Chaloner Primary School

Deputy Head Teacher

Application Pack

We believe we can achieve!

Lingfield Education Trust

Chaloner Primary School

Deputy Head Teacher

Pay Scale: L4 - L8 (**£57,699 - £63,688**)
Contract: Full Time, Permanent
Required from 12th April 2027 (or earlier if possible)

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.

Chaloner Primary School is a successful and thriving school with happy, confident and enthusiastic children and adults. We are proud of our warm, inclusive ethos, strong sense of community, and the positive relationships that underpin all aspects of school life.

We are extremely proud of the improvements our school continues to make and are seeking an exceptional individual to help drive the next stage of our development. This is an exciting opportunity for an inspirational leader who will motivate others, champion high standards, and contribute to the continuous improvement of teaching, learning and outcomes across the school.

Our wonderful children are supported and nurtured by a dedicated, hardworking and caring team of teaching and support staff within a positive, innovative and collaborative working environment.

We are looking for a candidate who has experience of:

- Successful leadership within a school, with clear evidence of impact
- Leading with kindness, integrity and honesty.
- Monitoring and analysing pupil achievement data to ensure all pupils reach their full potential.
- Successful curriculum leadership and development.
- Leading by example and inspiring others through high professional standards.
- Communicating effectively and building positive relationships with pupils, colleagues, parents and carers.

The successful candidate will be able to demonstrate that they:

- Have a proven track record of successful curriculum leadership, including monitoring, evaluation and target setting.
- Have high expectations of behaviour, learning and achievement for all pupils.
- Are an excellent classroom practitioner with a strong understanding of high-quality teaching and learning.
- Are caring, reflective and determined to make a positive difference to the lives of children.
- Have a clear vision for raising standards through coaching, mentoring and professional development.
- Are committed to ensuring achievement for all through equality of opportunity, high aspirations and inclusive practice.
- Have the drive and ambition to lead and develop teaching and learning across the school.
- Can inspire colleagues and contribute positively to a culture of collaboration, innovation and continuous improvement.

If you are a passionate and talented leader who shares our commitment to providing the very best education for every child, we would be delighted to hear from you. Please look carefully at the following materials and complete an application form along with 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 Chaloner Primary School however; 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 Christine Saunders, at the school office, via email at office@chaloner.lingfieldtrust.org.uk or on our school website Recruitment and Vacancies | Chaloner Primary School . Visits to the school are strongly encouraged; please use admin email to arrange.

Closing Date: Tuesday 1st December at 1pm.

Interviews: Friday 4th December

Lingfield Education Trust

JOB DESCRIPTION

POST:	**Deputy Head Teacher**
GRADE:	L4-L8 (£57,699 - £63,688)
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.**

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting and Leading Learning & Development	• Working with the Head Teacher to provide vision, leadership and a clear direction for the school. • Being a role model for high quality teaching and learning as a class teacher. • Supporting the development of an organisation in which all staff recognise that they are accountable for the success of the school. • Supporting the headteacher with the day-to-day management and organisation of the school. • Supporting 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. • The deployment, supervision and welfare of allocated staff. • Be an exemplar teacher for the behaviour management of 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. • Supporting the headteacher in curriculum leadership and development. • Lead a key area of the school's work (for example personal development, behaviour and attendance, assessment). • Supporting the headteacher with overseeing tracking and assessment procedures across the school. • Deputising for the headteacher in their absence.
Communication	• 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 headteacher and other Trust colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme and supporting the induction of new staff. • Establishing a high standard of expectation, praising and sharing the good work of colleagues and children • Reinforcing the positive approach to discipline and supporting colleagues in addressing behaviour needs.

	• Ensuring open lines of communication, liaising with the headteacher 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. • 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 organisations.
Sharing Information	• 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 headteacher 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 • Planning and implementing strategies to improve teaching where needs are identified.
Safeguarding and Promoting the Welfare of Children/Young People	• 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 as a deputy DSL
Administration/Other	• 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	• 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	• 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	• 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	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

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.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.
The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post will be based in Chaloner 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.

Date of Issue:	September 2026

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.

PERSON SPECIFICATION | Deputy Head Teacher

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Knowledge • 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) • Knowledge of Child Protection legislation and procedures. • Has a good understanding of school self-evaluation and improvement planning (AF, I) • Knowledge of behaviour management techniques (AF, I)	• Has a good understanding of current educational initiatives and relevant legislation (AF, I) • Knowledge of Health & Safety legislations and procedures (AF, I) • Sound knowledge and experience of teaching pupils with English as an additional language (AF, I) • Has a good understanding of the needs of children across the primary age range (AF, I)
Experience • Teaching experience across KS1 and or KS2, as a minimum (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) • Able to demonstrate innovation in school leadership (AF, I)	• Experience of the appraisal process and the role of reviewer (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) • Experience of being part of safeguarding meetings, such as conferences and core groups (AF, I)
Occupational Skills • 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)	• Experience of identifying SEND needs.

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
• 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)	
Qualifications, Education & Training • Qualified Teacher Status (C) • Further professional development including middle leader training (C) • Evidence of current training or pedagogical research in curriculum development.	 • National Professional Qualification for Senior Leadership (C) • DSL Trained (AF)
Personal Qualities • 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) • 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)	 • Creativity (AF, R, I)
Other Requirements • 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 reference