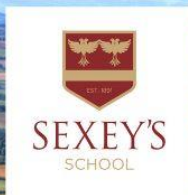
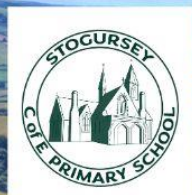


Building Character, Shaping Futures



Deputy Headteacher



www.quantockedtrust.co.uk

A Message from Steve Clayson, Headteacher of Sexey's School

Thank you for your interest in the Deputy Headteacher at Sexey's School. Sexey's is a wonderful school, with talented and dedicated staff and students. We are a high performing secondary school and sixth form, and I am looking for a talented individual to join the Senior Leadership Team to help us realise the school mission to be, 'exceptional in all we do'.

As Headteacher, my priority is ensuring that our Sexey's school remains unwavering in its commitment to delivering a high-quality educational experience for every child. Sexey's school is one of the highest performing schools in Somerset. However, our focus is not simply on academic results. As a Church of England secondary school the development of all aspects of a young person is important. Our vision is to see our students develop as whole people so that they flourish intellectually, morally, and emotionally. An exceptional education inspires and equips young people with the knowledge, confidence and skills so they are empowered to make a positive difference in the communities that they live. The Deputy Headteacher will play a vital role in supporting this vision by ensuring that the curriculum, assessment and quality of provision is matched to the needs of every learner.

You'll have an understanding of what constitutes effective curriculum design and excellent teaching with a track record of school improvement. The analysis and use of data to evaluate progress towards strategic goals will play a key part of this role. Alongside this I am looking for someone who is able to listen and build highly effective teams - together I believe that we can achieve more.

This is a key role within the school, and I want to encourage applicants who aren't afraid to challenge, innovate, and lead with confidence. You will be joining a highly supportive leadership team, who are motivated and skilled colleagues, Governors and partners throughout the trust. I am proud that Sexey's school is part of Quantock Education Trust (QET). QET is a Trust committed to championing the needs of all children, with a clear focus on achievement and character and the Deputy Headteacher will play a key role in contributing to partnerships across the trust.

This is an incredibly exciting time for our school. If you are motivated by the prospect of making a tangible difference, enjoy collaboration and are seeking to shape the vision and leadership within an ambitious and aspirational school I would look forward to seeing your application.

Warm regards,
Steve Clayson
Headteacher, Sexey's School





Deputy Headteacher

Job Description

Job Title
Deputy Headteacher
Salary
Leadership Scale 13-17
Contract type
Full-time, Permanent
Responsible to
Headteacher

Job Purpose
<p>The Deputy Headteacher will be a key member of the senior leadership team, with specific responsibility for leading and managing all aspects of curriculum development, data analysis, assessment, and reporting.</p> <p>The role involves ensuring the effective use of data to monitor student progress, inform strategic planning, curriculum design and enhance teaching and learning outcomes. The postholder will take a lead role in collaborating with schools within and outside of the Quantock Education Trust in the use of data to support shared best practice and school improvement.</p> <p>The Deputy Headteacher will maintain some teaching responsibilities with the requirement to contribute to the delivery of high-quality lessons and student engagement.</p>

Main responsibilities and duties
<p>Strategic Leadership:</p> <ul style="list-style-type: none"> • Develop and implement a data-driven strategy to enhance academic performance and school improvement • Advise the Headteacher and Governance Committee on data trends, student attainment, and progress • Lead on the use of data to support the school's self-evaluation and external inspections (e.g. Ofsted) • Contribute to whole-school leadership and decision-making as a key member of SLT • The ability build excellent professional relationships and high performing teams <p>Data Management & Analysis:</p> <ul style="list-style-type: none"> • Oversee the collection, analysis, and interpretation of student performance data, including internal assessments and external examinations • Ensure the effective use of assessment data to inform teaching, learning, and intervention strategies • Maintain accurate tracking systems for student progress and attainment • Provide regular reports to SLT, governors, and external stakeholders

Teaching Responsibilities:

- Deliver high-quality lessons in a subject specialism, modelling best practices in teaching and learning
- Use data-driven insights to personalise learning and improve student progress
- Support curriculum development in alignment with whole-school priorities
- Contribute to lesson observations, coaching, and professional development of staff
- Engage with students to foster a culture of high expectations and academic excellence

Curriculum and Teaching Support:

- Support Heads of Department and teaching staff in curriculum design and use of data to improve student outcomes
- Lead on target-setting, progress tracking, and intervention strategies
- Ensure high-quality use of assessment for learning (AfL) and summative assessments

Training and Development:

- Provide training to staff on data analysis, interpretation, and application to teaching and learning
- Promote a data-literate culture among staff, ensuring data is effectively used to support student achievement
- Support middle leaders in understanding and using data to inform their leadership, curriculum design and departmental strategies

Safeguarding & Pastoral Responsibilities:

- Support pastoral leaders with data-driven insights to monitor and enhance student well-being
- Ensure all data processes comply with GDPR and safeguarding policies
- Contribute to the wider boarding school community, including participation in extra-curricular activities and pastoral duties

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Review
This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



Deputy Headteacher Person Specification

Key Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) and significant teaching experience • Extensive record of CPD 	<ul style="list-style-type: none"> • NPQH
Knowledge, skills and experience	<ul style="list-style-type: none"> • Leadership experience in a secondary school setting • Strong understanding of the Ofsted school inspection handbook • Proven ability to analyse and interpret student performance data • Strong knowledge of assessment, progress tracking, and reporting systems • Experience in using data to drive whole-school improvement • Knowledge of Education and Endowment Foundation research and strategies • Ability to seek, establish and maintain external partnership to support school improvement • Excellent communication and interpersonal skills • Ability to lead and motivate staff to use data effectively • Commitment to safeguarding and promoting the welfare of students. 	<ul style="list-style-type: none"> • Experience of teaching in a post-16 setting • Experience in a boarding school environment with knowledge of the National Minimum Standards • An understanding of the SIAMS framework • Knowledge of school MIS (e.g., SIMS, Arbor, Bromcom) and data analysis tools (e.g., Power BI, 4Matrix) • Experience of working with governors and external stakeholders on data-related matters • Understanding of national education policy and performance measures.
Interpersonal and communication skills	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils • Positive, proactive and solution focused • Ability to cope under pressure • Excellent interpersonal skills • Openness to learning and change • An eye for detail and accuracy • Positive attitude to personal development and training 	

	<ul style="list-style-type: none">• Ability to establish professional working relationships with colleagues and all key stakeholders	
Additional requirements	<ul style="list-style-type: none">• Must be eligible to work in the UK• An Enhanced DBS check• 2 professional references• Shortlisted candidates will be subject to online searches	

WORKING for The Quantock Education Trust (QET)

Conditions of Service

This post is subject to the School Teachers' Pay and Conditions Document. Full details of conditions of employment will be set out in a Statement of Main Terms and Conditions of Employment, which will be issued to the successful candidate on appointment.

Fitness for Employment

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. Satisfactory clearance with police records will also be necessary (please see Disclosure procedure).

Remuneration/working hours/annual leave

Teachers' pay, working hours and annual leave are all set within the national framework of the School Teachers' Pay and Conditions Document.

Flexibility

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

Smoking Policy

All sites within the QET is a non-smoking site and all prospective employees are expected to accept this as a condition of working within the Trust.

Equal Opportunities

The Trust is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Health and Safety

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding and Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The post you have applied for falls into one of these categories and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. This certificate will contain details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education and Skills (List 99) and the Department of Health, or those individuals who are barred from working with children. The information provided on the certificate will be considered by the local authority to ensure that children remain adequately protected. A criminal record is not necessarily a bar to obtaining a position. Further information about Disclosure can be found at www.disclosure.gov.uk

Safe Recruitment

The Trust committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Professional Development

The Trust values professional development highly. All members of the Central Team are encouraged to take an active role in planning their own CPD through the school's performance management procedures.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Those shortlisted will take part in an in-depth selection process which will include formal interviews and other relevant activities
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and where necessary, employers may be contacted to gather further information.

Online Searches

Shortlisted candidates may be subject to online searches.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Working Within the Quantock Education Trust

This job needs to be considered in the context of a changing and evolving Multi Academy Trust and therefore the duties detailed here will need to be adjusted to meet the needs of the Trust. Whilst this post will be based in the Trust's Central Offices at Haygrove School, this is a Trust wide post and there will be a requirement for regular travel across the Trust Schools.



APPLICATION


To apply, please download an application from our website

<https://www.quantockedtrust.co.uk/vacancies>

Should you require further information or wish to discuss the role in more details, please contact the QET HR Department, details below

Completed application forms should be sent, together with a supporting letter, by email or post to:

 getrecruitment@quantockedtrust.co.uk

 HR Department
The Quantock Education Trust
Durleigh Road
Bridgwater
Somerset
TA6 7HW

Please ensure your application form has your email address and also the e-mail addresses of your referees.

Closing Date: noon on 15 May 2025
Interview date: week commencing 19 May 2025 (TBC)

