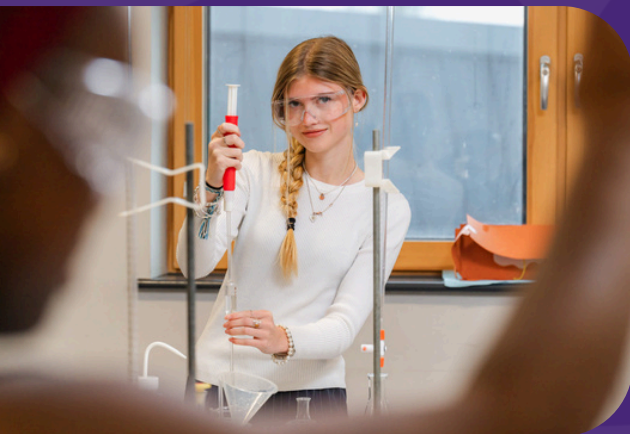


#EMATters



Application Pack
**Deputy Headteacher -
Personal Development**

"Every child deserves to
be the best they can be"

Welcome to Prince William School

We're a secondary school based in Oundle in Northamptonshire, proudly rated GOOD by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

We believe in Learning for Life and support our students to realise and exceed their potential by delivering a curriculum which is relevant and accessible to all. At both GCSE and A Level our outcomes are very strong and Ofsted recognises that our school is a 'calm and friendly place' where our students 'enjoy school, feel safe and are happy' and 'respect staff'.

Providing our students and staff with the right environment to thrive is essential and we are committed to continuing to invest in our buildings and facilities. We have a dedicated sixth form building, a newly-built science block, a redeveloped maths centre and this year we'll have a fantastic new Sports England-compliant sports hall, a dance studio, male and female changing rooms as well as a new entrance building and visitor reception.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join Prince William School. If you would like to visit the school prior to applying, or for an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Prince William School.



Anna Hewes
Headteacher



Post Description:	
Post title:	Deputy Head – Student Engagement and Personal Development
Responsible to:	Headteacher
Liaising with:	Assistant Headteachers, Head of Faculty/Department, Head of Year, SLT, Admin colleague, parents, community leaders, trip companies, Open Learning Partnership colleagues, Army Cadet Force, Alumni network.
Pay range:	L16-20
Contract terms:	Full time, Permanent
Closing Date:	25 th March 2025
Interview Date:	W/C 31 st March 2025

Job Purpose

The Deputy Head – Personal Development is a key role in the development of our Prince William School to realise its potential as an outstanding secondary school, where a sense of pride and belonging is palpable for the whole community, motivational for staff and students, and supports genuine student leadership opportunities at all levels.

This role plays a central role in the Senior Leadership Team of the school, whose vision is to ensure our students have experiences that are rich, accessible, and meaningful inside and outside of the classroom, preparing them for their next steps in life. They play an essential part in helping to implement agreed aims and objectives for the school as a whole and through their leadership of colleagues and students.

Responsibilities include:

The Deputy Head Personal Development will have the following key responsibilities:

- Lead the whole school development of student leadership, promoting and nurturing genuine student involvement and participation at all levels.
- Oversee the implementation and enhancement of student voice initiatives, ensuring that students have meaningful opportunities to express their opinions and contribute to the school community.
- Take a lead role in shaping and maintaining the pastoral curriculum, working collaboratively with Assistant Head Teacher – Community and Belonging and the wider staff body to develop programs that support the personal and social development of students. Ensure compliance with the National Curriculum, PSHE and RSE curriculums, SMSC and Fundamental British Values, to support the continuous development of an inclusive environment which meets the need of all, including those with protected characteristics
- Ensure the curriculum supports students' understanding of how to keep safe and healthy, including understanding the online and offline risks from criminal and sexual exploitation, domestic abuse, FGM, forced marriage, substance misuse, gang activity, radicalisation, and extremism.

- Promote diversity and equality within the school, fostering an inclusive environment where all students feel valued and respected, working with the EDI lead.
- Create a culture of belonging, where every student feels connected to the school community and has a sense of ownership and pride in their school, including overseeing the development of a House system that permeates through all aspects of school life.
- Ensure there is a wide range of opportunities which nurture and develop students' talents and interests and to monitor the delivery and uptake of extra-curricular and enrichment activities, including strategising a range of meaningful residential and non-residential school trips and visits to support the holistic development of our young people, as the EVC.
- Track engagement and use effective, strategic and student-focused data analysis to improve provision and ensure every child has the opportunity to take part in enrichment opportunities.
- Work with the careers leads to ensure we are exceeding the requirements of the Gatsby benchmarks, fulfilling our commitment to a personalised and purposeful careers programme.
- Liaise with the Open Learning Partnership, working in collaboration across the region, to enrich the opportunities for learning across the curriculum
- Lead the AHT Community and Belonging in building, maintaining and engaging PWS Alumni networks

In addition to the normal professional duties of a teacher and the specific duties above, the post-holder will carry out the following duties.

General Leadership

- To assist the Headteacher in the overall leadership and management of the school, carrying out duties as determined by the Headteacher, and deputise for the Headteacher when required.
- To safeguard and promote the welfare of all students.
- To promote an ethos of high expectations for student behaviour, engagement, aspiration, and achievement.
- To promote the school's core values, supporting the implementation of its policies and procedures.
- To promote the principles of equality of opportunity.
- To attend, as directed, school meetings, including Senior Leadership Team meetings, and working parties as necessary.
- To represent the school in external partnerships as appropriate and enhance co-operative working relationships with them.
- To participate in staff training and undertake appropriate personal professional development.
- To line manage other staff as directed and conduct their performance management.
- To uphold high standards of professional conduct and practice.
- To work with other members of the Senior Leadership Team to agree and realise the vision and ethos of the school.
- To work with other members of the Senior Leadership Team making strategic decisions for the school's continuous development and manage their implementation
- To liaise and work with other colleagues across the Trust and within the Open Partnership of schools as relevant

- To contribute to the whole school Self-Evaluation Form and School Improvement and Development Plan
- To undertake any duties as reasonably directed by the Headteacher.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> • Higher degree • NPQ
Experience	<ul style="list-style-type: none"> • Knowledge and experience of pastoral care and safeguarding • Experience of reflecting on teaching and leadership practice, learning from it and adapting accordingly • Sustained successful KS3, KS4 and KS5 teaching experience, leading to sustained excellent outcomes for pupils • Evidence of a commitment to continuing professional development • Significant middle and/or senior leadership experience • Experience of successfully leading and managing the work of a team to deliver sustained improvements • Experience of creative problem-solving and critical thinking • Experience leading student leadership groups for genuine impact and involving students in strategic whole school decisions • Experience running and organizing trips • A commitment to the supra and extra-curricular aspects of school life 	<ul style="list-style-type: none"> • Experience of working with and advising governors • Experience of working with partner schools and outside agencies • Experience presenting to colleagues from across the education sector • Leadership of school careers provision and an understanding of the Gatsby Benchmarks • Leadership of and/or significant teaching of the RSE and PSHE curricular, including SMSC and British Values • Leadership of and/or significant involvement in delivery of a house system • Experience building a network of contacts, such as an alumni network
Knowledge and skills	<ul style="list-style-type: none"> • Demonstrable understanding of raising achievement 	<ul style="list-style-type: none"> • Knowledge effective management and deployment of people and resources • Understanding of the Trust's Teaching and Learning Framework

	<ul style="list-style-type: none"> • Experience of contributing to and bringing about rapid and sustained improvement • Knowledge and understanding of effective careers education • Understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • Ability to think strategically, plan effectively and evaluate perceptively • Ability to inspire, motivate and lead staff and pupils • Excellent oral and written communication skills • Ability to analyse and evaluate information and data from a range of sources • Ability to quickly synthesise understanding and apply to new situations • Ability to communicate a vision and lead others towards it 	<ul style="list-style-type: none"> • Knowledge of statutory National Curriculum requirements at the appropriate key stage(s) • Knowledge of statutory RSE curriculum requirements
Personal qualities	<ul style="list-style-type: none"> • Exemplify strong leadership skills, motivating and inspiring colleagues and students alike. • Display excellent communication and interpersonal skills, fostering positive relationships with students, staff, and parents. • Show a commitment to continuous professional development, staying updated with the latest research and best practices in student development and well-being. • Have a strong commitment to diversity, inclusion and belonging in a school setting and exemplify the importance • Work collaboratively within a team, supporting colleagues and 	

	<p>contributing to a positive and supportive working environment.</p> <ul style="list-style-type: none"> • Model and promote the school's core values of ambition, respect, and resilience in all interactions and activities. • Dedicated and passionate about supporting the personal development of the whole of our students' character and well-being. • Committed to fostering a positive and inclusive school culture. • Resilient and adaptable, able to navigate challenges and setbacks with a positive outlook. • Empathetic and understanding, with a genuine concern for the welfare of students. • Organized and efficient, able to manage multiple responsibilities and prioritize effectively. • Ability to take decisions and initiate action, providing direction to others • Willingness to take responsibility for own actions • Commitment to diversity and equality in the workplace • Energy, drive and enthusiasm • Ability to listen to and acknowledge the views of others • Empathy and emotional intelligence • Ability to work to deadlines and under pressure • Sense of humour and a balanced outlook • Adaptable and positive in the face of change • Confident, positive and approachable 	
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Compiled by: P&C	Revision Number: 1
Approved by: Headteacher	Revision Date:04/02/2027

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 25th March 2025

Interview Date : W/C 31st March 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our family of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

