

# JOB DESCRIPTION AND PERSON SPECIFICATION



WOODLANDS  
PRIMARY  
ACADEMY  
*Creative  
Education  
Trust*

<b>Job Title</b>	Deputy Headteacher	<b>Location</b>	Woodlands Primary Academy
<b>Salary</b>	L7 – L11	<b>Contract</b>	Permanent. Full Time
<b>Department</b>	Leadership	<b>Reports To</b>	Headteacher

## JOB PURPOSE:

To support the Headteacher in providing inspirational leadership and ensuring high-quality provision, continuous improvement, and a culture of excellence across the school.

To be a proactive and collaborative member of the Senior Leadership Team, modelling the standards and behaviours expected of an outstanding leader in education and contributing to the wider Creative Education Trust network.

## KEY RESPONSIBILITIES AND DUTIES:

### Teaching & Learning:

- Support the Headteacher in promoting excellence in teaching and learning across the school.
- Lead on specific teaching and learning initiatives, ensuring consistent focus on pupil progress and personal development.
- Monitor classroom practice, celebrate excellence, and support staff in improving pedagogy through coaching and feedback.
- Champion evidence-informed teaching strategies and subject expertise.
- Undertake the professional duties of a teacher as required by, modelling exemplary classroom practice, demonstrating high expectations, effective pedagogy and a commitment to pupil progress and wellbeing.

### Curriculum & Assessment

- Assist in the development and implementation of a broad, balanced and inclusive curriculum aligned with Creative Education Trust's framework.
- Lead on assessment practices, ensuring robust tracking systems are in place and used effectively to inform teaching.
- Promote high-quality planning and differentiation to meet the needs of all learners.

### Behaviour and Culture:

- Uphold and model high expectations for pupil behaviour and attitudes.
- Lead on behaviour systems and pastoral care, ensuring consistency and fairness in line with CET policies.
- Foster a positive school culture built on respect, recognition and inclusion.

### Inclusion & SEND:

- Support the strategic leadership of SEND provision, ensuring high expectations and effective support for pupils with additional needs.
- Promote a culture of inclusion and equality across the school.
- Work closely with the SENCO and external agencies to ensure inclusive practice and compliance with statutory duties.

### School Improvement:

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- Contribute to the development and implementation of the School Development Plan.
- Lead on identified improvement priorities, using data and evidence to evaluate impact.
- Support staff in delivering improvement strategies and monitor progress against targets.

## **Staff Development & People Management:**

- Lead on staff CPD, coaching and mentoring to build capacity and improve outcomes.
- Support recruitment and induction of new staff, ensuring alignment with school values.
- Contribute to performance management processes and support staff in achieving professional goals.

## **Safeguarding & Operational Leadership:**

- Act as Deputy Designated Safeguarding Lead, ensuring safeguarding procedures are robust and effective.
- Safeguard the welfare, safety and wellbeing of all pupils by promoting a culture where safeguarding is everyone's responsibility, ensuring that all staff understand their duties in protecting pupils.
- Support the Headteacher in managing day-to-day operations, including timetabling, cover, HR matters, and resource deployment.
- Ensure compliance with statutory requirements and CET policies.

## **Partnerships & Community Engagement:**

- Build strong relationships with parents, carers and the wider community.
- Represent the school at events and meetings, promoting its values and achievements.
- Support links with other schools, businesses and organisations to enhance pupil opportunities.

## **Governance & Accountability:**

- Provide accurate and timely reports to the Headteacher, Academy Council and CET as required.
- Ensure staff understand their professional responsibilities and uphold the highest standards of conduct.

## **Working together with CET:**

- Build and maintain strong, positive relationships with Creative Education Trust colleagues, contributing actively to collaborative initiatives across the Trust's network of schools.
- Support the Headteacher in promoting and embedding Trust-wide strategies, policies and priorities within the school.
- Represent the school in Trust forums and contribute to the sharing of best practice across the network.
- Ensure that partnership working with CET enhances the educational and enrichment opportunities available to pupils.

This job description is not exhaustive and will be reviewed annually as part of the performance management process. The post holder may be required to undertake any other reasonable duties as directed by the Headteacher, in line with the evolving needs of the school.

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<b>JOB REQUIREMENTS:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified to Degree Level or above.</li> <li>• Qualified Teacher Status.</li> <li>• Evidence of appropriate professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQML or equivalent.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience in school middle leadership, as an Assistant Principal or Phase/Subject Leadership.</li> <li>• Proven contribution to raising standards in teaching, learning and pupil outcomes.</li> <li>• Experience supporting whole-school improvement initiatives.</li> <li>• Evidence of building strong relationships with pupils, staff and families.</li> <li>• Experience using data analysis, target setting and curriculum innovation to support pupil progress.</li> <li>• Experience supporting staff development and contributing to CPD planning.</li> <li>• Experience promoting inclusive practice and supporting SEND provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience as a successful school Vice Principal/Deputy Headteacher.</li> <li>• Experience working with external partners, including community organisations and local businesses.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Strong understanding of school improvement strategies and how to support their implementation.</li> <li>• Knowledge of current education legislation, national strategies and curriculum developments.</li> <li>• Understanding of inclusive education, safeguarding, SEND and equal opportunities.</li> <li>• Ability to interpret performance data and contribute to school self-evaluation.</li> <li>• Awareness of accountability frameworks and how to support staff in meeting expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience contributing to strategic planning, SIP and development plans.</li> <li>• Understanding of operational aspects of school leadership including timetabling, staffing and resource deployment.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Commitment to the values and ethos of Creative Education Trust.</li> <li>• Ability to support and motivate staff within a performance management framework.</li> <li>• Strong organisational skills and ability to manage competing priorities.</li> <li>• Skilled in supporting behaviour systems and promoting a positive school culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing CPD and mentoring staff.</li> <li>• Evidence of engaging with educational research and</li> </ul>

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	<ul style="list-style-type: none"><li>• Excellent communication skills – written, verbal and interpersonal.</li><li>• Reflective, resilient and solution-focused.</li><li>• Able to build trust and mutual respect across the school community.</li><li>• Committed to safeguarding and promoting the welfare of children.</li></ul>	applying it to practice.
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**