



Westfield School

Deputy Headteacher

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	11.59pm on 29 th March 2026
Interviews to be held:	Week beginning 30th March 2026
To start:	13 April 2026

We are seeking a temporary Deputy Headteacher for one term. This post will provide interim leadership capacity until the end of the Summer term 2026. The role will focus on the operational leadership of the Inclusion provision including Safeguarding and taking on the role of DSL. Other areas of responsibility will be attendance, behaviour and SEND.

This contract is 1.0 FTE however we would welcome job share arrangements.

To apply:

- Full application pack and application forms available from Alice Pearson at recruitment@chorustrust.org
- Completed application forms are to be sent to Alice Pearson, HR Manager at: recruitment@chorustrust.org
- Please note that CVs and council application forms will not be accepted.

Role summary

Post title:	Deputy Headteacher
Pay scale:	L18 to L22 (£78,702 - £86,803)
Group:	Leadership
Reporting to:	Headteacher
Post holder will work with:	All Teaching and Support staff at Westfield School and other colleagues across the Trust
Holiday and sickness relief:	By and for the Headteacher
Purpose of post:	<p>The Deputy Headteacher will strategically oversee the school's approach to pastoral care and culture. We are looking for a candidate with considerable experience in secondary education and with a track record of impact in personal care, behaviour management, safeguarding and SEND.</p> <p>The Deputy Headteacher will help create an outstanding school culture, with high levels of student attendance, behaviour and safeguarding.</p>

The Deputy Headteacher will embed a culture of commitment, underpinned by mutual respect, where every child matters.

Version revised: March 2026

Contract: Temporary until 31st July 2026

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Role as a member of the SLT at Westfield School

- Joint overall responsibility for all aspects of the school in the absence of the Headteacher.
- To work with the Headteacher and Governors in developing the vision and strategic direction of Chorus Education Trust.
- Ensure a School wide focus on achievement and standards.
- To assist the Headteacher in the day to day running of the school including taking assemblies, leading a duty team, assisting in organising parent's evenings, promoting health and safety, and by attendance at extra-curricular events.
- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- To work closely with the Board of Trustees and Governing Body as a member of the sub committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal (performance management), school self-evaluation, including termly self-review.
- To contribute to the School SEF, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Headteacher on the recruitment, selection and appointment of staff across the Trust.
- Prepare agendas and briefing papers for relevant meetings.
- To participate in SLT meetings including early morning briefings, weekly meetings and termly strategic sessions including weekends.

Core purpose

- Strategic responsibility for pastoral leadership and management, including the line management of the heads of year and pastoral support staff.
- Strategic leadership of key school policies including Behaviour, Anti-bullying, Attendance and the School Code of Conduct.
- Strategic leadership of whole school rewards and sanctions.

- Strategic leadership and organisation of staff duty systems.
- Be an exemplary role model of positive behaviour for all students, staff and parents.
- To develop a culture of commitment and ambition for staff, students and parents.
- To establish creative, innovative and effective approaches to pastoral care to embed a culture of challenge and support to ensure all students can maximise their true potential.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the improvement of underachieving students.
- To manage and implement outstanding pastoral systems to support underachieving cohorts or cohorts displaying challenging behaviour.

General duties and responsibilities

- To carry out the duties of a Deputy Headteacher as set out in the school teachers' pay and conditions document.
- To continue to meet the required standards for qualified teacher status (QTS).

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Deputy Headteacher

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
Qualified Teacher status First degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		A
Further educational study or action research.		✓	A
Teaching and Learning			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		A / I / R
Leading role in a recent whole school teaching and learning initiative. Current/recent experience of teaching post-16 and/or specialist SEND teaching.		✓	A / I / R
Experience			
Experience in more than one teaching establishment. Two or more positions of responsibility in a secondary setting. Previous Leadership Team experience. A record of success in effective and efficient team management.	✓		A / I / R

<p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Use of ICT as an effective management and teaching tool.</p> <p>Collaborative working.</p> <p>Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.</p>			
<p>Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning (ITT/NQT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p>		✓	A / I / R
Skills, knowledge, abilities			
<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-19 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>		✓	A / I / R

<p>Knowledge of schools of the future.</p> <p>Involvement with Key Stage 3 assessment after levels.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Working to move schools from Good/Outstanding.</p> <p>Developing the most able.</p> <p>Working with teaching schools.</p>		✓	A / I / R
Personal skills			
<p>Positive & caring approach towards students.</p> <p>Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.</p> <p>Develop and sustain appropriate relationships, motivating and inspiring others.</p> <p>Sets personal high standards and helps others to do the same.</p> <p>Ability to maintain positive morale under pressure.</p>	✓		A / I / R
Child protection			
<p>A commitment to the responsibility of safeguarding and promoting the welfare of young people.</p>	✓		A / I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.