



KIND MOTIVATED SUCCESSFUL

JOB APPLICATION PACK

DEPUTY HEADTEACHER

CONTENTS:

About King's Meadow Primary School

1.	Letter from Headteacher
2.	The Local Area
3.	School Vision
4.	About the School

Details of Position:

1.	Job Advertisement
2.	Job Description
3.	Person Specification
4.	The Application Process

1. Letter from Headteacher

Dear Potential Candidate

I am delighted that you are interested in joining our outstanding team to help lead our wonderful school. King's Meadow Primary School is a truly special place with a caring, welcoming atmosphere that you can feel as soon as you arrive. Children are at the centre of everything that happens in our well-run, happy school and you will be joining a brilliant team of dedicated, kind teachers and staff who always go the extra mile.

Our school places a high value on inclusivity and nurture, starting with our early years' unit through to upper key stage two unit. We are a two-form entry school. We have supportive and engaged parents and carers, committed governors, a strong local schools partnership, a brilliant PTA and links with the wider community.

We are very fortunate to have spacious grounds and all well equipped with resources.

It's an exciting time to join us. Our recent [Ofsted Report](#) (November 2024) is a good reflection of where we are as a school. We believe in developing the whole child to be the best they can be and we are looking for a leader with a passion for learning who can have a positive impact in our school.

The new Deputy Headteacher post will start on **1 September 2026**.

Visits to the school are warmly welcomed and can be arranged by contacting the school office on office.2210@kings-meadow.oxon.sch.uk or ringing on **01869 323525**.

The closing date for all applications is **Sunday, 12 April 2026** and interviews will be held on the week commencing **Monday, 20 April 2026**.

Please apply using the teacher application form

Kind regards



Mrs L Daulton

Headteacher



KIND MOTIVATED SUCCESSFUL

2. About the Local Area

Bicester is a market town and a civil parish in the Cherwell district of Oxfordshire. The historical town centre – designated as a conservation area – has a local market and numerous independent shops and restaurants. Bicester has a town council and a mayor.

King’s Meadow Primary School is located on the Greenwood Homes estate.

3. School Vision

At King’s Meadow School we aim to live as a peaceful, courteous and healthy school community, where trust, concern and respect for others are important. We are committed to developing each child’s intellectual, creative, social, spiritual and physical potential within an attractive, happy and caring environment preparing them for success in the world beyond school.

Kind	Motivated	Successful
<ul style="list-style-type: none">• Happy School• Children enjoy learning and helping other• Every child matters• Eco-friendly• Lessons are fun• Healthy lifestyle choices• Respect for fellow pupils, staff and our wider community	<ul style="list-style-type: none">• Growth Mindset is apparent in all we do• Celebrate success• Children are encouraged to ‘Be the Best you can Be’• Enrichment of the whole child• Embrace new and emerging technology• Committed to improve• Everyone aims high• Outdoor learning focus	<ul style="list-style-type: none">• Academic excellence• Inclusive• Everyone plays a part in our team• Sporting champions• Talented musicians• Local, county and regional dancing winners• Talent is recognised, nourished and celebrated

Together we are **KMS**.

4. About the school

King’s Meadow Primary School is a two-form entry local authority-maintained school. Pupils are welcomed warmly at the start of each day. They enjoy attending this school where they are part of a community that is dedicated to being 'kind, motivated and successful'. Staff prioritise getting to know pupils and their families well. Older pupils take on roles such as 'young leaders' to support other pupils at playtimes while modelling care and responsibility. This is a happy school where pupils know their best interests are at the heart of every decision. The school has high expectations of what pupils can, and should, achieve and their attitudes to learning. Pupils achieve well

across the curriculum alongside developing strength of character and perseverance. They behave very well in lessons and around the school. Pupils respond with empathy to others who need help and celebrate each other's successes.

Pupils benefit greatly from the school's extensive enrichment opportunities. The school ensures that pupils have the chance to discover new talents and interests and engage in the local community. Pupils make a tangible, positive contribution to school life by taking on one of the many leadership roles.

The provision for pupils with SEND is highly effective and ensures that these pupils achieve well. Pupils with additional needs are identified early. Appropriate support is then put in place intelligently.

The school has an ambitious curriculum that has been designed to connect knowledge together and enable pupils to remember what they have been taught. Staff teach the curriculum well, demonstrating strong subject knowledge.

Number on Roll	443 pupils (2-form entry and maintained nursery)
Current class sizes	Nursery = 35 Reception = 52 Key Stage 1 = 120 Key Stage 2 = 236
% of children on SEN register	15.7%
% of children eligible for PP	11.9%
Attendance	96.0%
Last Ofsted inspection	November 2024 – Good
EYFS	72.0% GLD
KS1 attainment results	Reading: 85% EXS; 22% GDS Writing: 66% EXS; 32% GDS Maths: 82% EXS; 25% GDS
KS2 attainment results	Reading: 70% EXS; 22% GDS Writing: 76% EXS; 12% GDS Maths: 84% EXS; 27% GDS R, W & M: 60%
Phonics Screening Y1	90%
FTE Teaching	18.76
FTE Support Staff	21.2
Total Staff	52

DETAILS OF POSITION

1. Job Advertisement

Post:	Deputy Headteacher
Start Date:	01 September 2026
Payscale:	Leadership 7, £60,443 – Leadership 10, £65,010
Contract:	Full time; Permanent
To arrange a visit to the school, please contact the School Office on office.2210@kings-meadow.oxon.sch.uk or 01869 323525	
Application Form: Deputy Head Post	
Closing Date:	Sunday, 12 April 2026
Interview Date:	Week commencing Monday, 20 April 2026

King's Meadow Primary School is a two-form entry local authority-maintained school. Pupils are welcomed warmly at the start of each day. They enjoy attending this school where they are part of a community that is dedicated to being 'kind, motivated and successful'. Staff prioritise getting to know pupils and their families well. Older pupils take on roles such as 'young leaders' to support other pupils at playtimes while modelling care and responsibility. This is a happy school where pupils know their best interests are at the heart of every decision. The school has high expectations of what pupils can, and should, achieve and their attitudes to learning. Pupils achieve well across the curriculum alongside developing strength of character and perseverance. They behave very well in lessons and around the school. Pupils respond with empathy to others who need help and celebrate each other's successes.

In this role, you will work closely with the Headteacher, leading change and managing existing systems, developing increasingly effective teaching and learning strategies and providing opportunities that support all our children.

This is a role where you will need to 'hit the ground running' and so we are looking for someone who has some experience of leadership, who is able to quickly prioritise and manage projects and who has excellent interpersonal and organisational skills.

If the Headteacher is absent, the acting deputy head teacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

2. Job Description

Main Purpose:

The Deputy Headteacher has a major role in supporting the Headteacher in:

- Leading the strategic direction and development of the school and ensuring the school operates efficiently and effectively.
- Supporting with the day-to-day management of the school.
- Support with the day-to-day management of the school.
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive and respectful relationships with all members of the school community.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development as required
- Formulating the aims and objectives of the school and monitoring progress towards achieving them.
- Developing and implementing the policies and procedures through which these aims and objectives shall be achieved.
- Managing staff and resources, providing advice on the deployment of the school's delegated budget, interventions and other resources to meet pupils' needs effectively.
- Motivating and working with others to support a shared positive and forward-looking culture in school.
- Deputise for the Headteacher in their absence from the school, undertaking professional duties to the extent required by the Headteacher.

Duties & Responsibilities:

- Play a key role in leading the school; working towards the school's aims and objectives.
- Support the Headteacher with monitoring the standards of teaching and learning, attainment and progress by leading data and assessment.
- Be responsible for developing and implementing the curriculum across the school. Providing support and development opportunities for subject leaders.
- Undertake a reduced teaching timetable as a class teacher demonstrating high standards of classroom practice.

- Encourage high aspirations for all pupils in their social, emotional, moral, spiritual and academic achievement.
- Undertake the role as phase lead in KS2 specifically leading and managing four KS2 classes, leading team meetings as appropriate and delivering appraisals for staff within these classes.
- Working in collaboration with other KS2 phase lead, lead KS2.
- Lead assessment across the school.
- Ensure that all policies and procedures are up to date and in line with statutory requirements.
- Assume a lead role in senior leadership team meetings, leading staff meetings and school assemblies, as agreed.
- Assist the Headteacher, and senior leadership team, in creating an environment which promotes good teaching, effective learning and high standards of achievement and behaviour.
- Assist the Headteacher and Business Manager with recruitment across the school.
- Support the day-to-day operational management of the school. Working with the Headteacher and leadership team to maintain clear shared priorities.
- Build positive relationships with all members of the school community, promoting partnerships between home, school and the wider community.
- Actively seek training and continued professional development to meet own needs. Keeping up to date with developments in education and having a good knowledge of education systems locally and nationally.
- Working with the Headteacher, provide support and guidance for all staff in continuing their professional development.
- Have an excellent understanding of safeguarding practices, especially the safety and welfare of vulnerable and disadvantaged pupils.

The conditions of employment of teachers in Teachers' Standards and the School Teachers' Pay and Conditions document apply to this post.

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

3. Person Specification

Qualifications and Training

	Essential	Desirable
Qualified Teacher Status	<input checked="" type="checkbox"/>	
Evidence of relevant further professional development and / or leadership qualifications		<input checked="" type="checkbox"/>

Experience (Show evidence of)

	Essential	Desirable
Experienced teacher	<input checked="" type="checkbox"/>	
Experience of working in other schools/settings		<input checked="" type="checkbox"/>
Coaching, mentoring and leading continuing professional development for self and others	<input checked="" type="checkbox"/>	
Managing whole school change at middle or senior leadership level	<input checked="" type="checkbox"/>	
Experience of whole-school curriculum management leading to whole school improvement.	<input checked="" type="checkbox"/>	

Special Knowledge, Understanding & Skills

	Essential	Desirable
Excellent understanding of the whole school primary national curriculum	<input checked="" type="checkbox"/>	
Understand the features of high-quality teaching and learning	<input checked="" type="checkbox"/>	
Secure knowledge of and commitment to inclusion	<input checked="" type="checkbox"/>	
Excellent classroom practitioner	<input checked="" type="checkbox"/>	

	Essential	Desirable
Knowledge of current developments, national priorities and statutory frameworks in education.	<input checked="" type="checkbox"/>	
Knowledge and understanding of effective strategies to manage the behaviour of pupils.	<input checked="" type="checkbox"/>	
Excellent understanding of safeguarding practices especially the safety and welfare of vulnerable and disadvantaged pupils.	<input checked="" type="checkbox"/>	

Leadership & Management

	Essential	Desirable
Proven success at middle or senior leadership levels	<input checked="" type="checkbox"/>	
Ability to develop and implement policies and procedures to support the school's aims.	<input checked="" type="checkbox"/>	
An understanding on how to use data to evaluate performance to raise standards.	<input checked="" type="checkbox"/>	
Knowledge, understanding and experience of the practical application of whole-school self-evaluation processes		<input checked="" type="checkbox"/>
Demonstrate leadership qualities and people management skills	<input checked="" type="checkbox"/>	
Support, motivate and inspire both colleagues and pupils by leading through example	<input checked="" type="checkbox"/>	
Knowledge of the role of governance		<input checked="" type="checkbox"/>

Personal Skills & Attributes

	Essential	Desirable
Ability to work under pressure and whilst prioritising whole school objectives	<input checked="" type="checkbox"/>	
Ability to work under pressure and whilst prioritising whole school objectives.	<input checked="" type="checkbox"/>	
Excellent communication with all stakeholders within the school community.	<input checked="" type="checkbox"/>	

	Essential	Desirable
Develop positive working relationships in school.	☑	
Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.	☑	
Good attendance and excellent punctuality.	☑	
Good sense of humour.	☑	

4. The Application Process

The information pack and application form can be downloaded from our website <https://kings-meadow.oxon.sch.uk/vacancies/> .

Completed application forms should be emailed to the School Business Manager on sbm2210@kings-meadow.oxon.sch.uk .

To arrange a visit to the school, please contact the School Office on office.2210@kings-meadow.oxon.sch.uk or **01869 323525**.

Closing date for applications is **Sunday, 12 April 2026**.

Interviews will take place on week commencing 20 April 2026.

5. Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.