



DEPUTY HEADTEACHER INFORMATION PACK

Application deadline: Tuesday 24th March

Interviews: 16-17th April

September 2026 start

L18 to L22 on the London fringe





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Dear Candidate,

Thank you for your interest in the Deputy Headteacher position at Longdean. I joined the school as Headteacher in September 2025, and we are now seeking an additional Deputy to complement our established and experienced Senior Leadership Team. This is an exciting opportunity for the right candidate to make a significant impact.

Longdean is an inclusive, calm, purposeful and welcoming community. Our students, staff and families are proud to belong to a school where our motto, “Rejoice in thy youth,” is truly lived. Our students feel known, safe and supported, and they thrive because they are given opportunities to develop their strengths and talents. I encourage you to visit our website to learn more about our school.

Our students achieve well at KS4 and KS5, and although our overall progress measures are broadly average nationally, there is nothing average about Longdean. We benefit from a state-of-the-art building, loyal and talented staff, and committed, hardworking students. I am ambitious for the next chapter of our school’s development, and I know that with the right leadership, there are no limits to what our students can achieve. We are hugely ambitious for our students at Longdean, and also for our staff.

I am seeking a hardworking and ambitious professional who models excellence in all aspects of their practice, ideally the successful candidate will be an aspirant Headteacher. Initially, this Deputy Headteacher will lead on inclusion, behaviour and pastoral provision. It is essential that the successful candidate has experience and a proven track record of leading effective systems and processes that promote a respectful and aspirational school culture.

This year, we have redefined our core values—Pride, Perseverance, Ambition and Respect—and these will guide our work going forward. Since joining Longdean, my key priorities have been Outcomes, Consistency and Attendance; these will remain central next year as we continue to build strong foundations for every student to reach their full potential.

Our new values will also underpin the language of leadership at every level of the school. We have begun developing *The Longdean Way* to define how we work together as leaders, teachers, students and parents, creating a shared culture built on clarity, collaboration and mutual respect. We are seeking a candidate who genuinely embodies these values and will help strengthen our work — a calm, trustworthy and highly professional individual who leads with integrity and respect.

As part of the Scholars Education Trust, we benefit from being part of a network of excellent local schools. This partnership offers rich opportunities for professional learning, collaboration and growth.

If you would like to arrange a discussion or a visit to learn more about Longdean and the role, please do not hesitate to contact us, I look forward to meeting you.

Ruth Georgiades



Headteacher

Longdean School

The Job Description

Job Title: Deputy Headteacher
Salary: L18 – L22
School: Longdean School

Aim and main purpose of the job

- To lead Behaviour, Pastoral Care and Inclusion.
- To revise and drive forward a process driven approach to address consistency in behaviour, standards and attendance.
- To provide strategic direction and day to day leadership and management alongside an experienced SLT.
- To deputise for the Headteacher in case of her absence.

Key Areas of Responsibility

The successful candidate will be expected to be able to take a leading role in the areas outlined below:

Strategic Direction, Planning and Development

The Deputy Head will:

- Work with the Headteacher and Governors to develop and implement a strategic direction for the school,
- Maintain commitment to a shared vision for the school which reflects its ethos and values,
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures,
- Rigorously evaluate aspects of the school's work,
- Ensure structures and systems are in place to maximise student potential,
- Revise and drive forward a process driven approach to address consistency in behaviour, standards and attendance,
- Have the capacity to reflect, review and refine in all areas of strategic leadership.

Teaching and Learning

The Deputy Head will:

- Ensure effective teaching and learning throughout the school within the consistent expectations outlined,
- Monitor, evaluate and develop the quality of education and student achievement,
- Benchmark and target, set for continuous and sustained improvement.
- Model outstanding practice.

Leading and Managing Staff and Students and Members of the Wider School Community

The Deputy Head will:

- Lead, motivate, support, challenge and develop staff to carry out their roles to the highest standards,
- Ensure effective performance management through monitoring, evaluation, feedback and encouraging self-evaluation,
- Promote effective communication and good relationships with students, staff, Governors, parents and the wider community,
- Have line management responsibilities for identified pastoral and academic areas,
- Model excellence, professionalism and support through all areas of leadership.

Efficient and Effective Deployment of Resources

In line with the School's Academy Development Plan, the Deputy Head will:

- Set priorities for expenditure, allocate funds and ensure effective management and control of the budget,
- Monitor and review resources to improve the quality of education to ensure efficiency and value for money.

General

The Deputy Head will:

- Attend Governor meetings,
- Demonstrate a keen interest in all aspects of school life,
- Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher,
- Carry out SLT duty responsibilities.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

The Person Specification

Job Title: Deputy Headteacher
Salary: L18 – L22
School: Longdean School

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	Essential	Desirable	Application / Interview
Qualifications and Experience			
Good Honours Degree	✓		A
QTS	✓		A
Evidence of further and relevant CPD which has had an impact on your work	✓		A
Further relevant educational qualifications (NPQ, Masters etc)		✓	A
Leadership experience in at least two schools		✓	A
Leadership experience with proven impact in the areas of Behaviour and Pastoral care	✓		A
Excellent classroom practitioner who can be a role model to others	✓		I
Evidence of strategic planning leading to measurable improvement of standards in at least one area of the school	✓		A&I

Experience of working with external agencies/collaborating with other schools	✓		A
Skills and Knowledge			
An understanding of the role of Deputy Headteacher and the ability to deputise for the Headteacher in case of their absence	✓		A&I
An ability to contribute to the development and communication of the vision, whilst leading, motivating and delivering change	✓		A&I
Experience of holding people to account effectively	✓		I
Excellent rapport with students, staff, parents, Governors and members of the wider school community	✓		I
The ability to manage, analyse and use data to bring about School improvement and raise achievement	✓		A&I
Experience and a proven track record of leading effective systems and processes that promote a respectful and aspirational school culture	✓		A&I
The ability to identify opportunities for improvement, whilst recognising existing good practice	✓		I
The skills to model professionalism to all members of the School and the wider community	✓		I
A knowledge of current educational legislation and its implementation	✓		A&I
An understanding of current funding regimes and developments		✓	I
Excellent ICT skills and vision for how new technologies can enhance teaching and learning		✓	A&I
Personal Qualities and Skills			
An understanding that nothing is impossible if it leads to better outcomes for our students	✓		A&I

Outstanding communication skills – using both written and oral presentations – for formal and information occasions or circumstances	✓		A&I
An impeccably organised, process driven leader; a completer finisher	✓		A
Flexibility and a readiness to undertake a wide range of responsibilities over time	✓		A
A genuine team player, willing to help with all things that fall to a senior team	✓		A&I
Energetic, enthusiastic and a positive attitude, calm, trustworthy and respectful	✓		I
Warmth and sensitivity	✓		I
A willingness to work hard	✓		A&I
A lifelong learner	✓		A&I
Personal resilience	✓		A&I
An aspirant Headteacher		✓	
Excellent record of health and attendance	✓		A
A sense of humour!	✓		I

LONGDEAN SCHOOL

School Context

Longdean is an above average sized secondary school of 1443 students, including 244 in the Sixth Form. The school is situated in the Bennetts End, an area of high deprivation in Hemel Hempstead, but it draws students from across the town. Longdean is consistently oversubscribed and also serves a wide ethnic demographic with over 49 different countries and over 20 different languages featuring in the school community. White British is the main ethnicity but 9.2% of the school are Pakistani heritage students and EAL students comprise 16% of the school cohort. Pupil Premium numbers are slightly above national indicators and the school has a significant number of students with SEND. There are currently 87 students in the school who have an EHCP and this will rise to over 100 from September. 20 of these students are linked to the Specialist Resource Provision the school has for students with Autism, Speech and Communication needs. Longdean underwent a complete rebuild and accompanying rise in PAN to 240 students per year, opening in January 2017 and as a result of this the facilities in the school are excellent supporting both the curriculum and wider opportunities. Longdean is a proud member of Scholars' Education Trust having chosen to join in December 2023.

Ethos

Longdean is a very inclusive school that seeks to support and challenge all students so that they have control and choice over their futures when they leave. This is achieved in a calm, purposeful atmosphere in which all decisions are made in the interests of the students. The staff are very collegial, are proud to work at Longdean and are supportive of each other and the students. This results in a school that genuinely serves the local community and ensures that students are warmly welcomed and are well prepared for their next steps. The school's motto is "Rejoice in Thy Youth".

Curriculum Overview

We have extensively reviewed our curriculum over the last three years. The National Curriculum is largely covered in Years 7 & 8. In these years students can also apply to be part of a STEM or Performing Arts pathway, that opens up additional opportunities for students. Students complete KS3 in Year 9 alongside enrichment streams designed to immerse students

in subject areas, so they can gain an insight into the skills and knowledge needed for GCSE subjects. This helps them to make informed GCSE choices.

In Key Stage 4 students study a combination of one-year and two-year options in a wide range of academic and vocational subjects. This pathway continues into the Sixth Form where students can pursue academic, vocational or joint pathways. The school also utilises a range of alternative providers to supplement the curriculum programme of a small number of students, for example we offer a construction course in Year 10 & 11.

Extra Curriculum

Our recent Ofsted inspection, March 2025, highlighted this as a real strength of the school. Students benefit from an academic and social offer that is carefully considered and targeted in order to break down barriers and be accessible to all students. EDI is explicitly taught across our school community and local groups or leaders are engaged to support this, in events such as the school's annual Culture Day. Careers is very prominent in all year groups, for the benefit of different types of students. There are opportunities for students to develop their leadership skills through the Leadership Academy and to promote their independence through schemes such as the bronze and silver Duke of Edinburgh Awards. PSHE is well considered and sequenced as students progress through the school, with key topics regularly being revisited. Post 16 PSHE supports students with their next steps but also develops the skills needed for them to be flourishing adults when they leave.

Current Senior Staffing Structure for the School

Headteacher	Mrs Ruth Georgiades
Deputy Headteacher	Miss Sarah Embrey
Assistant Headteacher	Mr Lee Coot
Assistant Headteacher	Mr Stephen McKay
Assistant Headteacher/SEND/CO	Miss Bex Segalini
Assistant Headteacher	Mr Pete Ratcliffe
Associate Assistant Headteacher	Mrs Sarah Doyle
Associate Assistant Headteacher	Mr Mike Jones

About our school

- We are oversubscribed every year, with large numbers of students on our waiting list
- Our Sixth Form is thriving; we draw in many students from the wider community.

- Ofsted inspected in March 2025 and we were graded “good”.
- We are part of the Scholars’ Education Trust.
- We have a modern, state of the art building.
- We are fully staffed with expert teachers in all areas.
- We have an SRP on site.
- We have recently become an iPad school, currently all Y7 and Y8 students have iPads.
- We offer Stem and Performing Arts pathways at KS3.

(Full details about Longdean School can be found on our website)

About Scholars' Education Trust

Formed in 2012, SET has enjoyed measured growth, ensuring maximum educational impact alongside financial sustainability, and is currently made up of 11 co-educational schools, with 2 more approved to join. The trust currently educates just under 9,000 pupils. All schools within the Trust have benefited in a whole host of ways by being within the Trust, for example:

- All schools have improved their OFSTED grade, if inspected since joining the Trust, with 10 out of our 11 schools now Good or Outstanding.
- Outcomes at KS2 and KS4 show significant improvement
- Student numbers are rising
- Student attendance has improved in all Trust schools
- All schools are fully staffed with specialist teachers
- Over £25 million in capital invested in Trust schools

The Trust aims to ensure that the skills and experience of staff at all the schools are maximised so that the students in our care receive the best education possible. Expertise in teaching and learning is shared across the entire trust and support systems are centralised to enable the schools to achieve maximum efficiency from all our resources. Although all schools retain their own identities, the central “DNA” of the Trust is shared across the organisation so that whether you are in Buntingford, Dunstable, or St Albans you will know you are a part of Scholars’ Education Trust and that the values and priorities of everyone you meet will be the same.

Scholars’ Education Trust current schools are:

- | | |
|-----------------------------------|-------------------|
| • Buntingford First School | Primary |
| • Dunstable Icknield Lower School | Nursery and Lower |
| • Harpenden Academy | Primary |

- | | |
|---|---------------------|
| • Longdean School, Hemel Hempstead | Secondary |
| • Nazeing Primary School | Lower School |
| • Oakleaf Primary School, Hemel Hempstead | Nursery and Primary |
| • Priory Academy, Dunstable | Year 5 to Year 11 |
| • Robert Barclay Academy, Hoddesdon | Secondary |
| • Samuel Ryder Academy, St Albans | All-through |
| • Sir John Lawes School, Harpenden | Secondary |
| • The Hemel Hempstead School | Secondary |
| • The Highfield School, Letchworth | Secondary |
| • Watling Lower School, Dunstable | Nursery and Lower |

Cross Trust working groups for each of these foci are currently meeting to develop these areas across the Trust, taking the opportunity to share best practice, inspire for new initiatives and extend this work to involve all staff and students by challenging our thinking and working practices on these important areas.

The Recruitment Process

Equality and diversity

SET is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protect characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff, governors and Trustees treat visitors, volunteers, and contractors.

Safeguarding

Scholars' Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Applications

Please download the SET application form from the Trust website:

www.scholarseducationtrust.co.uk/vacancies

Please complete the application form and also enclose a letter of application (no more than two sides of A4) outlining how your skills and experience meet the requirements of the person specification, why you want to be a Deputy Headteacher at Longdean School and what you can offer as we move into this next phase of development.

Applications should be sent to: HR@scholarseducationtrust.co.uk. CVs will not be accepted.

Alternatively, you can complete an application on My New Term using the supporting statement as your letter of application.

Application deadline: Tuesday 24th March

Interview dates: Thursday – Friday 16th-17th April

Start date: September 2026

A tour of the school and/or a conversation about the role can be arranged, please contact Charlotte Anthony, PA to the Headteacher, c.anthony@longdean.herts.sch.uk to arrange a mutually convenient time.

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