



Willingham Primary School

Recruitment Pack For:

Deputy Headteacher

January 2027 or earlier

Pay Range – L7 to L11
£60,145 to £66,368 per annum



Dear applicant,

At Willingham Primary School, we have created a welcoming and inclusive environment where everyone is respected and valued. We are committed to continuous improvement and work together every day to achieve our very best.

Our growing school is a vibrant community, welcoming children from the age of two. From pre-school onwards, children follow a knowledge-rich curriculum, while developing resilience and learning to manage their emotions through our warm but strict behaviour curriculum. We offer a wide range of enrichment opportunities, supported by a talented and dedicated team who enable every child to thrive.

We are now seeking to appoint an exceptional Deputy Headteacher to join our committed leadership team and play a central role in shaping the next stage of our school's development. This is an exciting opportunity for an ambitious and compassionate leader who is passionate about inclusion, high standards and ensuring every child achieves success both academically and personally.

The successful candidate will work closely with myself, staff and governors to help drive school improvement, sustain high-quality teaching and learning and ensure that all pupils, especially our most vulnerable learners, receive the support and opportunities they need to flourish. The role includes strategic leadership of inclusion across the school, oversight of SEND provision and a key responsibility for safeguarding, attendance and assessment. The role is non-class based but includes some teaching responsibility.

At Willingham, we believe strongly in developing the whole child and creating a culture where pupils feel safe, valued and inspired to succeed. The "Willingham Way" is evident both in and beyond the classroom, underpinning all aspects of school life. We are committed to supporting children to become the best versions of themselves while fostering a culture of kindness, integrity and hard work throughout our school community.

This role presents an excellent opportunity for an experienced and motivated leader to work alongside a knowledgeable and supportive team who are dedicated to achieving the very best outcomes for every child. We are looking for someone who will embrace our vision, contribute positively to our school culture and lead with professionalism, warmth and ambition.

We also place great importance on building strong relationships with parents and the wider village community, and we take pride in being a cohesive and valued part of it.

I warmly encourage you to visit our school to gain a deeper understanding of our ethos and values. Visits can be arranged by contacting the school office via email or telephone.

We hope this recruitment pack provides you with all the information you need to complete your application for the position of Deputy Headteacher at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.



Closing date for applications: Thursday 17th September 5pm

Shortlisting: Friday 18th September 9am

Interviews: Friday 25th September

I look forward to meeting you soon.

Yours sincerely,



Mona Paalanen

Headteacher



School Information

Willingham Primary School (WPS) is at the heart of the community. We are a medium sized school with currently 366 children on roll. Our purpose-built school includes classrooms, two halls, a library area, sensory room, on-site catering and staffroom. By the end of 2026, we will have a new building on site that will host our inhouse wraparound care. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. We also have our own pre-school on site – Honey-pot Pre-School with over 70 children accessing our pre-school provision.

The Deputy Headteacher will join an effective leadership and management team following a restructure that will come into effect in September 2026. Alongside the headteacher, the team consists of: Assistant Headteacher for EYFS and KS1, Assistant Headteacher for KS2, School Business Manager, SENCO and Mental Health Lead, EYFS Lead and Pre-School Lead. The Deputy Headteacher has overarching responsibilities across the whole school and will line manage the SENCO and support staff.

Willingham Primary School is a Local Authority maintained community school.

Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

Our Values and Drivers

At WPS we value:

[HARD WORK : INTEGRITY : KINDNESS]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



Vacancy – Deputy Headteacher (Inclusion)

Willingham Primary School is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. All appointments are conditional, and subject to an enhanced DBS check.

Post: Deputy Headteacher (Inclusion)
Salary: L7 -L11
Term: Permanent

Want to make a significant impact on the lives of children and families? Want to lead with integrity, kindness and ambition while helping to shape the future direction of a great school? Want to work alongside a dedicated team committed to high standards, inclusion and evidence-informed practice? Want to use what we know from Cognitive Psychology about how the brain works to drive your practice?

We are looking for an exceptional leader to join our senior leadership team as Deputy Headteacher and play a key role in driving our continued school development journey. You will be committed to ensuring that every child receives an excellent education and will have a particular passion for inclusion, safeguarding and supporting vulnerable pupils to thrive both academically and personally.

This role presents an exciting opportunity for an experienced and motivated leader who is ready to take on wider strategic responsibility and work closely with the Headteacher, governors and staff to further strengthen all aspects of school life. You will lead on inclusion across the school, support high-quality teaching and curriculum development, and contribute significantly to the culture, ethos and strategic direction of the school.

You will be reflective, resilient and committed to continual professional growth. You will not be afraid to challenge existing practice where necessary and will work collaboratively to ensure the very best outcomes for all pupils.

Why choose Willingham Primary School?

- We focus on what works, not simply on what has always been done
- Our warm/strict behaviour curriculum enables teachers to teach and pupils to learn
- Inclusion is central to our vision and values, ensuring every child is supported to succeed
- We are committed to evidence-informed practice and ongoing school improvement
- We value feedback and professional dialogue to improve practice across the school
- We have a knowledge-rich curriculum that is carefully sequenced to support long-term learning
- You will work alongside a talented, committed and supportive staff team
- We invest heavily in high-quality professional development and leadership development
- Staff wellbeing is important to us and all staff receive a Wellbeing Day each academic year

The right candidate will align completely with our values of hard work, integrity and kindness and will support us in achieving our mission statement:

To provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life.



Visits to the school with the Headteacher are strongly encouraged.

Please contact the School Office on 01954 283030 to arrange a visit.

Applications should be made via My New Term.

This appointment is subject to an Enhanced DBS Check, Barred List Checks and two positive references.

In line with guidance from the Safer Recruitment Consortium, an online search will be completed for all shortlisted candidates.



Willingham Primary School



Job Description and Person Specification

Deputy Headteacher



Job details

Salary: L7-11

Contract type: Full time/Permanent

Reporting to: Headteacher

Responsible for: SENDCo and Teaching assistants

Main purpose

To ensure that all pupils have the knowledge, experiences and self-confidence to excel at secondary school and make choices now and in the future to live a happy and fulfilling life.

The deputy headteacher will be expected to:

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable other to do the same
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board and will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Have strategic oversight of inclusion

Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life



- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's Self-Regulation and Behaviour Management policy

Inclusion

Under the direction of the headteacher, the deputy headteacher will:

- Ensure that provision for vulnerable pupils is effective.
- Oversee the SENDCo to ensure the provision for SEND pupils is effective.
- Undertake responsibility for co-ordinating and monitoring all aspects of Inclusion (EAL, PP, CLA and SEND)
- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all vulnerable pupils and rigorously monitor the provision to ensure personal and academic progress for all pupils.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- In conjunction with the HT, SBM and SENDCo, oversee all inclusion related budgets;
- Monitor and evaluate intervention strategies designed to raise achievement;
- Monitor the communication to parents/carers on the progress of pupils;
- Provide support and training for colleagues, including organising and quality assuring the implementation and delivery of any intervention programmes;
- Keep apprised of local and national developments relating to Inclusion and disseminate information as appropriate;
- Ensure all Inclusion related policies are reviewed regularly and are up-to-date.
- Collate and analyse assessment data for vulnerable pupils to ensure coherent picture of needs and attainment across the school.

Health and Safety

Under the direction of the headteacher, the deputy headteacher will:

- Be a Deputy Designated Safeguarding Lead
- Support staff in ensuring the that the school environment is a safe working environment for both pupils and staff
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff wellbeing with due attention to workload



Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish, sustain and model high-quality teaching across all subjects and phases
- Ensure teaching is underpinned by subject expertise
- Effectively use summative assessment to inform strategy and decisions
- Support curriculum leads in ensuring excellence in curriculum design and progression.
- Ensure the teaching of a broad, structured and coherent curriculum
- Lead on assessment across the school and provide support for other staff in the application, recording and impact of assessment procedures across subjects
- Ensure valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Disseminate relevant data analysis information to appropriate stakeholders
- Support staff to ensure the effective organisation and adherence to procedures of any Nationally Standardised Assessments across the school

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Allocate financial resources appropriately, efficiently and effectively
- Contribute to the recruitment, selection, appointment and professional development of teachers and support staff
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Lead appraisal for SENDCo, ESA and teaching assistants.
- Lead on pupil attendance and provide support for other staff in the recording, reviewing and improvement of attendance across the school.
- Undertake lunchtime responsibilities on an agreed rota basis.

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Plan, lead and evaluate staff professional development activities in line with school's strategic plan
- Have an oversight for the induction of new staff



Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Attend meetings of the full Governing Body, as well as Governor sub-committees, as required by the Headteacher

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person specification

The criteria given will be used as part of the short listing and interview process.

		Essential	Desirable
Qualifications and training	A degree or equivalent	x	
	Qualified Teacher Status	x	
	Evidence of CPD relevant to school leadership and management	x	
	SENDCo qualification or further qualification linked to Inclusion/SEND		x

		Essential	Desirable
Teaching, Leadership and Management Experience	Outstanding classroom practitioner with a strong understanding of effective teaching and learning	x	
	Knowledge of current research and evidence-informed practice	x	
	Commitment to high expectations and achievement for all pupils	x	
	Strong knowledge of curriculum design, progression and assessment	x	
	Evidence of engaging parents so they understand their child's progress and can contribute to help their child succeed	x	
	Evidence of a strong commitment to promoting the welfare and safeguarding of children.	x	
	Experience of leading whole-school improvement initiatives	x	
	Experience of successful delivery against agreed strategic plans		x
	Demonstrable experience of successful line management	x	
	Evidence of leading staff development	x	
	Proven ability to support, motivate and develop colleagues	x	
	Strong understanding of SEND, inclusion and barriers to learning	x	
	Experience of strategic leadership in Inclusion and vulnerable pupil provision		x
	Experience of improving outcomes for all pupils, including vulnerable groups	x	
	Ability to work effectively with parents, external agencies and professionals	x	
	Ability to use assessment data effectively to raise standards and improve outcomes	x	
	Experience leading assessment systems across a school		x
	Experience leading attendance improvement strategies		x

	Essential	Desirable
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Knowledge and Skills			
	Ability to be resilient, robust and calm under pressure.	x	
	An effective communicator, written and oral, at all levels	x	
	Ability to inspire high levels of performance in pupils and staff	x	
	Ability to prioritise, organise and manage workload effectively	x	
	Ability to build positive relationships across the school community	x	
	Strong problem-solving and decision-making skills	x	
	Understanding of current national educational developments		x
Demonstrate a commitment to equality of opportunity in the curriculum.	x		

		Essential	Desirable
Personal qualities	Commitment to the school's values of hard work, integrity and kindness	x	
	High levels of professionalism, integrity and confidentiality	x	
	Resilient, adaptable and solution-focused	x	
	Ability to inspire, challenge and support others	x	
	Commitment to continuous professional development	x	
	Ability to contribute to wider school community initiatives		x



Terms of Appointment

Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

Pension

You will automatically be enrolled into membership of the Teachers' Pension Scheme.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.

What Willingham Primary School can offer

Our investment in you

Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions



Wellbeing

Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

Wellbeing Day

The school offers every member of staff one term-time wellbeing day each academic year.

Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

Additional Benefits

Pension

As an employee at Willingham Primary School you are automatically enrolled into membership of the Teachers' Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For teaching staff, the school currently contributes 28.68% of your salary into the pension.

Cycle to Work Scheme

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

Extended Schools Provision

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

Catering

We have on-site catering provision which provides a staff menu bookable daily.



How to Apply

Applications should be made via <https://mynewterm.com/jobs/110622/EDV-2026-WPS-98928>

Visits to the school with the Headteacher are strongly encouraged.

Please contact the School Office on 01954 283030, or office@willingham.cambs.sch.uk to arrange a visit.

Closing date for applications: Thursday 17th September 5pm

Shortlisting: Friday 18th September 9am

Interviews: Friday 25th September

