Hugh Gaitskell PRIMARY SCHOOL

One World, One School



Deputy Headteacher Application Pack





Deputy Headteacher

Dear Applicant,

May I take this opportunity to thank you for the interest that you have shown in the post of Deputy Headteacher at Hugh Gaitskell Primary School.

We would encourage and welcome you to visit Hugh Gaitskell Primary School in order for you to experience, first-hand, the vibrancy of our unique school.

Hugh Gaitskell Primary School is a large, three form entry primary school and nursery situated close to the centre of Leeds. Our motto, 'One World, One School', reflects our inclusive ethos and our desire to provide a high-quality and creative education that both challenges and inspires children of all abilities. The intake to the school is a wonderful mix of ethnicity, race, culture and socio-economic backgrounds. The children have a wide range of needs, including those with Special Educational Needs and English as an Additional Language. We believe in making learning exciting and our curriculum is knowledge and skills-based, including a wide variety of visits and visitors. We encourage children to demonstrate their learning through a range of strategies.

Throughout the school we have a dedicated team of professionals. They provide an unwavering commitment to the children, supporting them to become powerful and strong. The staff ensure the children's safety is at the heart of all they do. They promote resilience, aspiration, confidence and collaboration. I am committed to the continuing professional development of our staff and many have been appointed from within.

We believe in a learning environment for all in which everyone has a part to play and a contribution to make. Parents are made welcome and there is an ongoing dialogue between staff and parents which is established in the Early Years Foundation Stage and continues throughout the school.

We are seeking applications from outstanding candidates who have a substantial record of successfully leading school improvement. Working in strong partnership with myself, they will also have the vision and leadership skills to build upon our strengths, in order to meet the challenges and opportunities of the future.

Yours sincerely,

Mrs Kate McNulty
Headteacher

Miss Chloe Lawson-Duffy
Chair of Governors

Vision and Values

Together we will make the world a better place

Every child deserves a champion:
an adult who will not give up on them, who understands the power of connection and insists they become the best they can possibly be.
Alongside parents, we are that champion.
And it doesn't matter how much it takes, how easy or hard it might be because our passion is to champion every child that comes here.
We are their cheerleaders, their coaches, their biggest fans.
Our children live in a diverse world, a more connected world where they will meet people from all over the globe and speak different languages.
That world lives in our school.
We champion that diversity, we celebrate it, because it makes us all richer through new experiences, new adventures, new friends,
but it also teaches tolerance, understanding and respect.
One world, one school.
Our children will have a voice and they will become the champions of others, their community and their world.
They will make the world a better place.
They will say:
I have things to do, people to impress and places to go.
I will be a better person when I leave-
I am powerful and I am strong.

At Hugh Gaitskell Primary School, our intention is that our curriculum extends opportunity, raises aspiration, opens children's eyes to the world beyond their immediate environment, enables our children to live happy, healthy and productive lives and inspires children to learn more. For children with special educational needs, the curriculum is mediated and adapted by the class teacher, supported by our skilled and knowledgeable special needs coordinators and pastoral team. We believe our curriculum prepares the children well for their secondary education and has inspired them to find out more about the world around them. We aim to provide our children with the cultural capital they need to succeed in life.

Our vision is to ensure that our children are able to overcome extreme rates of mobility, poverty of expectation, individual needs, limited life experiences and, for a significant proportion of our pupils arriving from abroad, limited experience of life in Britain.

We encourage our children to learn whilst having fun. We want to help each child to become a caring, confident and curious young person who has a passion for learning in order to prepare them to embrace their bright futures- they will be powerful and they will be strong.

We will do this by supporting, nurturing and inspiring our children through quality-first teaching strategies and providing a wealth of opportunities to enrich their life experiences.

By working with our families, we create an aspirational environment where everyone is valued and successes are celebrated.

Context Summary

Number currently on Roll (exc. Nursery)	543
% of pupils eligible for Pupil Premium	36%
% of pupils with SEND	30%
% of BME pupils	82%
% of pupils with EAL	60%
Number of languages spoken by pupils	57
Number of Pupils with EHCPs	2





Deputy Headteacher Post

We are seeking to appoint a talented, dedicated and inspirational Deputy Headteacher who will share our determination to transform the life chances of our wonderful pupils. We are looking for a highly effective leader to join our team. This is an exciting opportunity to take a pivotal, non-teaching leadership role in a Good school that has made rapid improvements over recent years and confidently expects to continue to do so. We are a vibrant, inclusive school and arguably the most mixed and diverse primary school in the city.

Interested candidates will:

- be creative and forward-thinking and skilled in leading and managing areas of school improvement;
- evidence proven experience of positively impacting on pupil progress and developing excellence across the school whilst maintaining our nurturing ethos;
- demonstrate high expectations of themselves, colleagues and pupils and the energy and determination to make a difference;
- have a good understanding of relevant and current educational policy and practice;
- have exceptional expertise in all matters relating to teaching and learning– including being a strong practitioner themselves and fully capable of impacting widely on the practice of others;
- maintain a highly effective culture of safeguarding across school;
- have the ability to work under pressure and to manage workload;
- be enthusiastic about parental and wider community links and be able to build positive relationships with families;
- be pragmatic, resilient and have a good sense of humour

We can offer you:

- delightful children who care about each other and are enthusiastic about their learning;
- the opportunity to work in a diverse, inclusive and vibrant community;
- a positive, strong and forward thinking leadership team;
- highly-talented, motivated and friendly staff;
- an ambitious and supportive Governing Board and community;
- an extensive wellbeing offer for staff, pupils and families and a Leadership team who promote wellbeing and academic success equally;
- a well-resourced and attractive environment;
- quality-first professional development and career enhancement opportunities;

Visits to the school are warmly welcomed and actively encouraged but you will not be disadvantaged if you are unable to visit. If you would like to book a visit, please contact our School Business Manager, Bronagh McKinney recruitment@hg-ps.org.

We promote diversity and want a workforce which reflects the population of Leeds.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. The details of the DBS Code of Conduct can be found here:
https://www.gov.uk/government/publications/dbs-code-of-practice

Self disclosure
If shortlisted, you will be asked to complete a self-disclosure form which would be destroyed if you were unsuccessful. Further information can be found on our website.

References
Please note if shortlisted, we will contact your referees.

Online search
Please be aware that in line with Keeping Children Safe in Education (KCSIE) 2022 we will undertake an online search for all shortlisted candidates.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.
If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.

Key Dates in the Recruitment Process:

Application Closing Date
Monday 20th October - 9am

Interview Day
Wednesday 22nd October **Thursday 23rd October**

Deputy Headteacher Job Description

Job Title: Deputy Headteacher
Responsible to: Headteacher
Job start: 1st January 2026
Salary: L14 – L18 *(salary negotiable for an exceptional candidate)*
Location: Leeds, West Yorkshire
Contract type: Full Time, permanent contract

1. PURPOSE OF THE JOB

To assist the Headteacher with the leadership and management of the school in seeking to achieve the highest standards of pupil achievement and school efficiency, and deputise in the absence of the Headteacher both at short notice and over a longer term.

To play a major role in assisting the Headteacher to:
• formulate the aims and the objectives of the school
• establish the policies through which they are to be achieved
• Manage staff and resources towards their achievement
• Monitor progress towards their achievement

2. THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3. DUTIES AND RESPONSIBILITIES

Shaping the future
• Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
• Motivates and works with others to create a shared culture and positive climate
• Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

Leading teaching and learning
•Leads and drives effective SEND provision- to maintain and promote our inclusive school ethos
Recruits, retains and deploys staff appropriately
Is a good role model to all teaching staff within the school and reflect a high level of professional teaching standards and conduct
• Demonstrates and articulates high expectations and set stretching targets for the whole school
• Monitors, evaluates and reviews classroom practice and manages improvement strategies
• Analyse and interpret school data to inform classroom practice across the school

Developing self and working with others
• Manages positive working relationships with all staff
• Motivates and challenges all staff to maintain high expectations of behaviour
• Develops and maintains effective strategies and procedures for staff induction, professional development and performance review

Managing the organisation

• Implements evidence-based school improvement plans and policies for the organisation and its facilities
• Ensures that school practices take account of national and local policies and initiatives
• Manages the school environment to ensure that the school meets all health and safety regulations and operates in an increasing sustainable manner

Securing accountability
• Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
• Works with the governing body or governing body sub groups to enable them to meet their statutory responsibilities
• Is able to present the school's performance and other school initiatives to a range of audiences: parents, governors, school improvement officers and other external agencies e.g. Ofsted

Strengthening the community
• Works with other agencies to ensure that the school is integrated into the wider community
• Builds the reputation of the school with the outside community
• Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Safeguarding and child protection
• Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
• Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding-related responsibilities effectively

Deputy Headteacher
PERSON SPECIFICATION

Key:
App - Application Form
Ref - Reference

SP - Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills	Essential/ Desirable	How identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	App/SP
Ability to use HR policies and procedures	E	App/SP
Ability to make and implement difficult decisions	E	App/SP
Shaping the future		
Implements an improvement plan across a key stage, area or classroom, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement improvements across the school	E	App/SP
Leading teaching and learning		
Being a very good role model in all teaching standards	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Have a current knowledge of SEND practice, policies and procedures	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Developing self and working with others		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
Managing the organisation		
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations and in a manner that promotes sustainability	D	App/SP

Securing accountability		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	D	App/SP
Strengthening the community		
Builds relationships with community groups, outside agencies and other schools to benefit the educational progress, well-being and opportunities afforded to our children and staff	E	App/SP
Promotes the school	D	App/SP
Works with parents and carers to improve pupil achievement and well-being	E	App/SP
Child protection		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree qualification	E	App/SP
Senior or Middle Leadership qualification	D	App/SP
Personal qualities and attributes		
Moral purpose	E	SP
Excellent communicator (Listening, putting a message across)	E	SP
Child-centred	E	SP
Resilience	E	SP/R
Integrity	E	SP/R
Self-motivation and able to motivate others	E	SP
Well-organised and able to meet deadlines	E	SP/R
Commitment to inclusion	E	SP/R
Enthusiasm and optimism	E	SP/R
Excellent problem solving/analytical skills	E	SP
Self-awareness, knowledge of strengths and limitations	E	SP