



HORIZONS
EDUCATION TRUST

Horizons Education Trust, American Lane, Huntingdon, PE29 1TQ

info@horizons.org.uk

CEO: Adam Dabin

Deputy Headteacher

Recruitment Booklet



We provide
opportunities
and experiences
for all





Deputy Headteacher Overview

Job Title:	Deputy Headteacher	Reporting to:	Headteacher
Location:	Huntingdon, Cambridgeshire	Salary:	L16 - L20
Contract:	Full time, permanent	Start Date:	As soon as contractually available

Main Purpose

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

- Formulating the aims and objectives of the academy
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the academy's aims and objectives
- Modelling and inspiring the values and aims of the academy
- Sustaining a culture of safeguarding excellence part of the academy's safeguarding team

If the headteacher of our academy is absent, the deputy headteacher will deputise as directed by the governing board. Note that this is a professional expectation of deputy headteachers under the School Teachers' Pay and Conditions Document (STPCD).

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive, pupil centered, solution focused and respectful relationships across the school community
- Be ambitious for our learners and serve in their best interests.
- Believe in the power of education to impact the quality of our pupils lives and develop toward becoming valued, participating and contributing members of their communities as adults.

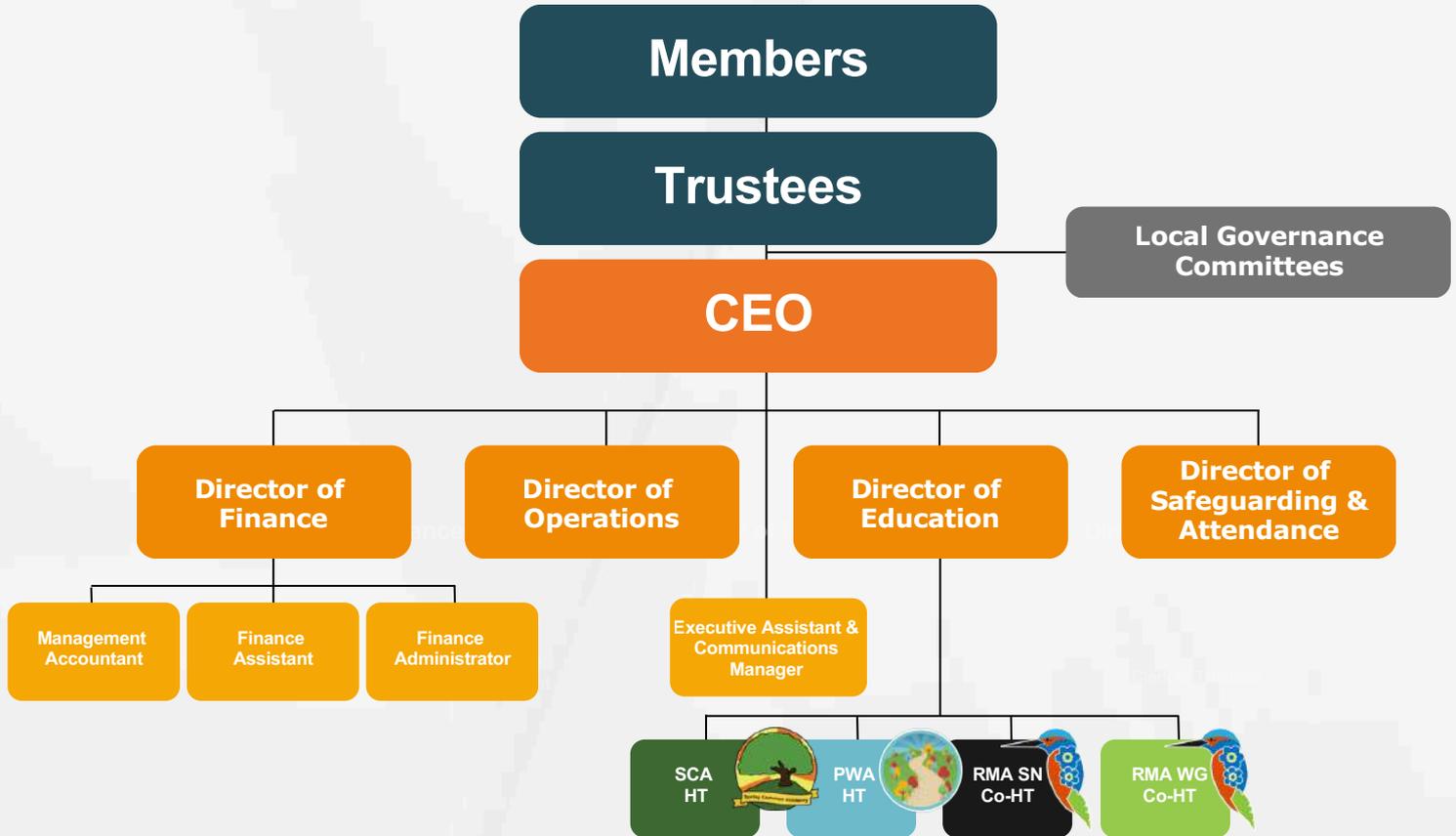
Benefits:

- Access to the Teachers' Pension Scheme
- Commitment to providing on-going training and development
- Horizons Education Trust is a member of the Whole Education network
- Mileage allowance paid at 45p per mile
- EAP Scheme (Medigold)



Organisation Structure

Central Services



3 Academies including:

- 2 SEMH Sites
- 2 PMLD Sites
- 430 Pupils
- 240 Staff



Organisation Map

Cambridgeshire, East Anglia

Riverside Meadows Academy
Wisbech



Prestley Wood Academy
Alconbury Weald



Spring Common Academy
Huntingdon



Riverside Meadows Academy
St Neots





Job Description

Academy culture & behaviour

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

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive, inclusive 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, leading CPD and appraisal programs linked to the school priorities.
- Build trusting relationships with our learner's families where working in partnership is the norm.
- Lead on maintaining high standards of behaviour from pupils, built on rules and routines and the understanding by all staff that behaviour is communication, as set out in the behaviour policy.
- Drive excellent pupil attendance by proactively tackling barriers through family and multi-agency collaboration, ensuring equal access to education for all.

Teaching, Curriculum & Assessment

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

- Establish and sustain high-quality teaching for all, based on evidence based research and analysis of outcomes.
- Lead on implementation of education related areas of EHCP as driver of adapted teaching learning and welfare provision.
- Ensure teaching is underpinned by SEND and subject expertise.
- Effectively use formative assessment to inform proactive strategy and decision making.
- Ensure the teaching of a broad, sequenced, structured and coherent curriculum which is adapted for individual needs at point of delivery.
- Establish curriculum leadership, including middle leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to engage with reading to their highest potential.
- Make sure the school works effectively with parents, carers and professionals to identify changing or additional needs from point of entry and provide support and adaptation where appropriate.

Organisational Management & School Improvement

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

- Sustain the academy's vision and strategic direction together with the headteacher, governing board, HEDT Director of Education and through consultation with the academy community.
- Establish and oversee systems, processes and policies so the school can operate effectively as a method of continual school improvement.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding.
- Manage resources to ensure value for money and manage staff with due attention to workload.



Job Description

- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Provide daily logistical oversight to manage safety and effective provision.

Professional Development

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

- Ensure staff have access to appropriate, evidence based, high standard professional development opportunities which link to school development plan and SEF.
- Keep up to date with developments in education including contributions to appropriate networking groups.
- Seek training and continuing professional development to understand outward facing contributory factors in the local authority and on a national scale.

Governance, Accountability & Working In Partnership

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

- Understand and welcome the role of effective governance, including accepting responsibility.
- Work closely with the safeguarding governor and Director of Safeguarding at HEdT to ensure robust safeguarding practices are followed and all staff take responsibility for the safety of every pupil.
- Ensure that staff understand their professional responsibilities and are held to account using the code of conduct and other related policies. You will model a professional, warm and compassionate outlook to others.
- To take a key role in HR management including recruitment, retention, disciplinary, grievance and capability processes with the headteacher, SLT and the Executive Team.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.



Person Specification

Qualifications & Training	E	D
Qualified Teacher Status (QTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DSL or DDSL (or willingness to undertake relevant training)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NPQ or other leadership qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience	E	D
Successful strategic leadership and management experience within a senior leadership team in a special school (SLD focus desirable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special school teaching experience (SLD desirable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Involvement in school self-evaluation and development planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable experience of successful line management and staff development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Successful Designated Safeguarding Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with school partners as a credible SEN leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coaching and mentoring staff effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership role relating to quality EHCP process as the driving force in strategic provision planning and resource management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding of effective approaches to behaviour management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of project team management and a willingness to take the lead on trust wide initiatives for the benefit of the trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Person Specification

Knowledge & Skills	E	D
Communicate clear vision, command respect and delegate responsibility whilst demonstrating high standards	<input type="checkbox"/>	<input type="checkbox"/>
Data analysis skills, and the ability to use data to set targets and identify weaknesses	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of high-quality teaching, adaptations for SEND and the ability to model this for others and support others to improve	<input type="checkbox"/>	<input type="checkbox"/>
Effective communication and interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate a vision and inspire others	<input type="checkbox"/>	<input type="checkbox"/>
Ability to build effective working relationships	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of HR processes, workforce strategy and maximising efficiency and value for money	<input type="checkbox"/>	<input type="checkbox"/>
Ability to create risk assessments and mitigation within given resources	<input type="checkbox"/>	<input type="checkbox"/>
Ability to design and implement effective change projects which bring about maximum impact	<input type="checkbox"/>	<input type="checkbox"/>
In depth knowledge of annual review process and local authority factors	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of SEN legislation and the annual review/placement/provision process	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of safeguarding and contextual practice	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Ofsted and DfE compliance processes and guidance	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Working With Others	<input type="checkbox"/>	<input type="checkbox"/>
To be able to develop and maintain a positive relationship with parents and other key stakeholders and encourage staff to support engagement of parents	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate effectively at all levels within the academy and wider community	<input type="checkbox"/>	<input type="checkbox"/>
Adopt a confident, calm approach and be able to communicate well orally and in writing to a range of stakeholders	<input type="checkbox"/>	<input type="checkbox"/>



Person Specification

Leadership & Management	E	D
Ability to lead the day-to-day running of the academy with senior leaders, ensuring a safe, secure, and healthy environment	<input type="checkbox"/>	<input type="checkbox"/>
Professional approach to leadership, managerial and organisational decisions based on informed judgements	<input type="checkbox"/>	<input type="checkbox"/>
Promote high expectations of achievement and learning for all pupils	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lead change effectively and with integrity	<input type="checkbox"/>	<input type="checkbox"/>
Support the vision and values of the trust	<input type="checkbox"/>	<input type="checkbox"/>
Promoting the Welfare of Children	E	D
Have a thorough understanding of safeguarding and the measures that need to be in place to ensure pupil safety and well-being	<input type="checkbox"/>	<input type="checkbox"/>
Personal Qualities	E	D
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and prioritise effectively	<input type="checkbox"/>	<input type="checkbox"/>
Resilient, calm, flexible and approachable	<input type="checkbox"/>	<input type="checkbox"/>
Creative and innovative. Solution focused with a positive mindset	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to maintaining confidentiality at all times	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	<input type="checkbox"/>	<input type="checkbox"/>



Achievement beyond expectations



If you would like a confidential discussion in relation to the role prior to applying, please contact Lorraine Driver, who will arrange for a time to speak with Leigh Aitken, Headteacher.

- **The closing date for applications is: 15 April 2026**
- **We welcome the successful candidate to start as soon as contractually available**

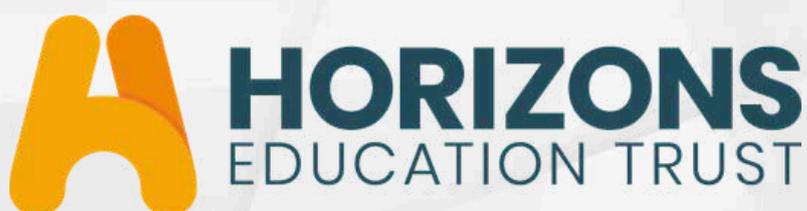
- **Interviews will be scheduled for: w/c 27 April 2026**

To apply for this position please contact:

Lorraine Driver
School Secretary & PA to the Headteacher
Email: ldriver@springcommon.cambs.sch.uk

Horizons Education Trust is committed to the safeguarding and promotion of the welfare of children and young people, and expect staff to share this commitment.

Successful candidates require a satisfactory Enhanced Disclosure & Barring Service (DBS) check and will also be subject to a Barred List Check, to confirm that you are not barred from working with children.



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