

Mason Moor Primary School



Assistant or Deputy Headteacher

Candidate Information Pack

Job start date: April 2026

Are you passionate about changing the life chances of young people?

Dear colleague,

At Mason Moor Primary School, we live, work and learn through a shared dedication of striving to be 'the best versions of ourselves'.

We are a small yet fully-inclusive primary school situated in the heart of Southampton's Millbrook estate. Located just minutes away from the M27 and a 10 minute journey into the city centre.

We are a forward-thinking and dedicated team where our pupils' needs come first! Pupils behave exceptionally well and this enables teachers to provide the support required to help our children to flourish.

We are looking to appoint a strong and ambitious senior team, this Summer, to work alongside our Executive Headteacher. You will be responsible for supporting the Quality of Education as it evolves and develops at Mason Moor. Implementing a fully planned and resources curriculum that inspires pupils to develop the knowledge and skills necessary for employment in a 21st Century world. Your journey to headship begins with this role.

We are particularly interested in hearing from candidates with the following skillset:

- Somebody able to articulate clear impact in their current role - using a language of school improvement.
- A candidate who has clear and demonstrable experience in developing teacher pedagogy and practice.
- A knowledge of evaluating the quality of education, using Ofsted's current framework.
- A candidate with a strong moral purpose and desire to do 'whatever it takes' to help pupils to be successful.
- Somebody who understands that knowledge acquisition and skill development are the key attributes to a successful education.

This academic year will be one of excitement, change and development for our school. You will be joining our senior leadership team at a pivotal moment. Comprising of an Executive Headteacher with an incoming Assistant and Deputy - you will have the opportunity to bring a new dynamic to our team.

This is a wonderful opportunity for a highly-talented middle or current senior leader, to progress in their career. The post-holder will benefit from extensive opportunities to develop a thorough school improvement skillset.

Our offer to every teacher at Mason Moor:

- Bespoke professional development opportunities. (Including: with sister schools in the city of Southampton)
- Cutting-edge technology used for the planning and delivery of superb lessons. Use of multi-collaboration platforms to simplify the process of lesson planning.
- A device to help your planning, preparation and assessment.
- A commitment to your personal care through our 'Staff wellbeing charter'.
- A caring, professional and friendly school setting.

Mason Moor Primary School – POST DEFINITION

JOB DESCRIPTION: Assistant or Deputy Headteacher

| | |
|----------------------------|---------------------------------|
| GRADE: | Leadership Scale – based on exp |
| CONTRACTURAL ARRANGEMENTS: | Permanent |
| START DATE: | April 2026 |



CORE DUTIES

To fully implement Mason Moor's policies and processes including the Reading, Phonics, Writing, Maths, Wider Curriculum, Assessment and teaching pedagogy across the selected phase. This includes the full implementation of the operational non-negotiables. To lead learning in school and guide their phase in developing consistent practice in quality of education, pastoral care, safeguarding and behaviour, ensuring that children achieve the highest standards of attainment and achievement.

At Mason Moor Primary School, a Senior Leader will need to develop the following professional skills

To undertake the core role of Senior Leader which includes managing selected year groups, phases and undertaking a wider school responsibility allocated by the Executive Headteacher.

CLASS TEACHER

If necessary, to carry out the duties and responsibilities for class teachers as detailed in the most recent version of the school teachers pay and conditions document. The Senior Leader may be expected to teach a class in the relevant phase when necessary.

GENERAL RESPONSIBILITIES:

To assist and support the Executive Headteacher to:

- Lead and deliver a balanced and appropriate curriculum program for the allocated Phase which takes account of the educational and social needs of pupils in the context of a primary school in line with the expectations set out by the Executive Headteacher.
- To fully implement Mason Moor's policies and processes including the Reading, Writing, Phonics, Maths, Wider-curriculum, Assessment and school pedagogy across the Phase.
- Fully implementing the non-negotiable operational expectations across the school and Phase
- Monitor, challenge and improve the effectiveness of curriculum planning and delivery within the phase to ensure rapid, sustained and improved pupil achievement.
- Ensure that the forensic use of assessment data and moderation, precisely track children's progress and ensure planning is precise and targeted to need.
- Deliver, in conjunction with other Leaders, a successful system of pastoral welfare for pupils in the school with particular responsibility for the upper phase in line with the Executive Headteacher's expectations

- Deliver, monitor and challenge in conjunction with other lead professionals, senior leaders and teachers the provision and intervention in place for underachieving children, vulnerable children, EAL and SEN children to ensure they make rapid and sustained progress in line with national expectations.
- Maintain, challenge and ensure high standards of behaviour and discipline across the school with particular responsibility for the phase in line with the Executive Headteacher's expectations and ethos.
- Maintain and continue to develop the ethos of the school in line with the school's expectations
- Contribute to the strategic development of the school as part of the middle leadership team. This includes monitoring and evaluating of practice and provision as part of the school's self-evaluation process and the development of the school improvement plan.
- Contributing to the general day to day management of the school and Phase by having an overview of the school, being aware of the issues and concerns and ensuring that appropriate action is undertaken. This includes all operational management of the Phase.
- Keeping abreast of educational developments through your own professional training
- Supporting the Executive Headteacher in trying to ensure that change is implemented effectively and smoothly
- Promoting and supporting decisions/policies agreed by the senior leadership team
- Helping to maintain outstanding behaviour around the school at all times and specifically carrying out one dinner time duty per week,
- Carrying out appraisal of staff
- Ensure the school, Phase provides a high quality stimulating learning environment for all children as outline in line with the expectations
- Conducting regular assemblies within the Phase and wider school if necessary
- There is an expectation that the Phase Leader of Schools sit on and contribute to the Senior Leadership Team undertake a lunch duties and attend an early morning information briefing daily.
- Carry out any other additional duties deemed necessary directed by the Executive Headteacher

DAY-TO-DAY MANAGEMENT OF THE SCHOOL:

To assist the headteacher in ensuring that the school runs smoothly and acting in a management capacity as the need arises. Leading on the to the general day to day management and organisation of the school by ensuring all cover arrangements and release are in place across the school, being aware of any of the issues and concerns and ensuring that appropriate action and redeployment of resources is undertaken.

This includes:

- undertaking class teaching as required
- drawing up timetables and rotas to ensure the efficient use of premises and efficient deployment of staff;
- providing support for staff and pupils within an overall pastoral role
- the organisation and oversight of Midday Supervision and extended services;
- overseeing the supervision of pupils during lunchtimes;

- conducting assemblies on a regular basis;
- organisation for staff absence etc.

There is an expectation that the senior managers will attend and contribute to a senior leadership team meeting once a week, undertake a lunch duty and attend an early morning information briefing daily.

EXTERNAL LIASON:

- liaise with relevant external agencies as appropriate, such as external advisory staff or consultants and/or other schools on specific teaching and learning issues relevant to your responsibility areas, its pupils and staff

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.



Person Specification – Senior Leader

| Category | Essential | Desirable |
|--|---|---|
| 1. Qualifications/ Professional Development | <ul style="list-style-type: none"> • Qualified teacher status Evidence of continuing professional development • relating to school leadership and management, and curriculum/teaching and learning • Ability to identify own learning needs and to support others in identifying their learning needs | <ul style="list-style-type: none"> • Postgraduate level qualification • Leadership Pathways certification • Experience of working with other schools/organisations/agencies • Experience of leading/coordinating professional development opportunities |
| 2. Experience | <ul style="list-style-type: none"> • Successful experience of leading all core subject areas. • Substantial, successful teaching experience – evidence of delivering an outstanding quality of education • Successful experience in a leadership and management role. • At least 5 years successful teaching experience in the primary age range. | <ul style="list-style-type: none"> • Teaching experience in at least 2 of the 3 key stages. • Curriculum leadership in one or more core subjects • Experience of teaching in more than one school • Experience as AHT/DHT |
| 3. Strategic Leadership | <ul style="list-style-type: none"> • Ability to articulate and share a vision of primary education within the context of the school's mission statement • Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school • Evidence of successful strategies for planning, implementing, monitoring and evaluation school improvement • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these | <ul style="list-style-type: none"> • Knowledge of the role of the governing body • Evidence of having successfully translated vision into reality at whole school level |

| | <ul style="list-style-type: none"> • Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils • Understanding of and commitment to promoting and safeguarding the welfare of pupils | |
|-------------------------------|---|---|
| Category | Essential | Desirable |
| 4. Teaching and Learning | <ul style="list-style-type: none"> • A secure understanding of the requirements of the National Curriculum and Early Years development • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning • Experience of effective monitoring and evaluation of teaching and learning • Secure knowledge of statutory requirements relating to the curriculum and assessment • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management | <ul style="list-style-type: none"> • Understanding of successful teaching and learning across the entire curriculum across all key stages • Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management • Whole school curriculum leadership • Promoting SMSC of pupils across the curriculum |
| 5. Leading and Managing Staff | <ul style="list-style-type: none"> • Experience of working and leading staff teams • Ability to delegate work and support colleagues in undertaking responsibilities • Experience of performance management and supporting the professional development of colleagues • Understanding of effective budget planning and resource deployment | <ul style="list-style-type: none"> • Experience of working with governors to enable them to fulfil whole school responsibilities • Successful involvement in staff recruitment, appointment/induction, • Understanding of how financial and resource management enable a school to achieve its educational priorities |

| | | |
|---|---|---|
| | <ul style="list-style-type: none"> • Leadership of middle management / phase leaders | |
| 6. Accountability | <ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, • Experience of effective whole school self-evaluation and improvement strategies • Ability to provide clear information and advice to staff and governors • Secure understanding of current practice in performance management, including capability | <ul style="list-style-type: none"> • Experience of presenting reports to governors • Understanding the criteria for the evaluation of finance and budgets • Leading sessions to inform parents • Experience of offering challenge and support to improve performance. |
| Category | Essential | Desirable |
| 7. Skills, Qualities & Abilities | <ul style="list-style-type: none"> • High quality teaching skills • Strong commitment to the mission statement • High expectations of pupils' learning and attainment • Strong commitment to school improvement and raising achievement for all • Ability to build and maintain good relationships • Ability to remain positive and enthusiastic when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Empathy with children | |
| 8. References | <ul style="list-style-type: none"> • Positive recommendation in professional references • Satisfactory health and attendance record • Mason Moor Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants | <ul style="list-style-type: none"> • Professional reference without reservations. • Strong positive examples of |
| 9. Safeguarding | | <ul style="list-style-type: none"> • Leadership impact |