



**North East
Learning Trust**

**Deputy Headteacher
Diamond Hall Junior Academy**
Applicant information pack

Deputy Headteacher

Required September 2025

Leadership Grade 10 - 14

Salary £62,202 - £68,586 per annum

Permanent / Fulltime

Diamond Hall Junior Academy is part of the North East Learning Trust and is seeking to appoint a Deputy Headteacher to join our dedicated team.

This is an opportunity for an inspirational and ambitious leader who shares our determination to maintain and enhance the exceptional standards set by our school.

Currently graded as 'good' in all areas (Ofsted, March 2022), Diamond Hall Junior Academy has undergone a truly transformational journey since it joined NELT in 2017. This transformation has been achieved as a result of unwavering support from a team of trusted leaders of education. There is an unrelenting focus on high-quality teaching and learning, an ambitious curriculum, complemented by an exceptionally talented and committed staff body.

Working for the North East Learning Trust means joining one of the most successful and ambitious education trusts in the country and one of the largest school families in the region. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

You will work closely with staff, pupils, and parents to ensure that Diamond Hall Junior Academy is a truly unique school providing the highest quality education for our pupils. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities are of equal worth.

First and foremost, you will be an exceptional teacher with a commitment to ensuring progress and attainment for all pupils and the role also includes a teaching commitment. We are seeking someone who will set the highest of expectations and who has a creative and forward-thinking approach to teaching and leadership in an educational setting.

The successful candidate will strengthen and maintain the links that have been built with parents and the wider community, as well as show a commitment to the personal development of our pupils. You will lead on behaviour, attendance and assessment across school, tracking and strategically analysing whole school data in order to promote pupil progress and outcomes.

As Deputy Headteacher you will also be responsible for supporting curriculum development, monitoring and developing attendance and developing trainee teachers. The Deputy Headteacher will also be required to act as Deputy DSL.

We are committed to:

- A vibrant learning community with enthusiastic and engaging pupils
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We will offer you:

- National Terms and Conditions of Employment
- Access to Teachers' Pension
- Up to 1 day paid leave per year for staff well-being
- Lifestyle Savings – range of discounts from top retail brands
- 24/7 Employee Assistance Programme and well-being portal

The successful candidate will:

- have proven leadership skills in school improvement and curriculum innovation
- have experience of leading a core curriculum area
- be an exemplary classroom practitioner and is able to model and coach their outstanding teaching.
- has high expectations of pupil achievement and behaviour
- has excellent interpersonal, organisational and communication skills with the ability to lead, motivate, inspire and support colleagues
- is committed to working in partnership with our parents and the local community

Deadline: 12 noon on Monday 14th May 2025

Shortlisting: Tuesday 15th May 2025

Interviews taking place on Monday 21st May 2025

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to lauren.heslop@diamondhalljuniors.co.uk or by post to Lauren Heslop School Office Manager, Well Street, Sunderland SR4 6JF. Please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job Description

Post: Deputy Headteacher
Responsible to: Headteacher
Salary Band: L10 – L14

Job purpose:

To work with the Headteacher to secure the highest quality education for all pupils, and excellent standards of learning and achievement.

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

The Deputy Headteacher will have delegated responsibilities, which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher and therefore requires a significant level of commitment to the role and school.

To deputise for the Headteacher in the event of their absence from the school. The Deputy Headteacher will be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and Responsibilities:

- Fulfil the role of Classroom Teacher as appropriate. Carry out the duties of a school teacher as set out in the Conditions of Service for School Teachers in England and Wales.
- To work with the Headteacher, Governors and Senior Leadership Team to formulate and shape the aims and vision for the Academy to ensure the best possible outcomes for all pupils.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher
- Undertake the professional duties of the Headteacher, in the event of their absence from the school.
- Act as role model for all members of the Academy community, promoting high expectations of the quality of teaching and learning, attendance and behaviour.
- To undertake joint responsibility, with other members of the Senior Leadership Team for School Self Evaluation and Performance Management.
- The production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards and increasing teachers' effectiveness.
- To undertake joint responsibility with other members of the Senior Leadership Team for the development of effective teaching and learning.
- To actively promote and develop the positive ethos and culture of the Academy.
- To maintain currency with national and local educational developments and provide information for staff, Governors and others as appropriate.
- Make leading and significant contributions to the School Improvement Plan.
- To actively contribute to the Senior Leadership Team, attending weekly meetings and other relevant meetings as may be required.
- Develop, review and support Academy policies to ensure their effective implementation.
- Take an active role in the appointment of staff.

- Attend and contribute to Local Academy Council meetings as appropriate.
- To undertake responsibility for identified strategic areas of Academy leadership, as negotiated with the Head of School.
- Supporting the Headteacher in the day-to-day management and organisation of the school.
- Work with outside agencies and stakeholders to inform future action.
- Assist the Headteacher in ensuring that financial management and administrative procedures in school to support its vision and aims.
- Support the Headteacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
- Assist the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body and North East Learning Trust.
- Support the Headteacher in the deployment, supervision and welfare of all staff.

Specific Responsibilities:

Teaching and Learning

- Promote excellence and innovation in teaching and learning across the Academy.
- Maintain personal expertise and share this with other teachers, acting as a role model of outstanding practice for other teachers, modelling effective strategies with them.
- Monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
- To impact on educational progress beyond your own assigned pupils.
- Ensure the highest quality of teaching and learning for all groups of pupils across the Academy.
- Ensure robust systems for monitoring and quality assurance of teaching and learning are in place.
- Monitor and evaluate the performance of the Academy and report to the Headteacher /Executive Head and Local Academy Council as required.

Curriculum

- Develop teaching and learning across curriculum areas, focusing on key areas of educational research.
- Work with senior leaders to develop a curriculum which promotes resilience and life-long love for learning.
- Lead on developing the expertise of curriculum leaders and provide opportunities for development through CPD.
- Ensure that all pupils are taught to read, particularly supporting weak readers so that they can 'catch up and keep up' with their peers
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

- Hold high and ambitious expectations for all pupils with additional and special educational needs and disabilities
- Lead and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Support staff to work effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate

Professional Development

- Lead and develop the Academy's programme of CPD for all staff, underpinning it with rigorous research evidence, including working collaboratively within the North East Learning Trust.
- Contribute to the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard

standard

- for teachers' professional development
- Fulfill the role of Team Leader in the Performance Management process and supporting the professional development of teaching support staff.
- Liaise with the Headteacher and Human Resources to support staff, when necessary, with HR issues.

Deputy Designated Safeguarding Lead

- As Deputy DSL have responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).
- Take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- Advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Behaviour and Attendance

- Set high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy and behaviour curriculum.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Support adults within the school to model and teach the behaviour of a responsible and respectful citizen using the hierarchical approach to dealing with behaviour.
- Actively promote good attendance of all pupils.
- Monitor and evaluate attendance data, identifying areas for improvement and strategies for improvement.

Working in Partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Work successfully with other schools in North East Learning Trust and those organisations outside of the Trust in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Communication

- Ensuring open lines of communication, liaising with the Headteacher and relaying information to colleagues.
- Attending a daily briefing session with the Headteacher.
- Contribute to the weekly staff meetings and briefings, and newsletter to parents/carers.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes cooperating with the Trust and colleagues in complying with health and safety mandatory obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.

Specifically:

- To report any incidents/accidents and near misses to your line manager.
- To ensure own safety and safety of all others who may be affected by the Trust's business.

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils, each student's welfare is of paramount importance to us, and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification Deputy Headteacher

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status. • Good Honours degree • Recent and relevant Continual Professional Development 	<ul style="list-style-type: none"> • Interest in further professional development (e.g. NPQH). • Further professional development including middle management training.
Experience	<ul style="list-style-type: none"> • Successful teacher with demonstrable teaching experience. • Proven track record of delivering excellent outcomes for pupils of all abilities. • Experience of teaching in more than one age phase. • Experience of middle leadership • Experience of monitoring and evaluating standards of teaching and learning. • Experience of successful curriculum leadership and staff development within a core subject. • Experience of working well in partnership with staff, governors, children, parents and the wider community 	<ul style="list-style-type: none"> • Active involvement in developing teaching and learning in current educational settings. • Experience of the performance management process and the role of reviewer. • Recent experience of leading whole school CPD • Experience of the implementation of QA systems to drive improvements. • Experience as a Deputy DSL
Aptitude and skills	<ul style="list-style-type: none"> • Outstanding classroom practitioner and role model. • A good understanding of the needs of children from Early Years to Key Stage 2. • Ability to work under pressure. • Ability to lead, motivate, challenge and inspire staff and pupils. • Ability to analyse and interpret data / information to make informed decisions and exercise good judgment. • A thorough knowledge of inclusive and innovative curriculum and assessment provision. • A good understanding of effective strategies to enhance teaching and learning opportunities and improve attainment. • Up to date awareness and understanding of school self-evaluation and improvement planning. • Able to plan, organise and prioritise. 	<ul style="list-style-type: none"> • Experience in the use of new technologies to improve teaching and learning.



Personal qualities	<ul style="list-style-type: none"> • Positive and resilient with drive, loyalty, integrity, flexibility, and a good sense of humour • Able to work independently and as part of a team. • Deals with difficult situations effectively. • A commitment to inclusion. • A commitment to go above and beyond to meet the needs of the school and its pupils. • Able to develop effective working relationships with all external partners. 	
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References:

References will be requested **prior** to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.