

# Heathcote School & Science College

Encourage ● Challenge ● Succeed



## Deputy Headteacher Recruitment Pack



# Heathcote School & Science College

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Headteacher: Sonia Close NPQH, B.ed, MA



Dear Applicant,

## Deputy Headteacher – Heathcote School and Science College



Thank you for your interest in the Deputy Headteacher position at Heathcote School and Science College.



As you will see from the accompanying information, Heathcote is a thriving and ambitious school with a strong reputation in the local community. We are seeking to appoint an exceptional Deputy Headteacher someone with vision, proven leadership, strong management skills, and the ability to secure high standards of accountability who will work closely with me and the Governing Body to lead the school through the next stage of our development. The ideal candidate will have extensive previous experience as a senior leader and the ability to lead on Teaching and Learning, Data, Exams and the Curriculum, who has evidence of impact in this area.



We believe deeply in our pupils and are committed to enabling each of them to achieve their very best, with particular focus on ensuring that our most vulnerable students have the strongest life chances. At the same time, we value professional autonomy and are looking for a highly experienced senior leader with the energy, drive, and expertise to work alongside the Headteacher to continue strengthening and expanding our educational offer.



The school retained its *Good* Ofsted status following a Section 8 inspection in February 2024, and we remain firmly committed to further improvement. We are proud of the progress made so far and will continue to strive to deliver the highest-quality education, ensuring every pupil reaches their full potential.



As Deputy Headteacher, you will play a central and influential role in our school community. We hope the information provided offers a clear picture of Heathcote School and what we stand for, and we look forward to receiving your application.



If you would like to arrange a visit on one of the scheduled tour dates, please contact Ms Heather Fleetwood on 020 8498 5110 or at [hfleetwood@heathcote.waltham.sch.uk](mailto:hfleetwood@heathcote.waltham.sch.uk).

Further information about the school can also be found on our website.



Yours sincerely,  
Sonia Close

**Headteacher**  
**Heathcote School and Science College**





## The Application Process

Please see below the key dates in the application process:

1. Closing Date – **28<sup>th</sup> January 2026**. Completed applications should be returned by email to [recruitment@heathcote.waltham.sch.uk](mailto:recruitment@heathcote.waltham.sch.uk). Please ensure that the application addresses all aspects of the Person Specification.
2. There will be an opportunity to visit the school on the below dates and times:

Tuesday 13<sup>th</sup> January 2026 at 8:30am

Thursday 15<sup>th</sup> January 2026 at 8:30am

Please contact Ms Heather Fleetwood on 020 8498 5110 or by email [hfleetwood@heathcote.waltham.sch.uk](mailto:hfleetwood@heathcote.waltham.sch.uk), to book an appointment on one of the above tours.

3. The shortlisting meeting has been scheduled for **Monday 2<sup>nd</sup> February 2026**. If you have not heard by this date, please assume you have not been successful.
4. Successful candidates will be invited to Heathcote School for interview on: **Monday 9<sup>th</sup> February 2026 and Tuesday 10<sup>th</sup> February 2026**.

This pack includes the following information:

1. Letter from the Headteacher
2. The Application Process
3. Values and Ethos
4. Job description
5. Person Specification
6. School Information
7. Ofsted/ Performance Statistics



## **Values and Ethos**

In Heathcote School, how we behave is just as important as what we do. That is why we have three key values which underpin our day to day work with pupils which all employees are expected to develop:

### **Encourage**

We encourage our pupils to take pride in their learning and community – to work hard, be kind, display good manners and achieve to the best of their abilities. Pupils seek and embrace feedback and show understanding and mutual respect for each other and show excellent behaviour at all times.

### **Challenge**

We challenge our pupils to push themselves, take responsibility for their learning, to be resilient to failure and to self-regulate their behaviour. All our staff and governors are determined that all pupils confidently strive for success and expect them to be present and punctual.

### **Succeed**

We succeed when all pupils enjoy their learning and reach their academic potential in all areas; leaving Heathcote as thoughtful, caring and honest citizens fully prepared for the next stage of their life – whether that be in education, training or employment. We succeed by letting them do so in a comfortable and safe environment and culture where they take a proactive role and develop socially.



## Job Description – Deputy Headteacher

Job Title: Deputy Headteacher – Quality of Education

Responsible to: Headteacher

Grade/Pay Range: Leadership Point 20-24

### Job Purpose

The core purpose of the post is to assist the Headteacher in leading the school to achieve its strategic plans and implement the vision and School Improvement Plan (SIP). All members of the Leadership Team should be learning centred ensuring all stakeholders reach their potential, focused on sustainable leadership and reflect the highest possible professional standards including the health and safety of all stakeholders whilst in the school's care. All our work is led by our values and beliefs which tie in with the school vision. We are inspired by our purpose to improve the life-chances of our most vulnerable pupils, and to develop new expertise in our teachers and ensure all teachers improve and develop.

All teachers at Heathcote School are expected to uphold the school vision and ethos on a daily basis through their professional conduct.

All teachers' job descriptions define the responsibilities of the postholder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)
- To comply with Health and Safety at Work Legislation

This job description is not a comprehensive definition of the post. It will be reviewed on a regular basis and it may be subject to modification or amendment at any time. The specific roles of the Deputy Headteachers may be rotated or adapted. All SLT members will be expected to comply with any reasonable requests from the Headteacher or Governors to undertake work that is not specified within this job description.

### As a Deputy Headteacher, you are expected to:

#### Strategic Leadership

- Support and assist the Headteacher in leading and managing the school and deputise for the Headteacher in her absence.
- Be responsible for implementing the health and safety policies of the school.
- Ensuring that safeguarding is paramount in the roles and awareness of each member of staff.
- Role model the school vision and values on a daily basis and maintain the highest professional standards
- Provide clear strategic direction for the school that achieves the highest quality educational provision
- Deliver at least strong provision for the area of the Ofsted framework you are responsible for
- Ensure that the school benefits from a rigorous self-evaluation framework that substantially contributes to raising standards
- Play a key role in quality assurance and supporting the Monitoring, Evaluation and Review (MER) processes to support self-evaluation and drive improvement.
- Keep under review the work and organisation of the school and monitor and evaluate the effectiveness of it, challenging leadership at all levels
- Line manage and oversee appraisal your school improvement team of Assistant Head(s), middle leaders and other staff ensuring they are driving the school improvement plan and are flourishing in their roles
- Engage parents and the community to support and work with the school to drive improvement

- Motivate the staff and pupils to have a shared culture of ambition consistent with the school's commitment to encourage, challenge and succeed
- Promote the well-being of all staff and ensure workload is manageable enabling staff to grow and flourish
- Consult with staff, parents, pupils and Governors to contribute to the development, leadership and implementation of our School Improvement Plan.
- Report to Governors as required, and service a Governors sub-committee
- Ensure key policies are up to date, relevant and compliant, and policies are regularly reviewed and consulted upon to ensure they are live documents
- Undertaking any reasonable direction from the Headteacher.

### **Key roles and responsibilities:**

#### **Learning and Teaching**

- Ensure that appropriate educational initiatives are incorporated effectively within the whole-school drive for improvement
- To be up-to-date with current educational / pedagogical research and to make evidence-informed decisions
- Develop and maintain the IT offer in the school including educational licenses and teaching hardware and apps to ensure learning is current and innovative and impactful.
- Ensuring the highest standards of Teaching and Learning are consistent
- Ensure consistent practices are developed across the school and across departments
- Management of quality assurance process for teaching and learning and departmental reviews
- Working with other local schools to develop and reflect on our practice and, in return, support other schools where appropriate
- Recognise and encourage the talents of staff and promote a culture of high challenge and low threat to support development of teaching
- Play a lead role in the development of teachers and other staff through strategic oversight and CPD including supporting with Early Career Teachers and all trainees
- Proactively develop classroom practice / adaptive practice for SEND pupils in co-operation with the SENDCO

#### **Curriculum**

- Develop and maintain purposeful a curriculum which enables outstanding learning and life chances and meets the needs of Heathcote pupils
- Ensure Curriculums are adapted in line with national changes.
- Ensure curriculums are well sequenced.
- Ensure consistency and quality assure homework for pupils across all subject areas in school
- Embed Careers, SMSC and British values across the curriculum.
- Strategically support the development of vulnerable groups such as Pupil premium and SEND including oversight of the statutory documents.
- Ensure numeracy and literacy development is a key part of the curriculums and enrichment offer.

#### **Assessment, Exams and Data**

- Manage exams and entries across the year.
- Plan challenge (exam) weeks and ensure pupils are prepared for these.
- Line manage the data and exams team.
- Produce data for staff after each data point that is user friendly

- Drive and raise the attainment of pupils across all year groups and departments including key groups, by holding regular data meetings with leaders.
- Ensure assessments are aligned with the curriculums and provide valuable data.
- Ensure staff and pupils reflect and act upon data (marking and feedback)
- Drive improvements in Year 11 outcomes
- Play a key role in the monitoring of pupil progress, using clear performance data to motivate staff and pupils to improve and to inform parents of progress
- Support with ensuring pupils are given appropriate access arrangements
- Act as the Quality nominee for BTEC / applied courses.

### **Other Key Roles of Deputy Head**

- Ensure that staff work within the school's policies, and lead on HR issues where directed by the HT
- Attend and contribute to meetings relative to the curricular, administrative, organisational, pastoral and managerial arrangements for the school
- Manage budgets effectively to ensure the SIP is achieved
- Perform supervisory duties around school
- Ensuring adherence to the Leadership Standards
- Participating in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers.

### **Ethos, Behaviour and Achievement**

- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Ensure high standards of behaviour for learning and drive improvement of whole school behaviour through the Behaviour Policy ensuring consistent approaches
- Ensure the support staff involved in pastoral care are having impact on our vulnerable pupils and their progress is regularly monitored
- Have high expectations and lead by example

### **Specific responsibilities for all teachers:**

- Teaching high quality lessons that are secure or better under the school's self-evaluation process
- Planning and preparing schemes of learning and lessons
- Teaching the full range of KS3, KS4 and KS5 classes according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupil in the school and elsewhere
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned
- Advising and co-operating with the Headteacher and other teachers, as well as other adults providing in-class partnership teaching, on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of learning, methods of teaching and assessment and pastoral arrangements
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials

### **For Heathcote staff in general:**

- Playing a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively supporting the school's corporate policies and aspirations
- Adhering to the staff professional code of conduct as developed collectively by staff
- Complying with the school's Health and Safety Policy and undertaking risk assessments as Appropriate

- Checking emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally



## Person Specification

<b>Qualifications</b>	
Qualified Teacher Status	Essential
A good honours degree	Essential
Further professional qualifications	Desirable
Evidence of recent professional development	Essential
NPQH, or willingness to undertake NPQH	Desirable
<b>Experience</b>	
Relevant, recent experience of teaching in an 11-16 or 11-18 school	Essential
Relevant, recent experience of leading in a good or outstanding school	Essential
Previous Deputy Headship Experience	Desirable
A minimum of 3 years' successful experience as a member of a school Senior Leadership Team	Essential
Experience of working in more than one secondary school	Essential
Experience of successful <b>strategic</b> rather than <b>reactive</b> working	Essential
Proven record as a good/outstanding teacher	Essential
Proven record of leading effective professional development	Essential
Experience of leading successful improvements and managing change at a whole school level	Essential
Experience and understanding of the current OFSTED framework	Desirable
Experience of whole school evaluation	Essential
<b>Skills, Knowledge and Understanding</b>	
A sound understanding of quality first teaching, responsive teaching, planning and assessment for learning	Essential
A sound understanding of the processes of school improvement and a track record in this area	Essential
Successful track record in using data to raise achievement	Essential
Proven record as a leader whose pupils reach high standards	Essential
An understanding of the principles involved in being a successful leader as well as team member	Essential
<b>Personal Qualities</b>	
A 'visible' leader, with a whole school presence, who has the ability to relate well to people at all levels	Essential
Ability to inspire, challenge, influence and motivate others	Essential
An absolute commitment to the belief that every child deserves the very best education	Essential
A passion for the values of community education	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
High organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence and ability to use appropriate leadership style	Essential
Capacity to reflect on practice in order to grow and develop as a leader	Essential
An understanding of the strategies for ensuring inclusion, diversity and access	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential

# School Information

Heathcote is ambitious for all our pupils. We are extremely proud of the astonishing achievements of our young people. We continue to be immensely impressed by their ability to succeed in all fields of life and we enjoy continuing to hear about their triumphs when they come back to visit us.

## Results at KS5:

Our KS5 results continue to go from strength to strength.

Headline results include:

- 28% of grades at A\*-A, an increase of 8% on last year
- 54% of grades at A\*-B, an improvement of 5% compared with 2024
- 76% of grades at A-C\*
- Seven pupils achieved three A grades or better
- One pupil secured a place at the university of Oxford

According to the national ALPs (A Level Performance System) data, these outcomes place Heathcote School in the top 25% of schools and colleges across the country. A reflection of exceptional teaching, strong leadership, and determination of pupils to achieve at the very highest level.

## Results at KS4:

Our KS4 results continue to be strong, with GCSE 2025 Highlights including:

- 44% of pupils achieved **Grade 5 or above** in both English and Maths
- 29% of pupils achieved the top grades **7-9 in English**
- 25% of all subject grades at Heathcote were **Grade 7 or higher**
- 43% of all GCSEs taken were awarded at **Grade 6 or higher**

This success in securing the highest grades demonstrates significant improvement in outcomes for the school's most-able pupils and confirms Heathcote's strength at upper end of achievement spectrum.

## Statutory Outcomes Data:

Measure	Data (from ISDR or ASP)
<b>KS4</b>	
P8 Score	-0.44
Attainment in English and Maths (5+)	39%
A8 Score	43.84
Ebacc APS	3.89
Ebacc %	27%
<b>KS5</b>	
Attainment	A-level APS: 212.0
Retention	A-level: 94%
	Applied General: 96%
Destinations	87% (2020/21)

