



**Oak Tree**  
Primary School

Oak Tree Primary School are seeking a  
**Deputy Headteacher**



[dmat.education](http://dmat.education)

# Welcome to The Oak Tree Primary School

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## Work with us; message from DMAT CEO

There has never been a more exciting time to join Oak Tree Primary School. We are seeking to appoint a Deputy Headteacher who;

- Is an excellent leader and teacher who can lead, support and inspire our highly committed staff
- Is highly motivated, self-initiating and organised
- Has significant experience of whole school leadership having successfully impacted on pupil progress and attainment, resulting in sustained, raised standards
- Is passionate about a rich and broad curriculum and how children learn
- Has experience of leading teams successfully, possessing excellent interpersonal skills
- Enjoys working with all children
- Will work closely with the Head, wider school team and DMAT to drive improvement

We will offer you:

- The opportunity to work within a trust who will support you, providing rich professional development with access to a range of highly skilled and experienced leaders in addition to your school. 'Team' runs through all that we do
- Excellent career development as part of DMAT. Whether you are keen to progress to headship, specialise in deputy headship in a range of settings or wish to progress to a broader trust role, we will invest in you

- Direct Access to DMAT's highly successful Research School, one of only 32 nationally. All the work across the Trust is evidence informed
- DMAT's outstanding SCITT provision which supports recruitment and retention in our schools
- A committed local committee of governors
- Happy and confident pupils who love their school

Progress has been made since the OFSTED inspection in April 2022 where the school received a 'Requires Improvement' judgement. DMAT was selected to sponsor the school and is looking forward to Oak Tree Primary joining the Trust very soon. All DMAT colleagues are focused on ensuring every child receives the best possible education, regardless of their starting point. To achieve this, you need excellent staff who are happy in post and feel valued and motivated to help our children succeed.

Oak Tree Primary joins the trust on 1<sup>st</sup> January 25.

If you would like to discuss the post further please contact [smar Rooney@dm at. education](mailto:smar Rooney@dm at. education)  
For visits to the school please contact [office@oaktreeprimary.co.uk](mailto:office@oaktreeprimary.co.uk)



**Sue Marooney MBE**  
CEO

## Welcome from our Oak Tree Headteacher

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Oak Tree Primary School is looking to appoint a dedicated and committed Deputy Headteacher to support the leadership of our school community. This is an exciting opportunity for someone who has experience of creating a significant impact on raising standards within a Senior Leadership role.

Oak Tree Primary is proud to be joining Durrington Multi Academy Trust (DMAT), a group of schools committed to high standards and continuous improvement. Being part of DMAT means access to shared expertise, resources, and professional development opportunities across the Trust, enabling our staff to grow and stay at the forefront of educational practices. DMAT is focused on creating inclusive, high-performing schools where both staff and pupils can thrive. The new Deputy Headteacher will work closely with the Trust's leadership team, benefiting from this collaborative network and contributing to the wider development of education within the Trust.

At Oak Tree Primary, we are committed to high-quality teaching informed by research, including Rosenshine's Principles of Instruction. The successful candidate will play an important role in helping maintain this approach across all key stages, working closely with teachers to support effective and consistent teaching practices. We also use the Thrive approach to promote emotional and social well-being, ensuring that every child feels supported both academically and personally.

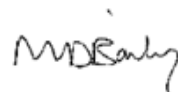
The school has a collaborative team culture, with staff working closely together across all year groups. The new Deputy Headteacher will help foster this teamwork and support the professional development of staff through ongoing opportunities for growth. The school's local committee is equally committed, offering robust support to ensure the school continues to thrive and meet the needs of its pupils and

staff. We are fortunate to have specialist teachers who add depth and variety to our curriculum that open the opportunity for our children to perform and express themselves through artistic subjects such as Dance, Music and Languages. We believe that this exposes our pupils to the variety of subjects they can specialise in from a young age, supporting each type of learner.

We place a strong emphasis on immersive learning, with a curriculum built around key texts that fully engage pupils in their learning. Our large school grounds provide space for outdoor activities such as forest school, an allotment and an environmental area, offering pupils opportunities to learn beyond the classroom. We are proud to have introduced continuous provision to KS1, which supports our pupils academically, socially and mentally.

Oak Tree Primary values the strong relationships between staff and pupils, creating a positive and nurturing atmosphere. We also have a supportive Parent-Teacher Association (PTA), which works actively to raise funds for the school and supports a range of initiatives.

Kind Regards,



Miss D Bailey



# The Role

## Deputy Headteacher

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### **Purpose**

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement. The Deputy Headteacher will work alongside the Headteacher and DMAT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders.

The Deputy Headteacher, under the direction of the Headteacher and DMAT will take a major role in:

- Determining the vision and strategic direction of the school to ensure school improvement
- Playing a major role in formulating and reviewing the School Development Plan and the priorities leading to improvement for all pupils, monitoring and evaluating progress towards their achievement.
- With the headteacher, ensure successful day-to-day leadership and management of the school.
- Maintaining a high profile around the school, proactively supporting staff.
- Being a role model for exemplary leadership and classroom practice.
- Leading on delegated areas of responsibility
- Contribute to the safeguarding and promotion of the welfare and personal well-being and care of students and undertaking the role of as DSL

Deputising for the Headteacher in the event of absence or other urgent business

### **Main Duties and Responsibilities**

#### ***Strategic Direction and Development of the School***

- To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on raising standards, behaviour and personal development.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, DMAT and governors.

- To lead on Learning and Teaching, Curriculum and Assessment developing and monitoring policy and practice so that it has a direct impact on raising standards.
- To lead on Pupil Premium, ensuring excellent outcomes and opportunities for pupils.
- To assist the Headteacher in school self-review and evaluation and in the effective planning and management of interventions resources to secure improvements.

Publicly supporting all decisions of the Headteacher, DMAT and Local Committee.

### ***Teaching and Learning***

- Be an 'outstanding' role model and act as a leading classroom, inspiring and motivating other staff.
- Work with the Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.
- Ensure records of children's attainment and progress are maintained by the school.
- Ensure children's work receives appropriate feedback and targets are set by the school.
- Liaise with parents and external agencies in respect of children's progress and learning needs.
- Work within the Code of Practice relating to Special Educational Needs.

### ***Leadership and management***

- Support and deputise for the Headteacher.
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including their own continual professional development.
- Work with all stakeholders to increase the roll of the school.
- To be an exemplar of all trust/school policies and practices.
- To support the Headteacher to lead in Performance Management of all teaching staff.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the School Development plan and performance management.
- Lead in developing the school curriculum.
- Take a leading role in developing strategies and interventions to raise pupil achievement.
- Take a leading role in ensuring good behaviour for conduct and behaviour for learning across the school.

- Take a leading role in induction for ECTs and in trainee teacher placements.

Take a leading role in the school's safeguarding procedures.

### ***Standards and quality assurance***

- Actively promote the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings, events and performances.
- Uphold the school's behaviour policy.
- Participate in staff training and development.
- Attend team and staff meetings.

Develop links with governors, external agencies and neighbouring schools.

### ***Additional Duties***

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from the Headteacher/CEO to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher, and will be reviewed annually.

## Person specification

Attributes	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful senior leadership experience- minimum of 2 years</li> <li>• Proven track record of leading whole school improvement with clear outcomes</li> <li>• Strong teacher- proven impact</li> <li>• Successful line management of staff</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Highly skilled at analysing data, selecting what needs to be addressed, leading on key actions for improvement and evaluating impact</li> <li>• Deep understanding of evidence informed high-quality teaching, with the ability to model this for colleagues and support them to improve their professional practice</li> <li>• Highly effective communication and interpersonal skills applicable to all stakeholders</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build highly effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A relentless focus on achieving the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure, prioritise effectively, with a high level of resilience</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

## Package

**Responsible to:** Headteacher & DMAT

**Salary Grade:** Leadership pay scale point 5 -9 (£54,939-£60,644)

**Hours:** Full time, permanent

**Responsible for:** Learning & Teaching and Curriculum & Assessment with responsibility for Pupil Premium.

## Safeguarding

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Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust. Staff are supported through regular training and are expected to adhere to the Trust's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## How to Apply

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Applicants must complete the application form and return it, alongside a personal statement, please include the following, maximum 2 sides;

- Why you would like to be appointed to the role of Deputy Headteacher at Oak Tree Primary School
- Skills, experience and impact you have had in the role; include data to support this. How the impact and experiences you have had make you a strong candidate
- What you would bring to Oak Tree Primary

Applications to be sent to: Miss G Neal [pa@oaktreeprimary.co.uk](mailto:pa@oaktreeprimary.co.uk) or via post to Oak Tree Primary, Junction Road, Burgess Hill, West Sussex RH15 OPZ

**Closing date for applications is: 20<sup>th</sup> January 2025**

**As this is such a key appointment, the interviews will be over two days.**

**Interviews w/c 03<sup>rd</sup> Feb 2025**

**We welcome conversations about the post, school and trust. Please contact Headteacher Miss D Bailey [pa@oaktreeprimary.co.uk](mailto:pa@oaktreeprimary.co.uk) 01444 233368 or Sue Marooney [kcopley@dmateducation](mailto:kcopley@dmateducation) 01903 705631**





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