

THE RADCLIFFE SCHOOL
INSPIRE AND ACHIEVE

Deputy Head of House

TLR 23 (£8,601 per annum)

Starting Easter 2026

Candidate Information

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



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We are looking to appoint a Deputy Head of House to join our successful pastoral system. Our current House system is made up of four Houses, each with a Head of House, Deputy Head of House and an Assistant Head of House. The successful candidate will be a qualified teacher who can teach History and Politics.

The successful candidate will be highly motivated, organised and dedicated and have the ability to teach across the whole age and ability range. This is an excellent opportunity for an imaginative, inspiring and capable teacher to further their career in a high profile position within an exciting and progressive school.

The successful candidate will have access to a full range of courses both in-house and professionally accredited, including all of the National Professional Qualifications.

We are an iPad school with all staff and students receiving an iPad (along with regular CPD on how to use it) to support teaching and learning.

We can offer onsite accommodation for new staff in one of our school houses. Each house is semi-detached with three bedrooms and a large garden. Please enquire for more information.

You will be able to demonstrate:

- a track record of excellence
- a clear philosophy of teaching and learning
- academic rigour
- a high level of organisation
- the ability to motivate students and staff
- a desire to challenge yourself and develop new skills
- appropriate experience/responsibility

If you believe that you have the energy, passion, resilience and drive to be part of our positive journey we would love to have you on our team. Visits to the School are welcomed and encouraged.

Please contact Jo Moloney, HR Manager, on 01908 682 289 or go to www.radcliffeschool.org.uk for more information about the post.

The deadline for applications is **9am on Tuesday 3 February 2026**.

Ofsted inspected our school in March 2025 and found that behaviour and attitudes, personal development, leadership and management and Sixth Form provision are all Good. The inspectors found that the school has high expectations of students' behaviour and their attitudes to learning, all staff and governors share strong priorities, and the school is taking the right action to raise standards of achievement across the school. The inspection identified that students are proud of our school and its diversity, feel safe and supported, and have a strong sense of community.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are an equal opportunities employer.



DEPUTY HEAD OF HOUSE: JOB DESCRIPTION

The Deputy Head of House has a key role in supporting the Head of House to ensure the progress, achievement and involvement of students in all aspects of school life. This role involves setting high expectations and seeing that they are met. The Deputy Head of House will be involved in Pastoral issues in order to support student learning and so will need to use a wide range of skills to bring the school, the parents, and, on occasions, outside agencies together in the best interests of the students.

The post will also focus on implementing child protection and safeguarding procedures within the House, including working with Children's Social Care and other external agencies.

The Deputy Head of House will share the important role in communicating the ethos and vision of the school and evaluating the effectiveness of its work.

Shaping the future
<ul style="list-style-type: none">• Support the development and implementation of the House vision, in accordance with the whole school vision.• Support the Head of House to lead and collaborate with colleagues to deliver the school's improvement agenda.• Half-termly self-evaluation to inform planning and development.
Leading teaching and learning
<ul style="list-style-type: none">• Actively monitor student progress and lead/support intervention strategies.• Liaise with appropriate staff to develop an innovative, cost effective & sustainable curriculum.• Support and, where appropriate, lead the development of appropriate teaching and learning strategies for the tutor programme.• Termly evaluation of student targets to inform intervention.
Developing self and working with others
<ul style="list-style-type: none">• Help to build and maintain an effective Tutoring team.• Work collaboratively to secure high quality teaching and tutoring across the House.• Manage under-performance.• Support, deliver and identify CPD opportunities and needs for the House teams.• Attend (and, if appropriate, lead) internal and external meetings as appropriate.• Manage cover work for absent colleagues.
Managing the organisation
<ul style="list-style-type: none">• Promote the awareness of school policies and that the House team implements them appropriately.• Ensure that the House areas are vibrant, well organised and attractive.• Establish and maintain cross-curricular links.• Establish and maintain external links with other organisations relevant to the school/House team.• Support the Head of House in managing the House budget.
Securing accountability
<ul style="list-style-type: none">• Support the school's performance management processes.• Implement school policies, inc. health and safety, equal opportunities and report any problems.
Strengthening community
<ul style="list-style-type: none">• Help to build a House culture that takes account of the richness and diversity of the school's community.• Promote good communication with key stakeholders to support student achievement in accordance with the school vision.

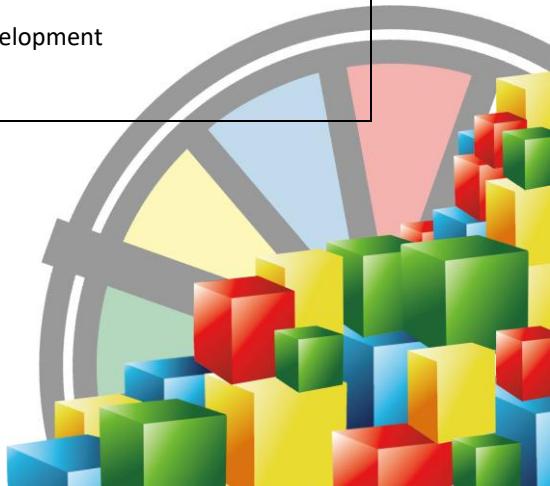
The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



PERSON SPECIFICATION: DEPUTY HEAD OF HOUSE

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree • Qualified teacher status. 	Postgraduate degree and/or further relevant professional studies.
Experience	<ul style="list-style-type: none"> • Experience of successfully teaching across the age and ability range. • Evidence of successful teaching practice. 	<ul style="list-style-type: none"> • Experience of teaching A level. • Experience of extra-curricular activities. • Evidence of successfully line managing a team.
Philosophy	<ul style="list-style-type: none"> • Commitment to the “fun and fundamentals” of learning. • Commitment to self evaluation and continuous improvement. • Commitment to sharing best practice. • Belief in the positive difference high quality educational opportunities make to peoples’ lives. • Commitment to the values and ethos of the school 	
Professional knowledge / understanding	<ul style="list-style-type: none"> • Knowledge and understanding of current issues in education. • Knowledge and understanding of current Child Protection and safeguarding procedures, including legislation, and mental health and well-being initiatives. • Comprehension of what constitutes a Safeguarding issue and what should be done about it. • Awareness of different learning styles and multiple intelligences. 	<ul style="list-style-type: none"> • Experience of applying Child Protection and Mental health and well-being initiatives. • Experience of working with other agencies to enrich the education of students.
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Excellent literacy and numeracy skills. • Ability to give and receive effective feedback and act to improve own performance and that of others. • Ability to explain ideas clearly and succinctly. • Competent user of ICT. • Excellent attendance and punctuality record. 	
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills - ability to communicate well with pupils, parents and staff. • Ability to inspire, challenge and motivate staff and students. • Ability to ask for advice and support where necessary. • Self motivating with a positive outlook. • Ability to work to deadlines and under pressure. • Commitment and enthusiasm. • Dependability and sound organisational skills • Understanding of own strengths and areas for development • Good time management • Administrative efficiency 	



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Applications can be made via My New Term (www.mynewterm.com). Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please submit your application prior to the closing date.

Disclosure and Barring

The Radcliffe School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website.

Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for The Radcliffe School. A copy of the Child Protection and Safeguarding policy for The Radcliffe School is available on our website.

Please be aware that if you are applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.



Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary. (Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

