

# DEPUTY HEADTEACHER SEPTEMBER 2026



## Candidate pack



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# DEPUTY HEADTEACHER

Leadership Scale: point 6 - 10

For September 2026



**Our children deserve the best - if you think that  
you fit the bill read on!**

We are looking for an innovative, motivated individual with the desire to help lead a team of dedicated professionals to provide an exceptional level of education. You will need to have had some successful school improvement experience at a senior leadership level. Anything else you can bring will be fantastic! Come and see if you fit in with the Tithe Farm Way!

- **Application deadline: Friday 13<sup>th</sup> March 2026**
- **Interviews: Week Beginning Monday 23<sup>rd</sup> March**

# Vision

Resilient pupils who have a life-long love of learning and are ready, respectful and safe in their choices.

## Our School

Tithe Farm is a thriving school in the heart of Houghton Regis, Central Bedfordshire. Our central aim is to provide our children with a nurturing ethos and enriched curriculum, putting them at the heart of everything we do.

We pride ourselves on the learning journey our children embark on when they join us. We celebrate the achievements of the children in many ways but more importantly we encourage and foster a love for the learning process itself. These rich learning experiences motivate and inspire our children and staff, driving ambition and enhancing attainment for all.

We believe that children deserve the best possible opportunities in life and that they learn best when there are strong links between home and school.

It is our belief that any child can succeed, and we are committed to enabling children to develop as powerful learners who are excited, motivated and always challenging themselves.



# Job Description

## Purpose:

In partnership with the Headteacher provide vision and leadership for the school, creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning. To ensure that the aims of the school are implemented in accordance with the policies of the governing body, so that the school's mission is fulfilled.

## Responsibilities:

- The range of duties and responsibilities for Deputy Headteachers as set out in the School Teachers Pay and Conditions Document.
- The Deputy Headteacher will also need to have regard to the duties and responsibilities of Headteachers which are set out in the same document.
- The post may require you to teach children in the age ranges 3 to 11 years, and by example, provide an outstanding professional model in all areas of leadership as required by the Headteacher.

## The Deputy Headteacher will:

- Deputise for the Headteacher in all aspects of the management, control and discipline of the school.
- Be responsible for administrative and managerial duties in collaboration with the Headteacher as designated.
- Play a crucial role in raising achievement across the school.
- Implement clear procedures and policies for Assessment and Record Keeping across the whole school.
- Collate and analyse data on pupil performance and disseminate this to staff to ensure that it informs planning and delivery to positively impact on standards of achievement.
- Devise and update rotas and timetables for teaching and non-teaching staff.
- Assist the Headteacher in the strategic development of Tithe Farm Primary School.
- Be responsible for dissemination of information between staff and informing the Headteacher of such, as well as assisting in the fostering of good relationships with staff across all phases of the school.
- Ensure that relationships with parents, persons and bodies outside the school, with officers of the Education Authority and with other educational establishments are developed and maintained.

# Job Description Continued

- With the Headteacher, supervise and support the agreed Relationships and Behaviour Policy of the school.
- Assist the Headteacher to allocate and monitor expenditure in particular areas and to help develop / maintain the systems for financial management with the school.
- Co-ordinate INSET and Staff Development Programmes as necessary, and provide particular support for new staff including Supply Teachers and Students on placements as well as working with and supporting individual teachers.
- Participate in any arrangements for the appraisal of your performance as Deputy Headteacher and commitment to furthering your professional knowledge and skills through identification of training needs and participating in further training.
- Assist the Headteacher closely in monitoring the quality of teaching and learning across the school, setting targets to improve this and ensuring improvements are made.
- Lead, support and challenge Middle Leaders and Subject Leaders to ensure that there is impact on pupil outcomes.
- Line manage some teachers and support staff to ensure optimum deployment of staff based on pupils' learning needs and ensure whole-school attainment targets are supported and achieved.
- Proactively be involved in all aspects of school leadership and management to ensure thorough preparation for future Headship and the ability to provide outstanding leadership if periods of acting headship are needed.
- Deliver accurate, honest and challenging messages to staff where necessary to secure outstanding provision across the whole school.

## Key Accountabilities:

### **A. STRATEGIC DIRECTION/DEVELOPMENT**

To work with the Headteacher to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

### **B. TEACHING AND LEARNING**

To work with the Headteacher to secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils' achievement, and use benchmarks to set targets for improvement.

# Job Description Continued

## **C. LEADING AND MANAGING STAFF**

To take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement.

## **D. EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES**

To undertake specific responsibilities in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

## **E. ACCOUNTABILITY**

To assist the Headteacher in accounting for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the local community.



# Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS)	NPQSL or equivalent leadership qualification
	Degree or equivalent professional qualification	Further qualification in education, leadership, or inclusion
	Evidence of ongoing professional development	
Teaching Experience	Successful teaching experience in a primary setting	Experience teaching across the full primary age range
	Strong record of good or better classroom practice	Evidence of consistently outstanding practice
Leadership Experience	Experience leading or contributing to improvements in teaching and learning	Experience as Assistant Headteacher, Phase Leader, or Subject Leader
	Experience monitoring and evaluating teaching and learning	Experience leading whole-school initiatives
	Experience supporting and developing staff	Experience coaching or mentoring teachers
Teaching and Learning	Secure understanding of effective primary pedagogy	Knowledge of research-informed and evidence-based practice
	Ability to model high-quality teaching	Experience leading professional development in teaching and learning

# Person Specification

<b>Assessment and Pupil Outcomes</b>	Strong understanding of assessment for learning	Experience of leading assessment systems
	Ability to analyse pupil performance data to raise achievement	Proven impact on accelerating progress for targeted groups
	Commitment to closing gaps in attainment	Experience improving outcomes for disadvantaged pupils
<b>Inclusion and Safeguarding</b>	Secure understanding of safeguarding responsibilities	Additional training or leadership in safeguarding
	Commitment to equality, diversity, and inclusion	Experience leading SEND or inclusion provision
	Experience working with pupils with SEND	
<b>Curriculum and Standards</b>	Knowledge of the primary curriculum and progression	Experience contributing to curriculum design or review
	Understanding of current Ofsted framework	Experience supporting inspection or external review
<b>Leadership Skills</b>	Ability to inspire, challenge, and support staff	Experience line managing staff
	Ability to work collaboratively as part of an SLT	Experience contributing to strategic school improvement planning
	Strong organisational and decision-making skills	
<b>Communication</b>	Excellent communication skills with staff, pupils, and parents	Experience working with external agencies or partners
<b>Personal Qualities</b>	High expectations for pupil achievement and behaviour	Ambition for future senior leadership
	Commitment to the school's vision and values	Willingness to contribute to the wider life of the school
	Resilient, reflective, and solution-focused	
	Ability to identify and solve problems generating a positive ethos amongst staff	
	A positive and calm persona.	
	A good sense of humour.	

# CONTACT DETAILS



**HEADTEACHER: MRS RACHEL WORSFOLD**

**CHAIR OF GOVERNORS: MR BRIAN MEW**

**SCHOOL BUSINESS MANAGER: MRS SARAH CLARKE**

## ADDRESS:

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