



Chiltern Academy



Deputy Headteacher (Quality of Education) Candidate Brochure



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Contents

Chiltern Learning Trust

5

Welcome Letter

6

Chiltern Academy

7

Job Description

8-11

Personal Specification

12-14

The Application Process

15

Chiltern Learning Trust

Our vision is to educate, empower, and inspire generations of children through a network of outstanding schools that are recognised at a local, regional, and national level as being the absolute benchmark in teaching and learning



'Together Towards Excellence Ambition and Inspiration'

Welcome Letter

March 2026

Dear Applicant,

We are delighted that you are considering applying for the role of **Deputy Headteacher – Quality of Education** at Chiltern Academy.

Since opening our doors in 2018, Chiltern Academy has quickly established itself as a vibrant, high-performing hub of excellence within the Luton community. As a proud member of the **Chiltern Learning Trust**, we benefit from a world-class network of educational leaders and professional development opportunities. This role is a significant opportunity for an ambitious leader to join a "Good" school (Ofsted, 2023) that is relentlessly pursuing excellence in all that we do.

At Chiltern Academy, our mission of "**Inspiring Minds and Building Futures**" comes to life every day. We are an inclusive and respectful school where pupils are proud to belong. Our most recent Ofsted inspection reaffirmed our strengths, grading the school as **Good** overall with **Outstanding** provision for **Personal Development**. Inspectors praised our "high aspirations" and the "settled and purposeful" nature of our lessons.

We have an aspirational curriculum that ensures strong outcomes for all pupils. Our staff work collaboratively to innovate and plan inspiring learning, enabling our pupils to leave Chiltern Academy with a lifelong love of learning. We ensure there is high challenge and high support for all pupils to ensure they can access and make excellent progress in all lessons. We work hard to ensure all pupils reach their full potential and leave Chiltern Academy with the skills and knowledge to make informed decisions about their next steps. We have an excellent pastoral team who work closely with our families to ensure all pupils are supported so they can arrive to lessons ready to learn and make the most of the opportunities available to them each day.

This is a unique opportunity to shape the teaching, learning and the outcomes at the heart of a vibrant school community. You will lead on the quality of education ensuring that all students embody our **Chiltern Champion** ethos: **Determination, Resilience, Aspiration, Respect, and Independence**.

We are looking for an ambitious, compassionate leader who puts children first and possesses a "can-do" attitude. You will join a committed staff team that works tirelessly to create a supportive environment where students thrive academically, socially, and emotionally.

If you are a visionary leader ready to inspire minds and build futures, we would love to hear from you.

Best wishes,

Ian Douglas
Headteacher



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Chiltern Academy



Deputy Headteacher - Chiltern Academy

Job Description and Person Specification

Salary: **Leadership L19 - L23**
Reporting to: **Headteacher**
Location: **Luton**

Job Role

This appointment is being made within the framework of the Chiltern Learning Trust, a multi-academy trust.

The overall responsibility for this post is to provide excellent day-to-day leadership for Chiltern Academy, with a specific focus on elevating the quality of education. The successful candidate will have excellent interpersonal and organisational skills including the ability to inspire, challenge, motivate and empower all members of the school community to carry the vision forward.

The school is committed to safeguarding and promoting the welfare of children and young persons and the Deputy Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

Core Purpose:

The core purpose of this post is to provide day-to-day professional leadership and management for the school so as to maintain and develop the already very high standards in all areas of the school's work.

To achieve success the Deputy Headteacher will:-

- work actively to promote and achieve the aspirations and ambitions of the school
- secure and sustain outstanding teaching and learning
- promote excellence, equality and high expectations for all students
- provide vision, leadership and direction on a daily basis
- promote the social and cultural development of all students
- evaluate school performance and identify priorities for continuous improvement
- be accountable for deploying allocated resources to achieve the school's aims
- value the diversity of the community served by the school
- carry out day-to-day management, organisation and administration
- secure the commitment of the wider community
- create a safe and productive learning environment which is engaging and fulfilling for all students
- work effectively with the Headteacher and governing body, fulfilling necessary ex officio duties
- develop effective learning links with schools in the trust, Teaching School Alliance and other partners

Key Area of Responsibility:

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas:

<p>Strategic Direction and Development of the school</p>	<ul style="list-style-type: none"> • Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context. • Acting as a “sounding board” and “critical friend” to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Providing an example of excellence as the leading classroom practitioner and inspiring and motivating other staff. • Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil’s achievement, and use benchmarks and set targets for improvement.
<p>Leading and Managing Staff</p>	<ul style="list-style-type: none"> • Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development. • Keep up-to-date with current research in teaching and learning, and in school improvement. • Lead professional development activities, as appropriate, to update and develop the skills of colleagues. • Provide regular coaching and mentoring for less experienced colleagues. • Participate in Performance Management and in accordance with school and Trust policy.
<p>Efficient and Effective Deployment of Staff and Resources</p>	<ul style="list-style-type: none"> • In consultation with, and by the direction of, the Headteacher deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plans and financial context.
<p>Accountability</p>	<ul style="list-style-type: none"> • Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. • To attend all meetings of the governing body and its committees and, when required, deputise for the headteacher at governors’ meetings. • To work with colleagues to ensure the high quality and appropriateness of reports to governors. • With the headteacher, to hold senior colleagues to account for the effective discharge of their specific responsibilities and functions. • To deputise for the headteacher in any other capacity as required.

Achievement and Standards

- Demonstrate high expectations and set challenging objectives for students' performance, both personally, for those we line-manage and schools we support or are responsible for.
- Ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress in every student's learning.
- Challenge underperformance which acts as a barrier to student achievement, or school improvement.
- The closing of any gaps in progress and achievement between different groups of students.

Specific Duties:

These relate to the strategic development of the school and the specific portfolio will depend on the skills and experience of the individual. They will be reviewed periodically to ensure alignment of leadership team capacity and capability, changing school priorities and development opportunities.

Safeguarding Children

CONTEXT:

All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.'

Person Specification

<p>Strategic Leadership</p>	<ul style="list-style-type: none"> • Senior leadership experience within an outstanding educational setting • Evidence of exceptional, collaborative and inspirational leadership skills • Proven ability to generate and deliver collective strategic vision and shared purpose • Proven ability to develop, communicate and successfully implement strategies • Proven ability to liaise with school leaders, LAs, Teaching Schools and external organisations successfully through a period of significant change • Ability to analyse key performance indicators • Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and other stakeholders
<p>Communication</p>	<ul style="list-style-type: none"> • Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders • Outstanding influencing and communication skills to build and nurture effective relationships with DfE, EFA, Headteacher, Senior management, other Teaching Schools and Local Authorities. • Outstanding chairing of high level meetings • Strong networking skills • Exemplary oral and written communication skills
<p>Experience and Knowledge</p>	<ul style="list-style-type: none"> • A proven track record of successful leadership of school improvement with a strong track record in delivering operational excellence. • Experience of leading and managing, multi-disciplinary projects. • Experience of developing, managing and monitoring budgets, and delivering projects within agreed spending environment. • Outstanding interpersonal skills and experience of developing successful relationships • Ability to interpret statistical data and manage budgets • Proven high level organisational skills B • Experience in work of Teaching Schools

<p>Leadership of Staff and Resources</p>	<ul style="list-style-type: none"> • Proven ability to lead, motivate, enthuse, and drive forward individuals and teams to achieve and sustain high performance • Proven ability to create, build and retain effective teams • Able to challenge, motivate and lead others to create a forward thinking organization • committed to improvement • Proven ability in the successful leadership of continuing professional development
<p>Personal Skills and Attributes</p>	<ul style="list-style-type: none"> • Exceptional analytical skills • Ability to analyse, evaluate and interpret information to make critical organisational decisions • Excellent self-management, to include time management, working under pressure and to deadlines • Commitment, drive, innovation and integrity • Understanding of, and commitment to, equality and diversity
<p>Education</p>	<ul style="list-style-type: none"> • Relevant professional qualification • Evidence of relevant recent professional development

The Jobholder will ensure that the school's policies are reflected in all aspects of his / her work, in particular those relating to:

- (i) Equal Opportunities.
- (ii) Health and Safety.
- (iii) General Data Protection Regulations 2018
- (iv) Code of Conduct.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.

The Application Process

If you wish to discuss the post further, please contact our the Headteacher, Ian Douglas, for an informal discussion or to arrange a tour idouglas@chiltern-academy.co.uk

Closing Date: 9:00am, Thursday 7th May 2026

Interview Dates: Week Commencing 11th May 2026

Start Date: September 2026

If you are interest in applying please visit www.mynewterm.com



The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CV's will not be accepted.



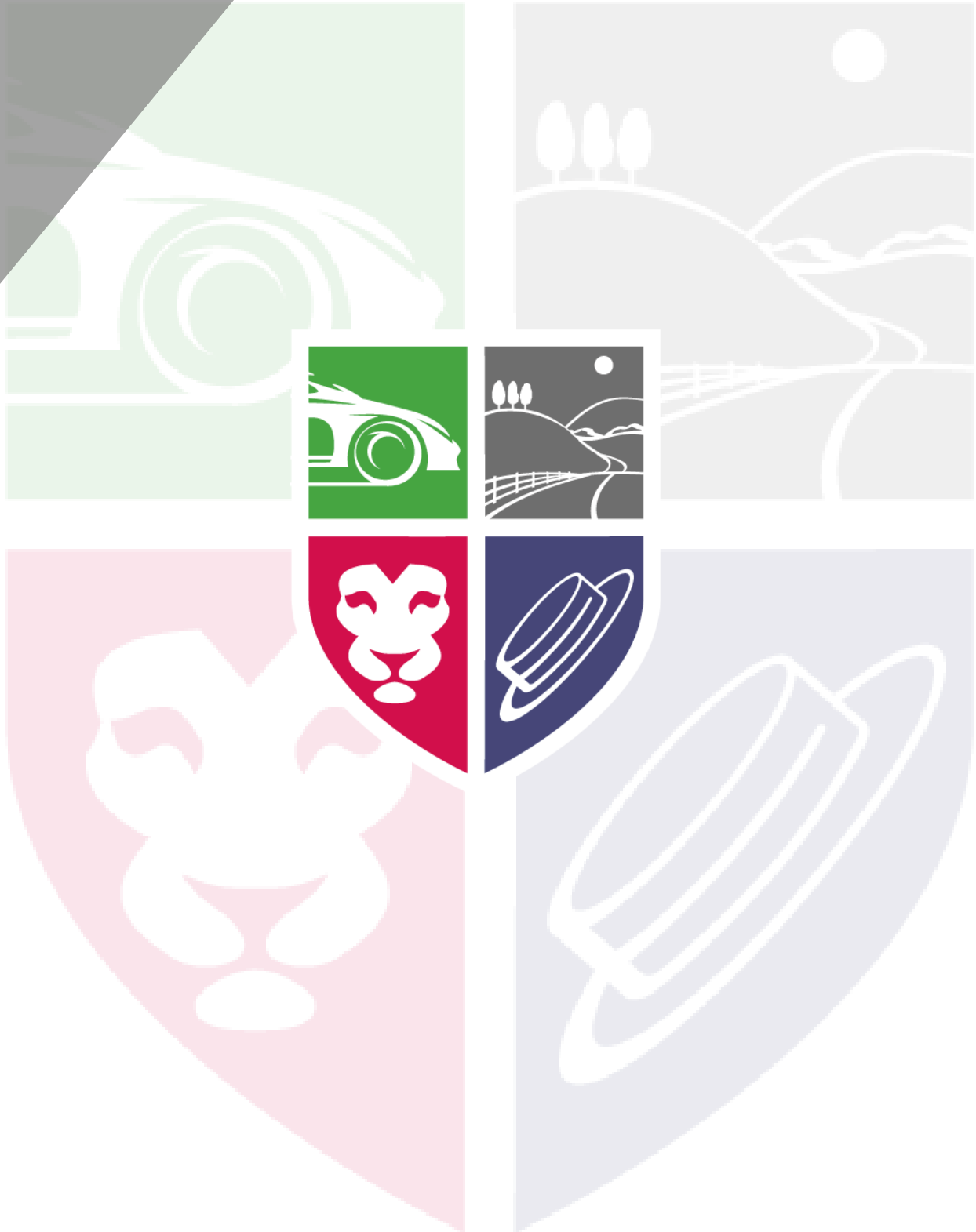
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