Thursday 18<sup>th</sup> June 2026

**Assessment Centre/Interview date:** Wednesday 8<sup>th</sup> & Thursday 9<sup>th</sup> July 2026

**Start date:** January 2027

# JOB DESCRIPTION



## Deputy Headteacher

### Responsible to:

The Headteacher, CEO, the Governing Body of the school and the Trustees of Cascade MAT.

### Responsible for:

The teaching and support staff of the school and its children and young people.

## Main purpose

### Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the Trust's ethos and strategic direction together with the Trust Board, CEO, Governing Body and through consultation with the school community
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Manage staff and resources
- Make sure the school improvement strategies are effectively implemented
- Monitor progress towards achieving the Trust/school's aims and objectives
- Be an outstanding classroom practitioner and have excellent knowledge of research based pedagogy
- Allocate financial resources appropriately, efficiently and effectively
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

# JOB DESCRIPTION

## Deputy Headteacher



### School Culture

**Under the direction of the Headteacher, the Deputy Headteacher will:**

- Establish and sustain the Trust/school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

### Teaching

**Under the direction of the Headteacher, the Deputy Headteacher will:**

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment
- Use consistent and fair approaches to managing behaviour in line with the school's behaviour policy

### Curriculum and Assessment

**Under the direction of the Headteacher, the Deputy Headteacher will:**

- Support staff to deliver high quality lessons based on an engaging and inclusive curriculum
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

# JOB DESCRIPTION



## Deputy Headteacher

### Behaviour

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

### Additional and Special Educational Needs and Disabilities

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND Code of Practice

### Professional Development

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

# JOB DESCRIPTION



## Deputy Headteacher

### Organisational Management

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

### Continuous School Improvement

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

### Working in Partnership

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

# JOB DESCRIPTION

## Deputy Headteacher



### Governance & Accountability

#### **Under the direction of the Headteacher, the Deputy Headteacher will:**

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

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 Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

All the above duties and responsibilities are to be carried out in accordance with Cascade Multi Academy Trust policies, the Academy Trust Handbook and current legislation with an emphasis on safeguarding, customer care, equal opportunities, data protection and health and safety.

# PERSON SPECIFICATION



## Deputy Headteacher

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the school/Trust.

### Qualification and experience

#### Candidates must have:

Qualified Teacher Status (QTS)

Experience across the appropriate age range(s)

Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities

Supported whole school strategic improvement to improve pupil outcomes

Evidence of recent, appropriate professional development

# PERSON SPECIFICATION



## Deputy Headteacher

### Personal qualities Candidates should:

Demonstrate a passion for teaching and learning

Communicate effectively and develop positive relationships with all stakeholders

Demonstrate excellent interpersonal skills

Be decisive, consistent and focused on solutions

Demonstrate the capacity to lead others, be reflective, resilient and adaptable

Be able to motivate and inspire others

Listen carefully and consider the views of others

### Knowledge & Skills Candidates should be able to:

Support the vision for the school and secure commitment to it from others

Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress

Support systematic and rigorous whole school monitoring and evaluation

Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes

Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes

# PERSON SPECIFICATION



## Deputy Headteacher

Support the development of teaching and learning in school

Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines

### **Professional knowledge and understanding** **Candidates should:**

Be committed to securing equality of opportunity throughout the school

Have an understanding of curriculum and assessment developments and how they support pupils' learning

Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils

Maintain high standards of pupil behaviour and attitudes to learning

Have experience of supporting vulnerable pupils in school

Take a lead on the supporting staff in their professional development

### **Safeguarding** **Candidates should have:**

Knowledge of national and local safeguarding guidance

Experience of safeguarding and promoting the welfare of children and young people

A commitment to working with relevant agencies to protect children and young people

Knowledge of best practice and procedures in school for safeguarding children and young people

# THE APPOINTMENT PROCESS



These notes are intended to guide you when making an application.

## **Application Form**

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

## **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

## **Present Appointment**

Make it clear what your present post is, which establishment you work at and who your employer is.

## **Previous Appointments**

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising or voluntary work. This is a requirement under our recruitment and safeguarding policies.

## **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.



## **The Supporting Statement within your Application Form**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack.

Please limit your supporting statement to two sides of A4 in size 11 font

## **Arrangements for Assessment**

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

## **Feedback**

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## **Selection for Appointment**

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## **Completed Applications**

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

**[recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk)**