

Leventhorpe

a business and enterprise academy



Deputy Headteacher Recruitment Pack

Excellence, Commitment, Respect

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Welcome to Leventhorpe

Thank you for your interest in our school.

Leventhorpe offers an outstanding candidate the opportunity to help us lead a school which has a clear identity and ethos based around personal growth and development for our students and staff. We are a community committed to inclusion, comprehensive education and the development of confident and resilient young people ready to excel in their chosen future pathways. Our values of excellence, commitment and respect underpin our decisions and shape expectations for our students and staff.



Having served as Deputy Headteacher for the past eight years, I am delighted to be stepping into the role of Headteacher in September 2026. This marks an exciting chapter for our school as we consolidate recent developments and look ahead with confidence to future opportunities and change. We are committed to being an ambitious choice for all students, proudly serving a large and diverse local community. Our aim is to provide the highest quality academic education alongside rich personal development opportunities for every young person in our care. The new Deputy Headteacher will be joining a successful and forward-thinking school, where every member of staff is wholeheartedly committed to our inclusive ethos and shared vision for excellence.

Leventhorpe received a very strong 'Good' outcome across all areas in our most recent Ofsted in April 2024. GCSE results are above national averages and students make good progress at GCSE and in our Sixth Form. While academic outcomes are the core purpose of the school, we recognise the importance of developing interpersonal skills and offering a broad range of experiences to all students. The school has seen significant site development to accompany a period of growth from six to eight forms of entry which began in 2017. We are now a school with 1466 students and have capacity to grow to 1550, with 1200 students in years 7-11 and 350 in the Sixth Form. Two new teaching blocks house English, Humanities, Music, Drama, Science and the Sixth Form.

Our new Deputy Headteacher will champion Leventhorpe's vision and ethos, while demonstrating the courage and insight to challenge established practice and lead thoughtful, purposeful change. We are looking for someone who not only has the vision and professional qualities you'd expect, but who is also approachable, empathic and takes a genuine interest in ensuring positive outcomes for our students.

Most crucially, however, we are looking for an outstanding leader to work with Governors, the SLT, staff and the wider community to inspire, persuade and lead a cohesive and successful school.

We look forward to hearing from you and receiving your application for what is an exceptional opportunity in the leadership of secondary education in Hertfordshire.

A handwritten signature in black ink, appearing to read 'L Price'.

Layla Price

Headteacher as of September 2026

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About Our School

Leventhorpe is a mixed, 11-19 secondary school and Sixth Form in the historic market town of Sawbridgeworth, Hertfordshire. The school has taken the opportunities to gain autonomy through system changes and secured dual specialisms in Business and Enterprise and as a Teaching School. In 2011 the school became a Multi-Academy Trust. The school is currently an empty MAT. The intake at Year 7 is drawn mainly from the towns of Sawbridgeworth, Bishop's Stortford and Harlow and local villages. Demand for places in the school is very high with more than four applications for each place, and more first choice applications than places available. Over recent years, we have sought to serve our local community by changing our admissions criteria to offer more local places to local children by removing selection based on musical aptitude. We have eight feeder primary schools, with two in Sawbridgeworth and six in the surrounding villages. New housing developments in Sawbridgeworth and the south of Bishop's Stortford mean demand for places is set to remain very competitive for entry into Year 7.

Since Covid, we have seen an increasing number of EHCP students coming to the school. This has resulted in an increased provision and changes to our curriculum to ensure we are meeting needs in the most effective way.

Sixth Form recruitment is competitive with a range of high-quality choices for students in our local area. Our curriculum is based around Level 3 courses with a wide range of A Level courses as well as BTEC courses in Sports and Exercise, Enterprise and Digital Media. Enrichment options include Core Mathematics, Extended Project Qualification, Financial Literacy Qualification, Sports Leadership Award and Gold Duke of Edinburgh Award.



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Culture, Vision & Values

Our Vision

Together we provide the care and opportunities for all to learn, grow, excel and face challenge with confidence

Our Values

Excellence: Growing to be the best you can be

Commitment: Taking opportunities and being passionate about learning

Respect: Caring about each other and appreciating individuality

Leventhorpe has a clear identity that staff, students and parents recognise and appreciate. Positive relationships, personal growth and supporting others are at the heart of our culture. Staff and students are proud of what we do and they willingly commit and get involved in activities and events that take place across the school. Our students thrive and flourish because they are given excellent learning opportunities in a caring and respectful environment. Our staff are supported to reflect and continually hone the teaching that our students receive. We are proud that our students grow to become inquisitive and resilient young adults equipped with the interpersonal skills that will enable them to succeed and achieve their life goals.

Our values of excellence, commitment and respect underpin the behaviours that we expect of our staff and our students. We are passionate about celebrating these values through our rewards system and the awards events that take place throughout the year.



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Student Experience

Leventhorpe is a vibrant and busy school with a broad curriculum offer. We have several key events that are part of the school calendar where the school community comes together in unique and special ways. Our Charity Week every November generates around £9,000 per year. Our students and staff participate in events and activities during the week and have a lot of fun raising money for a charity chosen by the students. Our Cultures Week in the Spring term creates another opportunity for additional activities to celebrate diversity and different global traditions. In the Summer term our Leavers Celebration days for Year 11 and Year 13 students start with a parade through the local town and then a morning of activities and presentations for our students. Our sports day has evolved into a full day event we call LevFest and includes year-based team sports in the morning with track and field events in the afternoon when parents arrive. We have a performance stage with music groups and dance performances throughout the afternoon and continuing after school. All of this is accompanied by ongoing refreshments and food in the form of afternoon teas and BBQ.

Our Performing Arts Faculty run two whole school productions per year plus termly 'Showcase' events. The quality is exceptional and a real strength of our provision. All students have the opportunity to take part. Parental support at all events is very strong and creates a real sense of school community. Alongside these events we run a wide variety of trips, residential visits and other activities to support our students in developing wider knowledge and skills. Our PE Faculty celebrate the sporting achievements of our pupils with an annual Sports Awards Evening attended by over 500 people for a sit down meal with a high profile guest speaker.



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Our Team

We employ over 250 staff as we operate functions like catering and cleaning in-house. Our teaching staff of 107 are split into different faculties and we have very few lessons taught by non-specialist teachers. Heads of Faculty organise the planning, delivery and assessment of each subject, and systems for sharing and organising learning resources are embedded. Teachers are also form tutors with eight mixed ability form groups in each year which are organised into eight houses. There are frequent house competitions and events throughout the year. Heads of Year oversee each year group, and they are supported by a member of the Senior Leadership Team.

The Senior Leadership Team comprises the Headteacher, two Deputy Headteachers, five Assistant Headteachers, and a non-teaching Head of Operations responsible for HR, Finance, Site, and Premises. Responsibilities are aligned with individual skills and expertise. We are committed to working collaboratively as one team, focused on achieving a common goal.



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Partnership Working

Leventhorpe was an approved Initial Teacher Training Provider until changes to requirements in 2024 made it impossible to continue with small numbers. We now work as a satellite training centre for TES, and we train around 30 new teachers annually through our partnership working with local primary and secondary schools. We pride ourselves on the quality of our training work and 34 trainees have become Leventhorpe teachers over the past nine years. Of these, 22 still work here in a variety of posts including an Assistant Headteacher and 12 have left for promoted positions elsewhere.

The local consortium of secondary schools is a cohesive network of high performing schools. There is a high degree of professional trust and collaborative support working across the group of schools. Subject leaders and staff in other key roles meet regularly to discuss common issues and share ideas, problems and resources. We recently organised and ran a joint INSET day for around 800 staff.



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Site & Facilities

Leventhorpe students and staff enjoy excellent facilities and resources.

Alongside the new blocks built during the recent expansion in student numbers, we have invested to ensure that we have a superb environment for learning in all curriculum areas. Our sports facilities include a Leisure Centre with a large sports hall, a recently refurbished fitness suite and dance studio, as well as a new all-weather pitch, part funded by the Football Association. These facilities are used extensively by the local community out of school hours to generate additional revenue.

Our specialist teaching areas for Art and Technology are excellent and have supported the provision and outcomes for these curriculum areas, which are strengths of the school. Our Learning Resource Centre is an amazing space for all students to use for independent study and for timetabled literacy lessons. The recent closure of our on-site swimming pool due to a withdrawal of funding from the DfE leaves an opportunity for further capital development to enhance our facilities. Governors and school leaders have ensured that the school is in a sound financial position with reserves available to support the future development of the school.



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Role Description

Deputy Headteacher

Purpose of the Role

The core purpose of the role is to support the Headteacher in leading the school and developing a culture of excellence for all. We are looking for a leader who can champion high expectations, remove barriers to learning and ensure that all students achieve exceptional outcomes academically, socially and personally.

The new Deputy Headteacher will have specific responsibilities drawn from the following areas:

Strategic Leadership

- Provide strategic leadership for inclusion across the school
- Oversee high-quality provision for vulnerable learners – including the provision for SEND students - leading on evidence informed approaches to remove barriers to learning
- Working alongside other senior colleagues (inc SENCo) to develop inclusive curriculum design and highly effective intervention practice
- Supporting the Designated Safeguarding Lead in ensuring a strong culture of safeguarding, working with families and external agencies to ensure the best outcomes for students
- Lead by example, modelling the values and visions of the school. Communicate a clear sense of purpose and direction which is understood by all stakeholders and which expresses the core values and moral purpose of the school
- Motivate others to create a shared learning culture and positive climate for learning and personal development
- Ensure that teaching excellence and high achievement are at the heart of all strategic and improvement planning
- Translate the vision into agreed targets, objectives and operational plans
- In liaison with the Headteacher, be responsible for the strategic direction, development and coordination of identified areas of the school's development plan, ensuring that intended outcomes are met
- Ensure that the school continues to build its positive profile in the community and surrounding areas and encouraging collaborative partnerships

Operational Leadership

- Drive high standards in all areas including attendance, academic progress, non-academic achievement and a culture that expects continuous improvement to ensure a fully inclusive learning environment
- Contribute to the school's quality assurance procedures undertaking: lesson observations and feedback, work scrutiny, staff/student interviews and Faculty Reviews
- Exercise accountability for students' academic outcomes, in linked areas. Work with the Middle Leaders to analyse student performance, class outcomes and Curriculum Area progress and performance data, identifying targets and implementing interventions for improvement
- Advise and support Middle Leaders in all key decisions and developments including national curriculum reform and the choices that are required with regard to syllabus, qualifications and examining board
- Keep Governors and SLT updated on national reform and new developments and strategies which may impact on Curriculum Areas
- Provide individual leadership which will inspire, motivate, challenge and support all staff

Quality Assurance

- Ensure the consistent use of effective quality assurance practices to maintain high quality provision
- Ensure that all colleagues are able to make accurate and consistent assessments on the quality of teaching observed during short observations, and are able to give focused and relevant feedback
- Contribute to the school's Self Evaluation Form [SEF] and our annual reporting to the Governing Board

Pastoral System

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- As a member of the school's Senior Leadership Team, undertake duties and promote and support effective behaviour management support whilst maintaining good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Communications / Liaison

- Ensure effective communication and consultation with staff, parents, governors, partner schools and other relevant stakeholders which listens to parents and students in order to secure commitment to the vision and culture of the school
- Attend all meetings which are listed within the school's directed time budget and provide a senior staff presence at other events, as requested by the Headteacher
- Contribute to Governing Board, Governors' committee and link meetings at the request of the Chair and/or Headteacher

Professional Development

- Undertake appropriate training to enhance personal, professional skills related to fulfilling the role of Deputy Headteacher, including professional reading and research
- Promote teamwork and the wellbeing of staff to ensure positive working relationships and sustained high quality performance
- Participate in staff recruitment and the induction of new staff
- Undertake any reasonable request from the Headteacher that is not specified in this job description

Person Specification

Deputy Headteacher

We are seeking an inspirational, energetic and compassionate leader who can engage students, staff, parents and other key stakeholders in maintaining and developing Leventhorpe as a successful school in its local community.

The successful candidate will therefore possess the following:

KNOWLEDGE/SKILLS/ABILITIES

- ☐ Thorough knowledge and understanding of current curriculum developments
- ☐ Demonstrable achievement of school improvement and school effectiveness
- ☐ Effective communication skills, both oral and written, providing clear and accurate information, giving well informed advice to a wide range of internal and external audiences
- ☐ Ability to analyse and interpret student performance data and set challenging but realistic targets, plan effective intervention and monitor impact to ensure students make good progress
- ☐ Ability to support students in their learning and to help them become confident, independent, aspirational learners, with the drive and ability to flexibly meet the personal learning needs of every student, including strategies to challenge the most able
- ☐ Ability to work effectively with members of the local community in developing the school as a community resource
- ☐ Knowledge of the statutory requirements and relevant legislation relating to school leadership and management, including health and safety, child protection and safeguarding
- ☐ A clear understanding of what constitutes positive student behaviour and effective strategies to achieve them
- ☐ Knowledge and awareness of the OFSTED framework
- ☐ Ability to lead initiatives, support the process of change and work effectively in a team
- ☐ Ability to coach colleagues to improve their behaviour management
- ☐ Ability to motivate and inspire others

EXPERIENCE

- ☐ Significant leadership experience at senior leadership level in a secondary school setting
- ☐ Has successfully led, planned, managed and evaluated change which has had a significant impact at whole school level
- ☐ Has demonstrated the ability to work strategically and successfully
- ☐ Demonstrates outstanding, sustained and successful experience as a teacher in a secondary context with excellent student outcomes
- ☐ Can demonstrate strategic thinking and planning that builds, communicates and carries forward coherent and shared vision
- ☐ Has experience of developing and sustaining a learning culture that has inclusion at its core, including high expectations and standards of achievement
- ☐ Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures
- ☐ A knowledge and experience of SEND

QUALITIES

- ☐ A student-centred approach to education
- ☐ Ability to think strategically and use your own initiative
- ☐ A commitment to work as part of an effective senior leadership team
- ☐ Ability to form good working relationships with students and staff
- ☐ High standards and expectations
- ☐ Ability to hold effective yet difficult conversations with a range of stakeholders
- ☐ Outstanding communication skills
- ☐ Reliability and integrity
- ☐ A commitment to safeguarding and promoting of welfare of children issues.
- ☐ Honours Degree (First or Second Class)
- ☐ Qualified Teacher Status – PGCE or equivalent
- ☐ Evidence of applying continued professional development

How to Apply

The new Deputy Headteacher will be expected to take up the post in September 2026 on a salary commensurate with the skills and experience.

Range of L22—L26 including fringe.

Applications must reach the school by 12.00 noon Wednesday 4th March 2026 and be submitted via [MyNewTerm](#).

We welcome school visits by appointment with our current Headteacher, Malcolm White. To arrange a visit, please email our Human Resources team hr@leventhorpe.net

Interviews will commence from the week beginning 16th March 2026.

Leventhorpe is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



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