



# The Latymer School

Founded 1624

## CANDIDATE PACK



**Vacancy  
Deadline**

Deputy Headteacher (Academic)  
Monday 5 January 2026







# Welcome

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## Qui Patitur Vincit

Thank you for considering applying for the role of **Deputy Headteacher (Academic)** at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in reinforcing and developing the school's already strong position.

As a selective state grammar school, our students achieve impressive outcomes placing us as one of the top state schools in the country for academic achievement. Our students progress to a range of competitive destinations, including a high number of students securing places at Oxbridge or on medical related courses. However, we are not solely academic, but are also driven by a desire to ensure we offer rich opportunities for personal development, including ones focused on building confident and considerate young people. Our school motto translates as 'Who endeavours win' which reflects our key values of hard work, dedication and grit. The successful candidate will have a firm grasp of how an established personal development and extracurricular programme can support academic success.

The Latymer School is a high achieving selective grammar school with a great tradition of success. We aim to provide a first class education for all students. In the academic year 2024/25 our GCSE results were outstanding, with 36.9% of students achieving a grade 9, 65.1% achieving level 9/8, and 84.4% achieving level 9/8/7. At A Level 30.7% of grades were A\*, 65.1% were A\*/ A, and 86% were A\*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

While we are committed to developing pupils' intellectual abilities and celebrating academic achievement. We want students to have a real thirst and love for learning so that they are well equipped for life after Latymer. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum offering a wide array of exciting and worthwhile extra-curricular activities in areas such as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by the prospect of teaching high ability groups. We are an incredibly caring school and value our staff highly, evidenced through the excellent CPD and support we provide. If you would like to find out more about the school we will be happy to arrange a visit prior to applying.

We look forward to welcoming you to our inclusive community and receiving your application for the post.

**Joseph Gilford, Headteacher.**



# The Role

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## Qui Patitur Vincit

**Role:** Deputy Headteacher (Academic)

**Required:** April 2026 (We may consider May or September 2026 for the right candidate)

**Scale:** L21 (£88,812) - L27 (£102,213) Outer London

**Contract:** Full Time, Permanent

We wish to appoint a highly skilled and motivated Deputy Headteacher. You may already be a committed Deputy Headteacher or be looking to make the step up from an Assistant Headteacher position. You may or may not have experience of working in a grammar school setting, however, the successful candidate will be motivated to ensure that we continue to maintain the highest academic standards for our learners.

You will be joining The Latymer School at an exciting time as we work towards completing the build of our new modern and impressive Library and Learning Resource Centre. Moreover, as we enter our 402nd year, we are extremely proud of our history and tradition, whilst also seeking to continue to modernise and ensure every aspect of our school prepares our young people well for life in modern Britain. We are looking for a Deputy Headteacher who is innovative and strategic and understands the balance of retaining our heritage, coupled with striving to help the school to continue to progress forward.

In this role, you will have oversight of the key academic aspects of the school. This will include being responsible for the school's curriculum, teaching and learning, and student achievement. You will work closely with the school's Assistant Headteacher Academic in developing, shaping and managing these key areas. You will also work closely with the school's Data Manager and the member of staff who leads on building the school timetable. We are particularly interested in candidates who have a strong grasp of curriculum planning and some understanding of timetable construction.

This is the perfect opportunity for an ambitious candidate who may be seeking a new challenge in a forward-thinking school or for a candidate who wishes to further develop the skills necessary to be able to progress onto headship in the future.

The Senior Leadership Team includes 6 staff members. This consists of:

- Headteacher
- Deputy Headteacher Academic
- Deputy Headteacher Sixth form
- Senior Assistant Headteacher Pastoral
- Assistant Headteacher Academic
- Assistant Headteacher Behaviour and Attendance

In addition, we have two Associate Assistant Headteachers who support some of the school's key priorities.

The team is experienced and focused on ensuring the highest standards for our young people, so that they can truly excel. The successful candidate would be welcomed and supported in order to succeed in their role.





# The Role

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<b>Title of post</b>	Deputy Headteacher (Academic)
<b>Reporting to</b>	Headteacher
<b>Job Purpose</b>	<p>The core purpose of the Deputy Headteacher Academic is to support the Headteacher to provide professional leadership and management for the school, to embody the vision, ethos and aims of The Latymer School and to enable all its students to be the best that they can be.</p> <p>Accountable to the Headteacher, the Deputy Headteacher (Academic) will work closely with the Senior Leadership Team to ensure that the academic aspects of the school are of the highest quality. This includes:</p> <ul style="list-style-type: none"><li>• teaching and learning</li><li>• the curriculum and timetabling</li><li>• staff professional development</li><li>• examinations and assessment</li></ul> <p>The Deputy Headteacher (Academic) will have oversight of all of the above areas, taking a lead on specific priorities to drive continued excellence across the school.</p>
<b>Main Areas of Responsibility</b>	<ul style="list-style-type: none"><li>• To provide vision and leadership for the Staff and to promote and develop whole school policies and procedures</li><li>• To raise standards of teaching and learning leading to higher standards of achievement</li><li>• To ensure the school's curriculum is ambitious and that the timetable is carefully designed using SIMS</li><li>• To lead the school's approach to assessment and examinations</li><li>• As a member of SLT to contribute fully to effective leadership of the school leading to improved standards of all aspects of the school's work</li><li>• To provide leadership of, and take accountability for, designated areas of the school's work, leading to measurable improvement</li><li>• To line manage a range of staff, ensuring that those staff work to effect continuous improvement</li><li>• To be a leading professional in the school</li><li>• To promote the ethos, aims and objectives of the school</li><li>• To assist the Headteacher and SLT in determining the strategic direction and development of the school</li><li>• Undertake any professional duties the Headteacher reasonably delegates</li></ul>



# Candidate Job Description

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**MAIN DUTIES:** This job description should be read in conjunction with the professional requirements as set out in the STPCD.

Specific area of responsibility: **Academic**

Shaping the future	<ul style="list-style-type: none"><li>• To strategically work with the Headteacher in shaping the school's direction</li><li>• Play a leading role in the school improvement and school self-evaluation planning process</li><li>• Lead by example to motivate and work with others</li><li>• Lead by example when implementing and managing change initiatives in partnership with the SLT</li><li>• Promote high expectations for attainment and achievement</li><li>• Promote a culture of inclusion within the school community where all views are valued and considered</li><li>• Work with outside agencies and stakeholders to inform future action</li></ul>
Teaching and Learning	<ul style="list-style-type: none"><li>• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community</li><li>• With the Assistant Headteacher Academic, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality</li><li>• Maintain an effective behaviour for learning strategy</li><li>• To maintain a diverse, engaging and ambitious curriculum, which is well planned and carefully designed</li><li>• Maintain a highly visible presence throughout the school ensuring positive interaction with all members of the School Community</li><li>• Monitor and target progress to raise standards and ensure a continuous and consistent school-wide focus on individual student achievement</li><li>• Work closely with middle leaders to develop teaching and learning and the curriculum in their departments</li><li>• Maintain a detailed and accurate knowledge of Ofsted and their expectations</li></ul>



# Candidate Job Description Continued...

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<b>Staff Development</b>	<ul style="list-style-type: none"><li>• Develop an ethos which encourages and nurtures organisation, partnership and skill, individual and team creativity, and a culture of high expectations for all</li><li>• Regularly review own practice, set personal targets, and take responsibility for own personal development</li><li>• Manage own workload and that of others to allow an appropriate work/life balance</li></ul>
<b>Managing the organisation</b>	<ul style="list-style-type: none"><li>• Work with the SLT to ensure that policies and practices take account of national and local circumstances, policies and initiatives</li><li>• Where appropriate, work with the SLT to recruit, retain and deploy staff appropriately</li><li>• Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money</li><li>• Support a successful delivery of the curriculum, which may include aspects related to delivery and timetabling</li></ul>
<b>Securing accountability</b>	<ul style="list-style-type: none"><li>• Support the SLT to develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes</li><li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school</li><li>• Where appropriate, develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents and carers</li></ul>
<b>Strengthening community</b>	<ul style="list-style-type: none"><li>• Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers</li><li>• Develop and maintain contact with all specialist support services as appropriate</li><li>• Promote the positive involvement of parents/carers in school life</li><li>• Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties</li><li>• Strengthen partnership and community working</li><li>• Promote positive relationships and work with colleagues in other schools and external agencies</li></ul>





# Candidate Job Description Continued...

Qui Patitur Vincit

## Other Specific Duties

- To play a full part in the life of the school community, to support its vision and mission and to encourage and ensure staff and students follow this example
- To be courteous to colleagues and be welcoming to visitors
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher
- To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above
- To lead the school with the other Deputy Headteacher in the Headteachers absence

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.

The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.



# Person Specification

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It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

## Qualifications

- Degree and QTS
- Recent and relevant professional development or/and higher-level study

## Experience

- Evidence of senior leadership in a secondary school, including at Sixth Form
- Experience of leading people in a school context
- Proven record as a teacher whose students reach high standards of learning and achievement
- Knowledge of what excellent teaching looks like and a track record of delivering to this level
- A clear philosophy of what an excellent curriculum looks like and an understanding of how to support the curriculum development towards achieving its goal
- Proven track record of raising standards in a school context; A clear philosophy of what excellent behaviour looks like and an understanding of effective school systems that can support this
- Evidence of using assessment to track student progress and implement timely intervention
- Experience of, or willingness to learn, how to manage a school timetable in order to support the timetabling team

## Professional Knowledge and Understanding

- Secure knowledge of developments in learning and teaching, and the ability to use these to improve student achievement
- Commitment to collaborative and consultative working
- Direct knowledge of strategies to raise standards, an aptitude and enthusiasm for effective analysis of data and its use in setting targets for improvement
- Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations
- Knowledge and experience of the Ofsted process and how to prepare for inspection





# Person Specification Continued...

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## Skills and Attributes

- An innovative and collegiate leadership style with the ability to motivate staff and to build on the existing high standards in the school
- An understanding of the importance of, and the desire to, engage with and inspire all young people whatever their challenges
- Ability to lead and inspire staff and students of all abilities and to communicate high expectations
- A commitment to working in partnership with the whole school community, including the Governing Body
- A senior leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents – the ability to work well with others is vital
- Recent involvement in providing training and development for staff
- Strong written communication and presentation skills, high order administrative and management skills
- Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines
- Strong emotional intelligence that is attuned to supporting students, parents and staff
- A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority

## Personal characteristics

- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Resourceful
- Resilient



# Candidate Application

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To find out more about The Latymer School, please visit our website by clicking [here](#).

We recognise that prospective candidates may wish to tour the school or meet with the Headteacher or a member of the Senior Leadership Team to discuss the role. The following times have been set aside to visit the school: **Friday 12 December (PM)** and **Tuesday 16 December (AM and PM)**.

Should you wish to arrange a visit during one of these times please contact **Farrah Hussain**, [headteacherspa@latymer.co.uk](mailto:headteacherspa@latymer.co.uk). If you are unable to visit during one of these times, we may be able to accommodate another time to visit or provide an opportunity to speak with the Headteacher online.

**Please note, the school is also advertising for a Assistant Headteacher (Academic) to work alongside the Deputy Headteacher (Academic). These roles have become available due to staff retirement and relocation.**

## How to apply:

Please click on the [link](#) to create an account on MyNewTerm and submit your application.

**Shortlisting** will take place by Friday 9 January, and shortlisted candidates will be invited to interview the following week.

**Closing date:** 10 AM on Monday 5 January 2026.

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we are required to conduct online searches on all candidates in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

The Latymer School is an equal opportunities employer.