



Deputy Head Teacher



Application Pack

*Every Pupil Matters
Every Moment Counts*



Deputy Head Teacher

Pay Scale: L8 – L12 (£59,167 - £65,286)

Contract: Full Time, Permanent

Required from 1st September 2025



This is an exciting opportunity for an experienced primary leader to have an impact and help to shape the vision and future of our school.

Marton Manor Primary is a successful school with high aspirations, able to fully support our children in their learning and growth. We are extremely proud of the improvements our school continues to make and we are looking for an individual to encourage this growth, who will inspire, as well as lead, and drive continuous improvement within the school. We have wonderful children who are supported and nurtured by a hardworking and caring teaching and support team in a positive and innovative working environment. The post will include some class responsibility.

The Trust are looking for candidates who have experience of:

- working successfully as part of a senior leadership team;
- being a kind leader
- rigorous monitoring of data to ensure that all pupils achieve.
- leading by example with integrity and honesty.

Candidates must be able to demonstrate that they:

- have experience of successful curriculum leadership, including monitoring, evaluating and target setting;
- have a clear vision for raising standards through coaching and mentoring;
- are committed to ensuring achievement for all through equal access and opportunity and aspiration for all children.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete an application form along with supporting a personal statement of no more than 1000 words which highlights why you would be perfect for this role.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Marton Manor Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs will be available from the school office, or via email at

LRehbohm@martonmanor.lingfieldtrust.org.uk. Visits to the school are strongly encouraged; please use the email above to arrange. Visit can be arranged Monday 28th April – Friday 2nd May

Closing Date: Friday 9th May (Midday)

Shortlisting: Tuesday 13th May

Interviews: Wednesday 21st May 2025

If you do not hear by 5pm on the day of shortlisting, please assume that you have not been successful.

JOB DESCRIPTION

POST: Deputy Head Teacher	
GRADE: L8 – L12 (£59,167 - £65,286)	
RESPONSIBLE TO: Head Teacher	
STAFF MANAGED: Teachers and support staff	
JOB PURPOSE: To provide professional leadership for the school, securing its success and improvement and ensuring high quality education for all pupils and improved standards of learning and achievement. This will include leading a core curriculum area and strategic curriculum responsibility.	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> Working within the Senior Leadership Team (SLT) to provide vision, leadership and a clear direction for the school. Creating and developing an organisation in which all staff recognise that they are accountable for the success of the school. The day-to-day management and organisation of the school. Working within the SLT in ensuring that financial management and administrative procedures in school support its vision and aims. The production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards, as well as increasing teachers' effectiveness. Sharing in an overview of the curriculum and driving forward the vision and future developments with the SLT. The deployment, supervision and welfare of all staff. Responsibility for the behaviour management of all pupils. Demonstrating a working understanding and knowledge of the National Curriculum, as applied in the primary school; planning and preparing lessons; teaching pupils assigned to you; setting and marking work; assessing, recording and reporting on the development, progress and attainment of pupils; communicating and consulting with colleagues, parents and relevant outside agencies. Leading on curriculum development and as well as and a core curriculum area. Taking joint responsibility for overseeing assessment, with particular emphasis on leading tracking and progress across the School / Trust. Carrying out the role of reviewer in the Appraisal process; Co-ordinating the CPD requirements for all staff, ensuring all development needs identified through performance management are met
Communication	<ul style="list-style-type: none"> Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals to support achievement and progress of pupils. Being a member of the senior leadership team, attending leadership meetings with the Head Teacher and other senior colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme and being responsible for the induction of new staff. Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive

	<p>approach to discipline, supporting colleagues in the approach to dealing with behaviour.</p> <ul style="list-style-type: none"> • Ensuring open lines of communication, liaising with the Head Teacher and relaying information to colleagues • Maintaining professional expertise and sharing this with other teachers, acting as a role model of good practice for other teachers, modelling effective strategies with them. • Ensuring that the schools work closely in partnership with both the immediate and wider community by developing good home/school relationships and links with local business.
Sharing Information	<ul style="list-style-type: none"> • Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence. • Participate in meetings with other staff, external professionals, and parents, regarding pupils • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Share information about pupils with teachers and other professionals as required. • Working alongside the Head Teacher in monitoring the quality of teaching and learning across the school; leading on analysing data, identifying appropriate attainment and achievement targets; monitoring pupil standards and achievement against annual targets; monitoring planning, curriculum coverage and learning outcomes. • Monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate. • Be part of the safeguarding team.
Administration/Other	<ul style="list-style-type: none"> • The production, implementation, monitoring and review of policies adopted by the Trust and the school. • Supporting in the recruitment of staff of the highest quality.
Data Protection	<ul style="list-style-type: none"> • To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment. • The management and organisation of the school site to ensure that it meets the needs of the curriculum and health and safety regulations.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop own and team members understanding of equality issues.
Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report

	<p>any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.</p> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Marton Manor Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	April 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> Secure subject knowledge of the curriculum for primary aged children (AF, I) Has a sound understanding of strategies to enhance teaching and learning opportunities (AF, I) Has a good working understanding of assessment and tracking (AF, I,T) Has a good understanding of the needs of children across the primary age range (AF, I) Has a good understanding of school self-evaluation and improvement planning (AF, I) Has a good understanding of current educational initiatives and relevant legislation (AF, I) 	<ul style="list-style-type: none"> Knowledge of behaviour management techniques (AF, I) Knowledge of Child Protection and Health & Safety legislations and procedures (AF, I) Sound knowledge and experience of teaching pupils with English as an additional language (AF, I)
<p>Experience</p> <ul style="list-style-type: none"> Variety of teaching experience across the primary age range (AF, I) Experience of successful curriculum leadership, including monitoring, evaluating and target setting (AF, I) Experience of working well in partnership with staff, governors, children, parents and the wider community (AF, I) Experience of dealing with and a knowledge of the safeguarding arrangements for children (AF, I) Experience of Ofsted inspection and post inspection action planning (AF, I) Experience leading a core subject across school (AF, I) 	<ul style="list-style-type: none"> Experience of the appraisal process and the role of reviewer (AF, I) Experience of being part of safeguarding meetings, such as conferences and core groups (AF, I) Able to demonstrate innovation in school leadership (AF, I) Has experience of dealing with change management (AF, I) Experience of working with children with English as an additional language (AF, I) Experience of being a DSL or DDSL (AF, I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Exemplary classroom practitioner and role model for excellent teaching and learning (AF, I) • Able to analyse and interpret data, identify trends and develop and deliver appropriate support and intervention strategies for improvement (AF, I) • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, I) • Able to plan, organise and prioritise (AF, I) • Excellent written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I) • Proven leadership qualities to motivate and inspire others (AF, I) 	
<p>Qualifications, Education & Training</p> <ul style="list-style-type: none"> • Qualified Teacher Status (C) • Further professional development including middle leader training (C) 	<ul style="list-style-type: none"> • National Professional Qualification for Senior Leadership (C) • DSL Trained (AF)
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills (I, T) • Ability to work successfully in a team (AF, R) • Able to exercise discretion and judgement (AF, R) • Confidentiality (AF, R) 	<ul style="list-style-type: none"> • Creativity (AF, R, I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Flexibility and embraces change well (AF, R, I) • Deals with difficult situations effectively (AF, R, I) • Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community (AF, R, I) 	
Other Requirements <ul style="list-style-type: none"> • To be committed to the school's policies and ethos (AF, I, R) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, I, R) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, I, R, T) • Emotional resilience in working with challenging behaviours and attitudes (AF, I, R) • Ability to use authority and maintaining standards in behaviour (AF, I, R) • Enhanced DBS (C) • Suitability to work with children (R) 	

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.