

**YOUR JOURNEY
STARTS HERE**

Realising ambition for every pupil - and every career.



Deputy Headteacher (Maternity Cover) Application Pack



The Brent Primary School



Who we are

About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

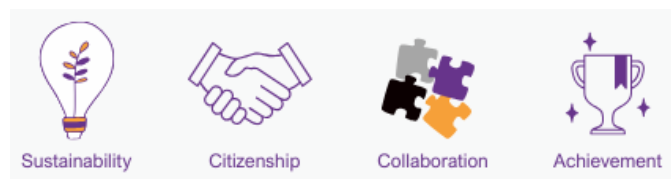
- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.





About our school

At The Brent Primary School, we strive to ensure that our children receive the very best education that we can deliver. Our core purpose is to enable all pupils to excel in their academic, social and personal achievement. We achieve this through creating a safe, stimulating, supportive and inclusive environment where the health, safety and well-being of all members of our community are at the heart of everything we do.

We promote a passion for life-long learning through an engaging curriculum that develops independent learners. We develop citizens who will take their place confidently within a rapidly changing world at local, national and global levels. Respect for self and respect for others underpins all aspects of school life. We believe every child is entitled to enjoy his or her childhood. As a consequence, The Brent will always be a friendly and welcoming place, where laughter is often heard and definitely encouraged.

As a Growth Mindset School, we strive for our children to be the best version of themselves and through fostering our core values of **Resilience**, **Respect** and **Responsibility**, we nurture aspirational learners for life!

We endeavour to ensure that all children leave The Brent as emotionally and socially confident individuals, fully prepared to embrace the wonders and challenges of the world around them.



About the role

Position:	Deputy Headteacher
Contract:	Maternity Cover
Hours/Weeks:	Full time teachers contract
Grade:	L9 – L13
Salary:	£64,500 - £71,030
Start date:	1 st September 2026
End date:	This is a maternity cover contract, ending when the substantive postholder returns
Closing date:	22 nd February 2026

We are seeking a highly skilled and motivated Deputy Headteacher with substantial senior leadership experience, including proven impact as a Deputy Head in a primary school. This is a pivotal role within our large, vibrant school community, offering the opportunity to shape whole-school strategy, influence culture, and make a tangible difference to the lives of our pupils and families.

About the Role

As our Deputy Headteacher, you will work closely with the Headteacher to drive school improvement, strengthen teaching and learning, and uphold the very highest expectations across the school. You will take strategic leadership responsibility for:

- Whole-school behaviour and attitudes, ensuring systems are clear, consistent and rooted in high expectations.
- Attendance, including oversight of statutory duties, monitoring, intervention and work with families.
- Teaching, learning and curriculum development, supporting staff to deliver exceptional learning experiences.
- Operational leadership within a large primary school, ensuring smooth day-to-day functioning.
- Safeguarding, inclusion and pastoral development, promoting a culture where all children feel safe, valued and able to flourish.

What We're Looking For

We are seeking someone who:

- Has significant experience as a Deputy Headteacher and a strong track record of whole-school leadership.
- Has expertise in attendance and behaviour leadership, with evidence of successful impact.
- Brings experience of working in a large or multi-form-entry primary school.
- Is an exceptional communicator, motivator and role model for staff and pupils.
- Is committed to inclusive practice, high standards and a child-centred approach.
- Thrives in a collaborative team and is ready to contribute to the wider Cygnus Academies Trust family.

JOB DESCRIPTION AND PERSON SPECIFICATION

EMPLOYMENT DETAILS	
JOB TITLE:	Deputy Headteacher
GRADE:	L9 – L13
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> To live our values of collaboration, citizenship, sustainability and achievement. To follow our schools' and Trust's policies and procedures. To value lifelong learning and develop skills and knowledge. To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	To carry out the professional duties of a Deputy Headteacher in accordance with the School Teachers' Pay and Conditions Document. The postholder will provide substantial leadership capacity within a large primary school, demonstrating significant prior experience as a Deputy Headteacher and contributing to strategic school improvement, safeguarding, behaviour, attendance, and operational excellence across the school community.

MAIN RESPONSIBILITIES	
STRATEGIC LEADERSHIP	<ul style="list-style-type: none"> Provide high-impact leadership drawing on substantial Deputy Headteacher experience within a primary school setting. Support the Headteacher in driving forward the strategic vision of the school and the wider Cygnus Academies Trust. Lead on whole-school improvement priorities, ensuring actions are informed by robust data, research and best practice. Play a pivotal role in establishing and maintaining a culture of ambition, inclusion, and continuous improvement.
BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT	<ul style="list-style-type: none"> Lead whole-school behaviour management approaches, modelling high expectations and ensuring consistency across the school. Oversee and evaluate behaviour systems. Provide training, coaching and support to staff. Lead strategies that promote pupils' personal development.
ATTENDANCE LEADERSHIP	<ul style="list-style-type: none"> Hold strategic responsibility for attendance across the school. Lead, monitor and evaluate attendance systems. Analyse attendance and persistent absentee data. Work directly with families and external agencies.
TEACHING, LEARNING AND CURRICULUM	<ul style="list-style-type: none"> Ensure consistently high-quality teaching, learning and assessment. Contribute to curriculum development. Monitor progress and outcomes. Provide coaching and mentoring.

OPERATIONAL AND ORGANISATIONAL LEADERSHIP	<ul style="list-style-type: none"> • Support day-to-day running of a large primary school. • Contribute to safeguarding leadership. • Oversee school organisation such as duty rotas and behaviour logistics. • Support strategic use of resources.
STAFF LEADERSHIP AND DEVELOPMENT	<ul style="list-style-type: none"> • Line-manage staff. • Conduct performance management. • Lead CPD. • Promote a positive staff culture.
ACCOUNTABILITY AND QUALITY ASSURANCE	<ul style="list-style-type: none"> • Provide evidence-based reports. • Lead monitoring and evaluation cycles. • Ensure policies and systems are implemented consistently.
STRENGTHENING COMMUNITY AND PARTNERSHIPS	<ul style="list-style-type: none"> • Build strong relationships with parents and the community. • Collaborate with external agencies. • Champion the school's values.
SAFEGUARDING	<ul style="list-style-type: none"> • Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures. • Maintain safe working practices, professional boundaries and confidentiality when working with pupils. • Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION	
Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Degree or equivalent level qualification. • Evidence of continuous professional development relevant to senior leadership. 	<ul style="list-style-type: none"> • Further accredited leadership training (e.g., NPQSL / NPQH). • Additional training in safeguarding, SEND, behaviour or attendance leadership.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Substantial experience as a Deputy Headteacher, with proven impact at whole-school level. • Successful leadership experience in a large or multi-form-entry primary school. • Proven track record of leading behaviour and attitudes, including the development and monitoring of whole-school behaviour systems. • Demonstrable experience of leading school attendance, including analysis, intervention and statutory processes. • Experience of line managing staff, conducting performance management and leading professional development. • Experience of leading teaching, learning and curriculum development. • Experience of working with external agencies and supporting vulnerable pupils. • Significant involvement in school self-evaluation and improvement planning. 	<ul style="list-style-type: none"> • Experience as a safeguarding lead or deputy. • Experience of working across more than one school or within a Trust structure. • Experience of coaching and mentoring colleagues.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Strong knowledge of primary education from EYFS to KS2. • Deep understanding of effective behaviour strategies and whole-school culture development. • Thorough understanding of attendance legislation, statutory duties and effective systems for improving attendance. 	<ul style="list-style-type: none"> • Understanding of Trust-wide strategic working and governance.

<ul style="list-style-type: none"> • Excellent understanding of safeguarding requirements and statutory guidance. • Strong grasp of high-quality teaching, learning and assessment. • Ability to analyse and interpret complex data to drive improvement. • Knowledge of effective curriculum design and implementation. • Understanding of leadership in a large primary school context, including operational and organisational demands 	
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Deeply child-centred with a commitment to inclusion, safeguarding and wellbeing. • Resilient, optimistic and able to maintain high expectations under pressure. • Reflective, proactive and committed to ongoing development. • Approachable, supportive and able to foster a strong staff team culture. • High level of integrity, professionalism and emotional intelligence. • Able to adapt positively to change and lead others through it. • A strong sense of moral purpose aligned with the values of the school and Trust. 	
Additional requirements	
The successful candidate will have	
<ul style="list-style-type: none"> • Evidence of an enhanced DBS check, or willingness to undertake one. • Suitable references from their previous employer. 	

Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

Get in touch

Realising Ambition



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