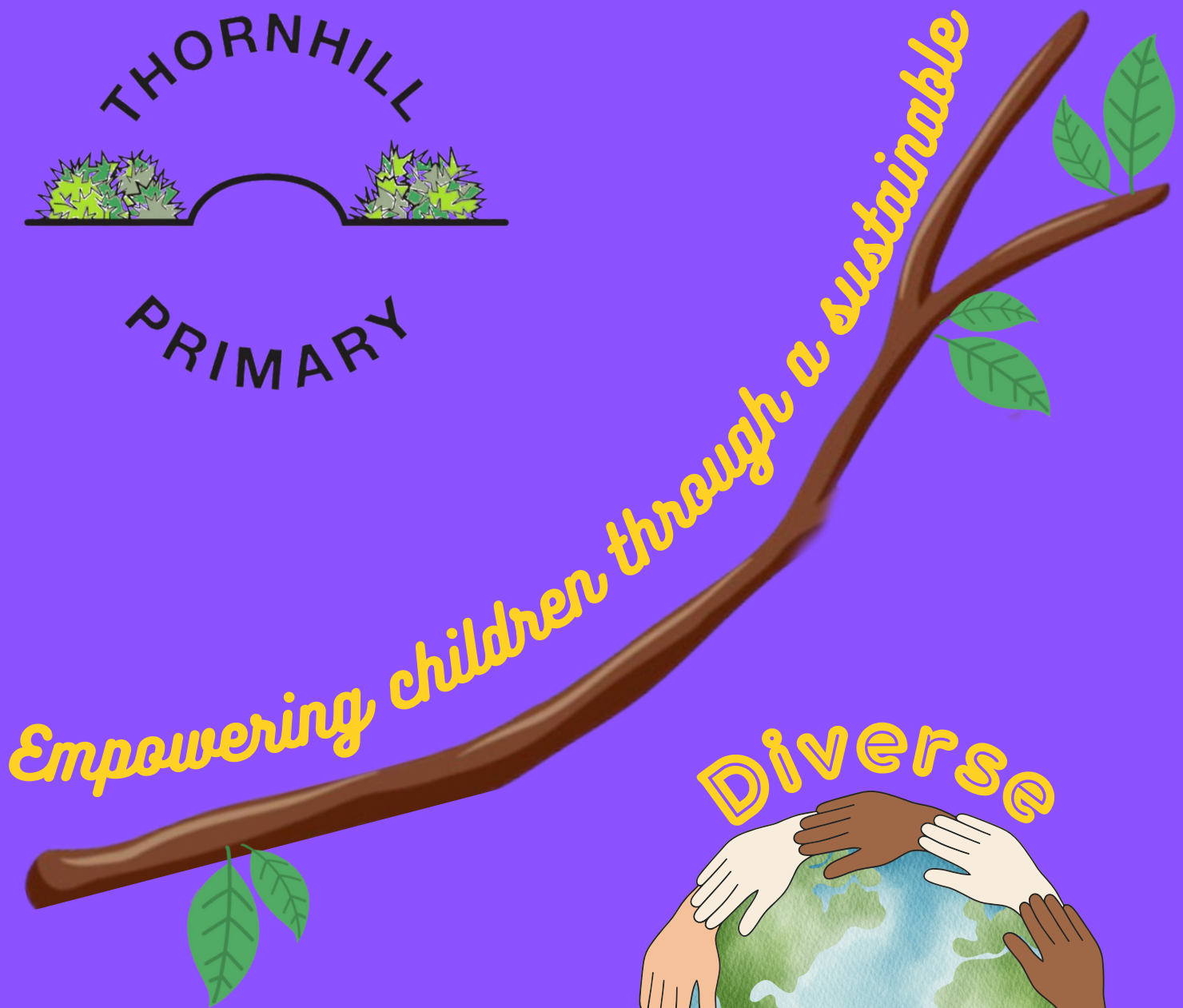


THORNHILL



PRIMARY



Empowering children through a sustainable

Diverse



ARTS-ENRICHED
EDUCATION



**Deputy
Headteacher
Candidate Pack**

About Us

Thornhill Primary School is a vibrant and high-achieving school at the heart of Houghton Regis. We are proud to be one of the top-performing schools in Houghton Regis and Dunstable, with excellent results that reflect the dedication of our staff and children. We are delighted to share our latest OFSTED report, which is overwhelmingly positive. We are especially thrilled to have achieved Outstanding for Personal Development, a recognition of our unwavering commitment to nurturing confident, resilient, and well-rounded learners. The report highlights the hard work, enthusiasm, and dedication of our entire school community.

At Thornhill, our ambition is to be the 'beating heart' of our growing and evolving community—a place where children thrive in an inclusive, diverse, and creative learning environment. We set high expectations and standards, inspiring every child to strive for excellence in all aspects of school life, regardless of their background.

Our commitment to children is to cultivate a love for learning. Through our bespoke, innovative, and creative curriculum, every child experiences a rich and stimulating education that prepares them for the future.

We are incredibly proud of our school community and the exciting journey ahead. Thornhill Primary School is a growing school set across two sites expanding to 3 forms of entry.

Grove Road Site – This site is for our preschool, Reception, and Year 1 children.

Silver Birch Site – Opened in September 2022. This site is for our Years 2, 3, 4, 5, and 6 children but is also home to our nature and nurture spaces, Music, Library, Science, and Around the World rooms.

We are honoured to lead a dedicated team of teachers, TAs, and support staff, who together, have created a supportive, friendly, enriching, and nurturing environment which enables all children to feel valued and safe. Together, we work towards building a brighter future for our children and the world. We aim to equip our children with all the skills they need to continue on their future learning journey. We have high expectations of both learning and progress and ensure all children, regardless of their ability, are able to access all areas of the curriculum and any extra-curricular activities held. We want to ensure all our children believe in themselves and their abilities, aspire to be the best they can be, and want to learn so that they can go on to achieve their dreams and goals.

We work in partnership with parents and carers and very much value the support and contribution they make to school life. Our ambition to be the 'heart of our community' has given us the passion and drive to change and adapt as our neighbourhood continues to grow.



Head's Welcome

Thank you for your interest in the Deputy Headteacher position at Thornhill Primary School. As the Headteacher, alongside our exceptional staff team and dedicated governing body, I am delighted to provide you with further information about our school and the qualities we are seeking in our new Deputy Headteacher.

This is an exciting time in the School's development. We are growing, evolving, and continually raising our standards to deliver the exceptional facilities, inspiring environments and comprehensive care our parents expect and our pupils deserve.

Thornhill is a warm, ambitious and forward-looking community. Our school environment is a deeply rewarding place within which to work, and both staff and pupils are encouraged to grow, achieve and thrive. Those who join us become part of a collaborative culture grounded in shared values, where passion for hard work and a commitment to excellence is celebrated and supported.

The core purpose of the Deputy Headteacher is to be an integral part of the senior leadership team, to support the Headteacher and provide professional leadership and management of the school. In addition, the Deputy Headteacher will promote a secure foundation from which to achieve high standards in all areas of the school.

About Thornhill Primary School

A Growing, Ambitious School:

Thornhill Primary is a maintained school located in a vibrant and expanding community, owing to recent new housing developments. Our school is split across two sites within the same school grounds, which brings unique opportunities for collaboration and growth.

Strong Track Record:

We are proud of our very strong end of key stage results and consistently good Ofsted outcomes. These achievements are a testament to the commitment and expertise of our staff and the positive engagement of our pupils and families.

Inclusive and Supportive Community:

Our staff are passionate about enhancing the educational experience for every child. We share a commitment to supporting pupils' academic, personal and social development, striving to develop kind, confident, and well-rounded learners.

If you have any questions or would like an informal conversation about the role, please do not hesitate to contact me via the school office.

Thank you for considering joining Thornhill Primary School. We look forward to receiving your application.

With best wishes,



Headteacher

A Warm Welcome from Pupils

Dear Future Deputy Head,

Our school is a friendly and caring place where everyone tries their best. The teachers help us to believe in ourselves and encourage us to aim high, both in our learning and in how we treat others. We are taught to be respectful, responsible and kind, and these values are very important to us.

- How we help each other in class and on the playground
- Our amazing school library (it's the best place to read quietly or find out new things)
- The friendly teachers and TAs who always have time for us
- Our colourful displays - look out for our art project in the corridor!

In Year 6, we are given lots of opportunities to be leaders and role models for the younger children. We help them in the playground, during lessons and at school events. It makes us feel proud to be trusted and listened to. We would love a Deputy Headteacher who supports pupil voice and helps all children feel confident to share their ideas.

We also enjoy having lessons that are fun and challenging, as well as clubs, trips and special days that make learning exciting. It is important to us that school is a place where we feel safe, happy and ready to learn every day.

Thank you for taking the time to learn about our school. We hope you enjoy your visit and can see how welcoming and positive our school community is. We look forward to meeting you and maybe welcoming you as part of our school family in the future.

**'THE PROVISION
FOR PUPILS
PERSONAL
DEVELOPMENT IS
EXEMPLARY'**

- OFSTED 2025



Vision, Values, Aims and Ethos

Welcome to our inclusive and sustainable learning community, where every child is encouraged to explore their passions and reach their full potential. We are a team of dedicated education specialists who work hard to provide a supportive and enriching environment for all. Together, we work towards building a brighter future for our students and their world.

Our vision is to educate responsible and successful global citizens, who are equipped with the knowledge and skills to create a sustainable future and achieve their full potential.



Empowering children through a sustainable, diverse, arts-enriched education

Respect, Appreciation, Resilience, Aspiration, Friendship,
Courage, Pride, Confidence, Kindness, Positivity,
Love and Tolerance

Why Choose Us...

Employee Assistance Programme that provides SAS Support and Assistance to staff and their families through counselling



Free onsite parking



We've signed up to HSF to offer our staff the best possible healthcare packages



Free Tea, Coffee and refreshments



Putting your wellbeing first



Come and visit us to find out what else we have to offer

'The school prioritises staff's professional development and well-being'

- OFSTED 2025



Job Description

Job Title: Deputy Headteacher:

**Whole school Inclusion Lead
Behaviour and Achievement EYFS and KS1**

Reports to: Headteacher

Main purpose of the role:

An exceptional candidate is sought for the post of Deputy Head to lead strategically the provision for pupils with SEND and behaviour across the school. The Deputy Headteacher will also provide strategic leadership for achievement across the school with a particular focus on EYFS and KS1. All members of the SLT are leading professionals in the school. Working with the governing body, the SLT provide vision, leadership and direction for the school and ensure that it is managed and organised to meet its aims and targets. The SLT is responsible for the continuous improvement in the quality of teaching, learning and wider educational experiences; for raising standards of behaviour, achievement and attainment; for ensuring equality of opportunity for all; for the development of policies and practices; and for ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives. The SLT also secure the commitment of the wider community to the school by developing and maintaining effective networks with, for example, other local schools, the LA (where appropriate), the local community groups and professional services. SLT are expected to be Lead Practitioners promoting and holding staff to account for Safeguarding, KCSIE, their duty of Prevent and in fostering an ethos of inclusion, tolerance and diversity.

The core purpose of the Deputy Headteacher is to be an integral part of the senior leadership team, to support the Headteacher and provide professional leadership and management of the school. In addition, the Deputy Headteacher will promote a secure foundation from which to achieve high standards in all areas of the school.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Specific Responsibilities:

The Deputy Headteacher, in addition to carrying out the professional duties of a teacher, shall include additional duties particularly assigned to them by the Headteacher by playing a major role under the overall direction and vision of the Headteacher. This includes, but is not limited to:

- Teach and undertake the professional responsibilities of the Deputy Headteacher in accordance with the Teacher Pay and Conditions documented and as directed by the Headteacher.
- To work with the Headteacher and SLT and to develop a strategic view for the whole school in its community and analyse and plan for its future needs and further development within the local, national and international context.
- To be accountable for overall standards and improving outcomes measured against national benchmarks in key area of responsibility
- To support the vision, ethos and policies within the whole school and promote high levels of achievement.
- To motivate and work with others to create a shared culture and positive climate.
- To deputise for the Headteacher when appropriate, in school and at meetings etc out of school.

Job Description

- To assist the Headteacher and other senior members of staff in the management and organisation and behaviour management of the school.
- To deputise as a designated safeguarding lead (DDSL) where appropriate and follow safeguarding procedures.
- To take a leading role in the formulation, management and monitoring of the School Development Plan and School Self Evaluation (SSE).
- To support the Headteacher in the appointment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- To lead weekly Inclusion meetings with the SEND team and put in place any required actions following these meetings.
- To plan the assembly schedule for EYFS and KS1 to ensure the programme meets the needs of the school and encourages parental engagement.

Strategic Behaviour and Inclusion Leadership

- To lead on the school's behaviour strategy to maintain a calm, safe, respectful environment.
- To oversee behaviour systems and ensure consistent, fair application.
- To support staff with behaviour management through coaching and modelling.
- To drive the school's strategic approach to inclusion, ensuring all pupils can access a high-quality, ambitious curriculum.
- To oversee SEND, behaviour, and pastoral systems, ensuring cohesive, effective provision.
- To line manage the SEND team and provide strategic direction and challenge.
- To ensure statutory compliance with the SEND Code of Practice.
- To champion equity and remove barriers to learning for disadvantaged and vulnerable pupils.
- To work with families and external agencies to coordinate support and improve outcomes.
- To monitor the impact of interventions and ensure provision matches pupil needs.
- With the SEND team, develop and implement a clear, ambitious vision and Inclusion Development Plan aligned with the School Development Plan.
- Maintain a strategic overview of SEND and inclusion across the school, ensuring provision is high-quality, inclusive, and effective in improving pupil outcomes.
- Keep abreast of national and local SEND and inclusion initiatives, including the SEND Code of Practice, ensuring compliance and best practice dissemination.
- Lead the review and continual improvement of SEND, policies, ensuring they translate effectively into day-to-day practice.
- Contribute to whole-school self-evaluation and school improvement planning with a focus on vulnerable groups.
- Organise and chair SEND Planning Meetings, support staff meetings, and liaise with Senior Leadership Team (SLT) regarding funding and resource allocation.
- Ensure the school meets statutory duties under the Equality Act 2010 and Disability Discrimination Act, monitoring and reviewing accessibility and equality objectives.

Job Description

Initial Teacher Training and Early Career Mentoring

- To oversee the induction and development of Initial Teacher Trainees (ITT) and Early Career Teachers (ECT), ensuring statutory requirements and best practice are met.
- To monitor ITT and ECT progress through regular reviews, coaching and targeted support.
- To ensure high-quality professional development that is tailored to the needs of trainees and early career teachers, enabling them to grow in confidence and effectiveness.

Safeguarding

- To uphold the school's commitment to safeguarding and promoting the welfare of children.
- To support the DSL, as a Deputy DSL, in leading safeguarding across the school and maintaining a strong culture of vigilance.
- To act as a point of contact for safeguarding concerns and provide advice and guidance to staff.
- To maintain accurate safeguarding records in line with statutory requirements.
- To liaise with external agencies to ensure coordinated support for vulnerable pupils.
- To support in the delivery of safeguarding training and whole-school compliance.

Leadership of staff

- To line manage teaching and support staff as agreed with the Headteacher.
- To work with the Headteacher to champion ongoing professional development, modelling active participation.
- Line manage MDS at Grove Road
- To contribute to staff recruitment and selection.
- To support the induction process for all new staff, working with the Headteacher and relevant leaders to ensure a consistent and positive start.
- To support staff wellbeing and foster a positive, collaborative culture.
- Lead and develop PTA

Accountability and Governance

- To provide clear, accurate reports on school performance to governors and external partners.
- To contribute to a culture of collective responsibility for pupil outcomes.
- To present information on progress, attainment, and school improvement to a range of audiences.

What We Are Looking For:

We are seeking an outstanding Deputy Headteacher who:

- Has a proven track record of sustained improvement within the primary sector
- Brings experience of a successful leadership role
- Demonstrates passion and enthusiasm for our embedded vision and values
- Is committed to delivering the best educational practices for our pupils
- Can confidently deputise for the Headteacher, providing strong operational leadership and contributing strategically to the school's direction and improvement
- Deliver class teaching and modelling outstanding classroom practice
- Build strong partnerships with parents, carers, and external agencies.
- Promote the School's profile within the local community.
- Leading and managing whole-school operational matters
- Supporting the Headteacher with the strategic development of the school
- Fostering our vision of developing kind, confident, and self-assured learners

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree-level qualification relevant to the role Qualified Teacher Status Evidence of sustained and relevant professional development Training in safeguarding and child protection (including up-to-date knowledge of KCSIE) Experience across all key stages in the primary setting 	<ul style="list-style-type: none"> NPQSL or equivalent leadership qualification Designated Safeguarding Lead (DSL) training
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Proven high standards of classroom practice and substantial teaching experience across the full ability and primary age range Successful experience as a senior leader with whole-school responsibilities Proven track record of improving teaching, learning, and pupil outcomes Experience leading a core subject, including curriculum design, assessment, and progression Experience of coaching, mentoring, and developing staff, supported by a strong understanding of staff development and professional learning principles Experience monitoring teaching through learning walks, book looks, data analysis, and feedback cycles Teaching experience across varied school contexts, including high-mobility or high-disadvantage settings Experience working with pupils with SEND, disadvantaged pupils, and vulnerable families Experience contributing to school self-evaluation and improvement planning Experience in managing staff performance and supporting wellbeing Experience supporting ITT and ECT development programmes Experience contributing to operational leadership (e.g., timetabling, cover, daily systems, or routines) Experience contributing to safeguarding leadership, with strong knowledge of statutory requirements and the ability to apply safeguarding principles to whole-school decision making and systems Experience communicating with a range of stakeholders including governors, external agencies, and parents Strong understanding of effective teaching and learning, including evidence-based practice 	<ul style="list-style-type: none"> Experience leading whole-school behaviour and/or inclusion systems, with a strong understanding of strategies that promote a positive, respectful culture Experience contributing to the induction of new staff or supporting colleagues to integrate into a school's systems and culture Experience deputising for a Headteacher or taking on significant leadership responsibility in their absence Skills in restorative practice or conflict resolution Understanding of community engagement and parental partnership strategies Ability to represent the school confidently at external meetings and networks Ability to innovate and lead change effectively Ability to use digital tools to support teaching, learning, and leadership

Person Specification

	<ul style="list-style-type: none"> • Understanding of school improvement processes and self-evaluation frameworks • Ability to analyse and use data to drive improvement, monitor impact, and inform strategic decision making • Knowledge of effective strategies for raising attainment • Ability to provide strategic leadership and translate vision into action • Ability to inspire, motivate, and challenge staff and pupils • Strong interpersonal and communication skills, with the ability to build trust and credibility • Ability to contribute to a positive, ambitious, and inclusive school culture • Ability to lead professional development and deliver high-quality training • Ability to model excellent classroom practice • Ability to manage difficult conversations and hold staff to account with professionalism and empathy • Ability to work collaboratively with a wide range of stakeholders • Strong organisational skills and the ability to manage competing priorities • Ability to think strategically while remaining grounded in classroom realities • Ability to maintain accurate records and ensure compliance with statutory requirements 	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to inclusion, equity, and high expectations for all pupils • A reflective, evidence-informed approach to leadership • Resilience, emotional intelligence, and the ability to remain calm under pressure • Professional integrity and a strong moral purpose • A collaborative mindset and commitment to developing others • A positive, solution-focused approach to challenges • A willingness to contribute to the wider life of the school and community 	<ul style="list-style-type: none"> • A passion for innovation and continuous improvement. • Ability to model a healthy work-life balance • Confidence in presenting to governors or external partners
Safeguarding and Professional Standards	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Ability to maintain confidentiality, professional boundaries, and high ethical standards • Ability to uphold transparency and probity 	<ul style="list-style-type: none"> • Experience of DSL-level safeguarding responsibilities.

Next Steps



Empowering children through a sustainable, diverse, arts-enriched education

If you share our vision and are excited by the opportunity to join a growing and ambitious school, we would love to hear from you.

Arrange a visit: We strongly encourage prospective candidates to visit Thornhill Primary to experience our environment first-hand. To arrange a visit, please contact the school office on 01582 863516

Application deadline: **Monday 9th March by midday**

Shortlisting: **Tuesday 10th March**

Interviews: **19th/20th March**

Thank you for considering joining Thornhill Primary School. We look forward to receiving your application.



THORNHILL PRIMARY SCHOOL



Thornhill Primary School Graded **GOOD** with **Outstanding**

The quality of education
Good

Behaviour and attitudes
Good

Personal Development
Outstanding

Early years provision
Good

Leadership and management
Good

"The school has developed a broad and rich curriculum, which is highly ambitious for all pupils, starting from the early years."
- Ofsted 2025


"The provision for pupils' personal development is exemplary."
- Ofsted 2025

Empowering children through a sustainable, diverse, arts enriched education



 www.thornhill-primary.co.uk

 schooloffice@thornhillprimary.com

 Grove Road site + Silver Birch site, Houghton Regis, Bedfordshire
LU5 5PE + LU5 5QJ

 01582 863516





Empowering children through a sustainable, diverse, arts-enriched education

www.thornhill-primary.co.uk