



# Deputy Headteacher

## Candidate Pack

- **Start date:** September 2026
- **Salary:** L17-21 (£76,772-£84,699)

## Welcome letter from the Headteacher

Acre Wood is a specialist school for pupils and students aged 4-19 with a wide range of special education needs, including Profound and Multiple learning Difficulties (PMLD), Severe Learning Difficulties (SLD) and Autistic Spectrum Disorder (ASD). It is set across three sites (primary, secondary and sixth form) located closely together in Crowborough, East Sussex.

The school is part of London South East Academies Trust. To find out more about the Trust visit [here](#)

Our school benefits from the regular support of Speech and Language Therapists, Physiotherapy services and Occupational Therapists provided by the Children's Integrated Therapy and equipment Service (CITEs) within Kent NHS and commissioned by the Local Authority. We also have, as part of our team, a Special Schools Nursing Sister from East Sussex Healthcare NHS Trust who supports the health and wellbeing of our students.

As a staff team we work to create a place where our pupils and students can learn in a safe, happy and enriching environment, one which promotes independence as well as a sense of fun, curiosity and excitement.

**Acre Wood Academy is now looking for an inspiring and adaptable Deputy Headteacher to support the Headteacher on its rapid improvement journey.**

### **Our Deputy Headteacher will need:**

- Previous involvement in a school improvement journey to be able to support the Headteacher to bring about the rapid raising of standards in teaching and learning for our children.
- Experience of working as a middle/senior leader within a Specialist setting.
- The ability and flexibility to be able to support the Headteacher to drive the school forward while responding to a rapidly changing and complex environment.
- Leadership and interpersonal skills, with the ability to engage, influence and gain the commitment of all stakeholders to achieve the best outcomes for our children.

### **We can offer the opportunity to:**

- Make a real difference to the lives of our children and their families.
- Develop within a successful multi-academy Trust, working with other experienced senior leaders.
- Work with and be supported by the Headteacher, and senior leadership team in this exciting and challenging role.
- Access CPD opportunities – mandatory training courses via iTrent Learning, continual development including apprenticeships and discount on course fees for courses run by the London South East Colleges.

Conversations and visits are encouraged and are very much welcomed. For full information and to arrange your conversation/visit please contact our school office on **01892 663018**

**Ali Causton Headteacher**

## **Job Description**

### **MAIN PURPOSE OF THE JOB:**

- To assist the Headteacher in providing vision and leadership for the school, creating, maintaining and developing conditions that enable effective learning;
- Implement the aims of the school in accordance with the policies of the Trust so that the school's mission, vision and values are fulfilled;
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.

### **Leadership and Management:**

- Work with the Headteacher and leadership team colleagues to develop a strategic view for the school and site; analyse and plan for future needs and development within the local, national and international context
- Support the formulation, implementation and review of key strategic documents including the School Development Priorities (SDP) and Self-Evaluation Form (SEF) along with the Headteacher, Academy Board and other senior staff.
- Work with the Headteacher and senior staff to manage all operational aspects of the site safely, efficiently and effectively and deputise for the Headteacher as appropriate;
- Lead by example, provide inspiration and motivation, and embody for the pupils, staff, Academy Board and parents and carers, the vision, purpose and leadership of the school;
- Contribute to an ethos, educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, preparing them for the opportunities, responsibilities and experiences of the next stages in their education and into adulthood; to communicate and secure the commitment of parents and the wider community to the vision and direction of the school;
- Contribute to and implement the strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.

**Teaching and learning:**

- Work with the Headteacher, and leadership team colleagues to secure and sustain effective teaching and learning, monitor and evaluate the quality of teaching and learning and progress of pupils
- create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour, respect and discipline, and which enable staff to meet the standards and expectations set out in the school's Staff Behaviour Code of Conduct;
- Determine, organise, implement and assess the impact of the curriculum and system of assessment; monitor and evaluate them in order to identify and act on areas for improvement;
- Ensure that improvements in literacy and numeracy, communication, independence, personal and life skills are priority targets for all pupils;
- Ensure that effective, appropriate well-being support is available to pupils;
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, in order to set and meet holistic, challenging and realistic progress targets;
- Develop effective links with the local community, to further extend the curriculum, broaden experiences for the pupils and enhance teaching and learning;
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement, personal development and to broaden and enhance experiences.

**Leading and managing staff:**

- Work with the Headteacher and leadership team colleagues in taking responsibility for specific aspects of managing, leading, motivating, supporting, challenging and developing of staff in order to ensure exceptional provision
- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that positive, respectful and constructive working relationships are formed between staff and pupils;
- Allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities, including conducting Annual Reviews;
- Implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers;
- Motivate and enable all staff in their school to carry out their respective roles to the highest standard, through high quality CPD based on assessment of their development needs;
- Lead professional development of staff through example; support and co-ordinate the provision of high quality professional development by methods such as coaching and mentoring, drawing on other sources of expertise where appropriate, for example, specialist teachers across the Trust and in other schools, LAs and confederations / associations;

- Ensure that new to SEN, trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status and standards for induction;
- Safeguard their own well-being and sustain their own motivation and that of other staff.

#### **Effective deployment of staff and resources:**

- Work with the Headteacher, other senior staff and the Academy Board to recruit staff of the highest quality;
- Manage and organise the learning environment efficiently and effectively to ensure that it meets the needs of the curriculum and adheres to health and safety regulations;
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements and support their development, ensure efficiency and secure value for money.

#### **Accountability**

- Assist the Headteacher in accounting for the efficiency and effectiveness of the school to the Academy Board and others, including pupils, parents, staff, local employers and the local community
- Provide information, objective advice and support to the Academy Board as appropriate to enable it to meet its responsibilities for securing effective safeguarding, teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school;
- Contribute to the presentation of a coherent and accurate account of the school's performance in forms appropriate to a range of audiences, including the Trust, the Academy Board, the SIP, the local community and Peer to Peer evaluation partners to enable them to play their part effectively;
- Contribute to ensuring that parents and carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's targets for improvement.

#### **Safeguarding**

- Undertake regular DSL training and be a Deputy DSL
- Work closely with the Lead DSL, Deputy DSLs, Home School Liaison Worker, nurses and external agencies in monitoring and reporting of safeguarding concerns;
- Ensure that any Child Protection concern is reported appropriately;
- Adhere to the practice and procedures stipulated in safeguarding policies;
- Ensure that all staff are aware of their responsibilities in relation to Child Protection matters

*This job description may be amended at any time following discussion between the Headteacher and member of staff.*

## Person Specification

Qualifications:	Essential	Desirable
Qualified teacher status	✓	
Evidence of further study or qualification relevant to the post	✓	
Additional SEN qualification or experience	✓	

Knowledge and Experience:	Essential	Desirable
Recent, significant and successful experience as a teacher in the specialist education	✓	
A thorough knowledge of the special school curriculum, including recent developments and initiatives	✓	
In depth knowledge and understanding of behaviour difficulties in children and appropriate strategies for their management	✓	
Experience of effective contribution to school improvement as a member of a leadership team	✓	
Significant and successful experience of leading aspects of the curriculum at whole school level	✓	
Experience of detailed analysis of pupil assessment data to inform teaching and learning	✓	
Experience of developing and leading staff development programmes	✓	
The ability to use data to monitor and evaluate the overall performance of the school	✓	
The ability to provide professional support to staff	✓	
Clear commitment to raising standards of achievement through self-evaluation and the further development of learning and teaching	✓	
Ability to prioritise competing demands	✓	

Skills and Competencies:	Essential	Desirable
The ability and confidence to act on behalf of the Headteacher in their absence	✓	
Excellent communication skills working with children, parents/ carers, colleagues and outside agencies	✓	
The ability to develop professional, supportive relationships with parents/carers for the benefit of pupils	✓	
The ability to remain calm and confident when dealing with challenging behaviour	✓	
Confidence in using ICT to support the curriculum and school management	✓	
The ability to lead and work as part of a team	✓	

Other Qualities:	Essential	Desirable
Be committed to equality of opportunity for all	✓	
Maintain professional boundaries at all times and observe / uphold the values and ethos of London South East Academy Trust.	✓	
Be highly motivated and able to work under pressure.	✓	
Be able to inspire and motivate staff and pupils	✓	
Be creative and have the courage to take risks for the benefit of the children / young people.	✓	
Have a commitment to the involvement of parents, Trustees and the wider community in the work of the school	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
An understanding of, and commitment to, the School's Equality and Diversity policies	✓	
An understanding of, and commitment to, the School's Health and Safety Policies	✓	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓	
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**General:**

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.

**Closing date: Noon on the 12<sup>th</sup> April 2026**

**Shortlisting: 13<sup>th</sup> April 2026**

**Interview date: 21<sup>st</sup> April 2026**