



MEADOWSIDE COMMUNITY PRIMARY AND NURSERY SCHOOL

Deputy Headteacher Recruitment Pack

'Where Learners Grow'

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Meadowside Website www.meadowside.warrington.sch.uk

TCAT Insight www.tcat.uk.com/about/

Welcome

Dear Candidate,

Thank you for the interest you have shown in the position of Deputy Headteacher at Meadowside Community Primary and Nursery School.

Meadowside Primary, situated in Warrington, is a highly inclusive school catering for children aged from 2 to 11. The school is a proud and active member of The Challenge Academy Trust (TCAT) and shares the mission, "To serve, challenge and empower the educational community".

Judged Good by Ofsted in 2023, this is an exciting opportunity for a new Deputy Headteacher to support me and our school leaders in the next phase of our school journey. Our dedicated staff and supportive community have worked tirelessly to establish a nurturing environment where children thrive, and we are now poised to take the next steps in our journey towards even greater success. This is a pivotal moment to become part of our school, as we advance upon the strong foundations already established.

The Governing Body is assembled from dedicated members of the community bringing a variety of skills, qualifications and experience to the school. They provide a credible source of scrutiny and challenge, but also focused and knowledgeable support.

TCAT Trustees and the Meadowside Primary Governing Body are seeking to appoint a Deputy Headteacher who will work closely with me to raise standards across the school and drive improvements in outcomes for all our children, combining creativity and strategic vision to help us achieve these ambitions.

I would encourage candidates to visit the school to appreciate the nurturing environment and experience the wonderful ethos established at our school.

I would like to thank you again for your interest in the post and look forward to receiving your application.

Yours faithfully

Curtis

Claire Curtis
Headteacher

About Meadowside Community Primary and Nursery School

Meadowside Community Primary & Nursery School was built in 1954, and serves the urban areas of Longford, Orford and Poplars, about two miles north of Warrington town centre, just off the A49.

We are a one form entry primary and nursery school which caters for pupils aged between 2 and 11 years. We also have an Early Years & KS1 Development Centre, a Speech, Language and Communication Designated Provision class and a KS2 Designated Provision class for children with cognition and learning difficulties. All children who attend these provisions have Education & Health Care Plans and are placed by the local authority.

Most pupils come from a concentrated area around the school but a proportion of those who attend the Development Centre and Designated Provision come from other areas of Warrington.

In 2019 Meadowside made the exciting decision to become part of The Challenge Academy Trust (TCAT), after developing highly effective partnerships with the schools involved in this multi academy trust.

As a TCAT academy, our curriculum is designed based upon the principles set out in the OECD Learning Framework 2030. We will help every young person:

- develop as a whole person,
- fulfil their potential,
- contribute towards a future built upon the social and economic well-being of the individual, the local community and the wider world,

We have created a curriculum filled with opportunities for pupils to explore and be curious; to build greater independence and resilience; to collaborate and learn through talk, ensuring opportunities to acquire a rich and varied vocabulary, delivered in language-rich classrooms.

Being part of the Challenge Academy Trust (TCAT) means that we can bring children together to work collaboratively from across the member schools. Highlights from recent years include a STEM (Science, Technology Engineering and Maths) Challenge in conjunction with United Utilities, joint music performances and the establishing of a TCAT Student Parliament to drive initiatives across the trust in all our academies. We pride ourselves in providing our children with holistic experiences, memories and life skills.

As you would expect, a huge amount of passion and energy drives improvement within school and as our new Deputy Headteacher, you will support the Headteacher to continue to drive our priorities forward and support colleagues to create transformative educational opportunities to the young people we serve.

We expect the next Deputy Headteacher of Meadowside Primary to continue these strengths as well as to support the leadership of the school on its journey of educational excellence.

About The Challenge Academy Trust

The Challenge Academy Trust (TCAT) was formed in 2017 by like-minded leaders of local primary and secondary schools in Warrington and St Helen's along with Priestley College. There are currently 14 academies within the trust including six primary academies, four with nurseries, seven secondary academies and a sixth form college.

We have just over 10,000 children and young people in our care along with around 1,700 staff. This may seem like a huge number of people; however, we pride ourselves on maintaining an intimacy within this which is built upon positive and professional relationships.

Our mission is to serve, challenge and empower the educational community. We enact our mission by providing highly effective services to our academies, supporting strong leadership, investing in the workforce, and inspiring our children and young people.

All our work is underpinned by a set of core values, they are:

- Inclusivity and social justice,
- Educational excellence,
- Collaboration and interdependence,
- Challenge and service,
- Care and sustainability,
- Celebrating difference,

These values inform everything we do as a trust and all of our services and working practices are designed around these concepts.

TCAT is a unique trust, being the first in the country to include primary and secondary academies together with a sixth form college. TCAT also includes a Church of England High School, Sir Thomas Boteler, whose faith foundation is assured through representation from the Dioceses of Chester and Liverpool.

As an inclusive MAT with a strong moral purpose, we are committed to providing an environment and education where every young person is nurtured, challenged and inspired to achieve the very best for themselves and their communities. Young people are at the heart of everything we do.

Our size also allows us to create significant financial efficiencies and to draw upon a huge range of experience and capacity.

Our latest annual report can be found here: [About Us – The Challenge Academy Trust \(tcat.uk.com\)](http://About Us – The Challenge Academy Trust (tcat.uk.com))

About the Role

Deputy Headteacher

Permanent Position required from September 2026

L8-12 (starting salary point subject to experience)

We are seeking to appoint a dedicated and inspirational Deputy Headteacher to join the team at Meadowside Community Primary and Nursery School. You will be a dynamic and self-motivated professional with a proven track record of school improvement, impact and delivery. We are looking for an individual with vision, motivation and ambition to support the Headteacher and school leaders to support to drive the school on its journey of educational excellence.

The right candidate will be an excellent teacher across the primary phases and will demonstrate enthusiasm, resilience and compassion as a leader who has high expectations for all and a commitment to inclusion.

The successful candidate will demonstrate the ability to drive our curriculum across school and to work with and support subject coordinators to ensure the quality of education continues to be developed to meet the needs of our school community.

They will also work alongside the Headteacher to lead teaching and learning through a schedule of strategic and carefully considered professional development and a programme of instructional coaching. This approach will ensure a consistent offer of quality first teaching in every classroom, every day, thereby improving outcomes for all pupils and actively removing barriers for our most vulnerable children. In addition, there will be a responsibility to lead assessment and drive the agenda to narrow attainment gaps within groups through careful data analysis and targeted strategic intervention. The post will also include a teaching responsibility.

This position also offers an exciting opportunity for the right candidate to collaborate with colleagues from across our other academies and to support the wider work in the trust.

This role is open to teachers with proven excellence in senior leadership and who are excited about the prospect of making a difference to the lives of our children and their families. All candidates must possess strong interpersonal skills, have a non-judgemental approach and have a set of core values which align with the values and ethos of Meadowside Community Primary and Nursery School and The Challenge Academy Trust. Candidates should be able to work in partnership with parents, families, our local community and external services.

If this is you, we would really welcome your application.

CLOSING DATE:

Applications must be received by **Wednesday 11th March 2026 by midday**.

Lesson observations will be undertaken in the candidate's own school.

Shortlisted applicants will be invited to take part in an assessment process at **Meadowside Community Primary and Nursery School** to be held **week commencing 30th March 2026**.

Following a review of the assessment process by the panel, the successful candidates will then be invited to a **formal interview the following day**.

Tours of the school with the Headteacher are encouraged and can be arranged on request by contacting the school office via email office@meadowside.tcat.uk.com or telephone 01925 632705.

HOW TO APPLY

Application forms with supporting statements as to why you believe your experience, personal qualities and values make you an ideal candidate to be our next Deputy Headteacher should be returned to Claire Curtis via email:

office@meadowside.tcat.uk.com or by post to Meadowside Community Primary and Nursery School, Clough Avenue, Warrington, Cheshire, WA2 9PH. The vacancy can also be found on our website and can be applied for through MyNewTerm:

[Vacancies – Meadowside Community Primary & Nursery School](#)

All applications will be acknowledged. If you have not received confirmation within 24 hours during school hours, please contact the school office on 01925 632705. Applications will only be considered on receipt of a completed application form; CVs and other forms will not be accepted.

Details of the school can be found on the school website:

[Meadowside Community Primary & Nursery School](#)

Meadowside Community Primary and Nursery School & The Challenge Academy Trust are committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

Working for The Challenge Academy Trust

At The Challenge Academy Trust, we want to embed a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. Our staff workload, wellbeing and benefits package demonstrates our commitment to ensure we can:

- Provide a workload that is fair and reasonable,
- Foster an environment where employee health and wellbeing are actively supported and promoted,
- Develop employee's personal and professional skills & knowledge continuously throughout their careers,
- Provide structured routes for career progression,
- Reward people fairly with transparent and appropriate pay and conditions of service alongside additional benefits through TCAT+:
 - Retailer discounts and savings,
 - Car Lease scheme,
 - Cycle to Work scheme,
 - Discounted Healthcare Cash Plan with Westfield Health,

TCAT+ also hosts a range of online wellbeing resources, supporting physical, emotional, financial, professional and social wellbeing. This is supplemented by our Employee Assistance Programme, in partnership with Schools Advisory Service.



Continuing Professional Development
Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)
TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Cycle to Work Scheme
Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Hub Support Model
Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Maternity, Paternity, Adoption and Shared Parental leave
Enhanced maternity and adoption pay for eligible employees.



Smart Tech
A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Pension
A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Car Benefit Scheme
A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Enhanced annual leave for support staff
8 bank holidays plus up to 31 days annual leave.



Entitlement to occupational sick pay
Up to six months full pay and six months half pay in the event of being unable to work.



Workload Strategy
We have carefully examined and implemented the recommendations outlined in the DFE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.

Job Description

POST TITLE:	Deputy Headteacher
SALARY:	Leadership Spine L8-L12
REPORTING TO:	Headteacher & Local Governing Body
PURPOSE	
	<ul style="list-style-type: none"> ○ To support the work of the Headteacher in providing vision and leadership for the life and work of Meadowside Community Primary and Nursery School so that the school's aims are implemented in accordance with the policies of The Challenge Academy Trust and the local governing body. ○ To deputise and undertake the professional duties of the Headteacher in the event of her absence from school. ○ The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, CEO or Director of Education in consultation with the post holder to reflect or anticipate changes in the job role.
MAIN DUTIES AND RESPONSIBILITIES	
LEADERSHIP	<p>To assist the Headteacher by:</p> <ul style="list-style-type: none"> ○ Sharing in the leadership of the school, sharing the vision and transferring the vision into reality. ○ Developing, implementing and monitoring management structures and procedures to ensure that the school achieves its aims through the attainment of the school Priority Action Plan. ○ Dealing successfully with situations which may include tackling difficulties and conflict resolution. ○ Taking a key role in the operational management across school, including effective communications. ○ Ensuring that the statutory requirements for the curriculum are met, and curriculum provision is appropriate and relevant to the needs of all children. ○ Providing appropriate and effective support and challenge to subject coordinators across the school, to enable them to carry out their roles effectively in respect of driving standards and demonstrating impact in their subject area. ○ Driving assessment practices across school using the school's internal tracking system (Insight) to ensure effective targeting of pupils and support for teachers. ○ Effectively utilising data to identify attainment gaps and working with education support staff to implement an intervention schedule. ○ Actively promoting a culture of inclusion where pupil and staff opinions and well-being are valued. ○ Supporting in ensuring consistent high expectations of behaviour are maintained across school and where this is not the case, adherence to policy.

	<ul style="list-style-type: none"> ○ Providing appropriate and effective support and challenge to staff, ensuring welfare systems and approaches for all members of the school community create a safe, positive and caring ethos. ○ Managing the performance of the school's staff through the provision of appropriate procedures of appointment, induction and performance management to maximise effective learning. ○ Managing the involvement and induction of volunteers and students in school. ○ Developing a knowledge of risk management and producing and managing curriculum based risk assessments across the school, working with support staff and in partnership with the Headteacher. ○ Promoting effective relationships through networking with other schools in the Trust, external bodies, parents, other schools and the wider community which promotes a positive image of the school and all other partners as appropriate ○ Developing inspirational leadership within The Challenge Academy Trust.
LEADING TEACHING AND LEARNING	<ul style="list-style-type: none"> ○ Support, motivate and inspire others through leading by example. ○ Supporting and advising teaching staff with planning, delivering and reviewing lessons which are appropriate to the age and ability of the children to facilitate progression in children's learning. ○ Supporting and advising teaching staff with setting and assessing appropriate work and recording results in accordance with the school's assessment and marking policies to provide regular feedback and monitoring of progress. ○ Supporting and advising teaching staff with managing the classroom and teaching environment to create a positive learning culture which makes effective use of available resources and meets the needs of all learners. ○ Developing key school routines, practices and documentation to enable and ensure consistency and high-quality education across the school. ○ Lead the whole school curriculum development and be accountable for improvement. ○ Alongside the Headteacher and senior leaders, monitor and evaluating standards of teaching, learning, resource usage and management effectiveness and implementing appropriate change strategies where required. ○ Working alongside staff using an instructional coaching approach, to achieve success, challenging underperformance to improve outcomes for pupils. ○ Supporting the Headteacher to maintain the planning and overview of the CPD cycle and help to lead professional development across the school planning time and resources effectively, aligned with key priorities, keeping up to date with research and ensuring effective use of evidenced based practice. ○ Analyse and interpret school data to improve performance and have a thorough understanding of assessment procedures.

	<ul style="list-style-type: none"> ○ Using data analysis to effectively drive intervention strategies across school to narrow attainment gaps. ○ Support the Headteacher in undertaking self-evaluation across the school, identifying with the Headteacher, school improvement areas, writing subsequent action plans and Self Evaluation Forms. ○ Take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils. ○ Take on the role of Pupil Premium champion, monitoring progress and attainment, developing and evaluating strategies to close the attainment gap. ○ Maintain the overview of collective worship, in partnership with the RE & PSHE coordinators and other senior leaders. ○ Collaborate with colleagues to support initiatives across the trust working together to improve outcomes for all pupils in the trust and developing staff across all schools in the trust.
OTHER DUTIES	<ul style="list-style-type: none"> ○ Carry out any other duties commensurate with the role that the Headteacher may direct from time to time. ○ Participate in the Performance Management system for the appraisal of own performance. ○ Act at all times as an ambassador for the school in a manner which upholds its values and ethos. ○ Seek opportunities for and actively promote the school within the local community and support the Headteacher with handling the media and all aspects of public relations. ○ Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. ○ Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment. ○ Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. ○ Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information. ○ Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Staff Code of Conduct, Child Protection Policy and all other Trust Policies. ○ Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Person Specification

DEPUTY HEADTEACHER PERSON SPECIFICATION			
CRITERIA		Essential/ Desirable	Evidenced From
Qualifications	Qualified Teacher status	Essential	Application form
	NPQ leadership qualifications (possession of, or working towards)	Essential	
	Post-Qualification study relevant to post	Desirable	
Professional Development	Commitment to using research to further develop professional skills and practice of self and others	Essential	Application form Interview process
	Participation in work with other schools/agencies	Desirable	
	Willingness to complete professional development related to the role	Essential	
Experience	Substantial experience of 2 – 11 education	Essential	Application form Interview process
	Experience of working collaboratively across other schools, supporting the development of practitioners	Desirable	
	Evidence of excellent classroom practice	Essential	
	Evidence of excellent teaching across the Key Stages, including Early Years	Desirable	
	Experience of working successfully as a senior leader recently	Essential	
	Leadership of a significant area including responsibility for raising standards across school, demonstrating impact.	Essential	
	Experience of successfully designing, implementing and monitoring subjects within the curriculum	Essential	
	Proven impact of developing staff and trainees, ECTs, subject coordinators including the use of coaching and mentoring	Essential	
	Experience of leading teams effectively	Essential	
Knowledge, skills and abilities	Able to demonstrate behaviours that inspire and motivate others	Essential	Application form
	Can communicate effectively to a wide range of different audiences, including governors	Essential	

Personal Qualities and Attributes	Be an excellent classroom practitioner and have a clear understanding of effective teaching and learning	Essential	Interview process
	Knowledge and understanding of effective inclusive practice, including provision for pupils with SEND	Essential	
	Ability to analyse data, evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement and close gaps	Essential	
	Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum and assessment developments across EYFS, KS1 and KS2	Essential	
	Proven excellent organisational skills and some knowledge of operational management allowing the school to run effectively	Essential	
	Ability to support, motivate and inspire colleagues, pupils and parents by setting and maintaining high standards and expectations	Essential	
	Contribute effectively to the work of the SLT and remain positive and solution focussed while dealing successfully with challenging situations	Essential	
	Current understanding of the Ofsted Framework	Desirable	
	Have an up-to-date knowledge of Keeping Children Safe in Education/ Safeguarding good practice and have the skills to be able to lead on this in the school as Deputy Designated Lead	Essential	
	Have an up-to-date knowledge of school attendance procedures	Desirable	
Personal Qualities and Attributes	Enthusiastic, energetic and self-motivating	Essential	Interview process
	Approachable and enjoys being highly visible to children and parents.	Essential	
	Intellectually versatile, perceptive and innovative	Essential	
	Able to prioritise and delegate as circumstances require	Essential	
	Comfortable in the public domain	Essential	
	Resilient and respond well to pressure	Essential	
	Effective communicator with a range of audiences	Essential	
	Able to self-evaluate in order to manage change	Essential	References

	Capable of responding constructively to criticism	Essential	
	The ability to prioritise own workload and that of others to allow for appropriate home/work balance, and to model this to others	Essential	
	Commitment to uphold the 7 principles of public life (Nolan Principles) at all times	Essential	
Safeguarding Children	Committed to safeguarding and promoting the welfare of children and young people	Essential	Interview process References