



Deputy Headteacher

Personal Development





Dear Prospective Candidate,

I am delighted that you are considering applying for the role of Deputy Headteacher at Woodford County High School. This is an incredibly exciting time to join our school, as we look to the future with ambition, innovation, and a deep commitment to providing the best possible education for our students.

Following the successful completion of our school expansion, we are now in a strong position to develop, strengthen, and broaden our Senior Leadership Team. This expansion allows us to enhance our strategic leadership capacity, ensuring even greater support for our students, staff, and families. As we embrace the demands of the modern world, we are dedicated to preparing our young people for bright futures as successful global citizens, equipped with the knowledge, skills, and values to thrive.

I have been working—with the support of our Governing Body—to reshape and restructure our Senior Leadership Team with eyes firmly on our future as a powerful and holistic girls' grammar school for the 21st Century. As part of this, we are expanding our leadership capacity and are excited to recruit an additional Deputy Headteacher, a key role in driving our school forward.

This is a fantastic opportunity to join a dynamic, supportive, and highly committed Senior Leadership Team, as well as an incredible staff body who work tirelessly to ensure the best outcomes for our students. Woodford is a truly special school—one that fosters excellence, ambition, and care in equal measure. If you are considering applying, I would warmly encourage you to visit us beforehand so you can experience first-hand the warmth, energy, and tangible sense of ambition that make this school so special.

Thank you for your interest in this role. I look forward to meeting you and exploring the possibility of you joining our team.

Yours sincerely,

Gemma Van Praagh

Headteacher
Woodford County High School



WOODFORD COUNTY HIGH SCHOOL JOB DESCRIPTION

JOB TITLE: Deputy Head – Personal Development

DEPARTMENT/SECTION: Senior Leadership Team

LINE MANAGER: Headteacher

RESPONSIBLE FOR: Pupil Development, Personal Development Curriculum, Safeguarding, Inclusion Team, Mental Health & Wellbeing, and key strategic initiatives in conjunction with the Headteacher.

SAFEGUARDING STATEMENT:

Woodford County High School is committed to safeguarding and promoting the welfare of children and young people. The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all students within the school.



JOB SUMMARY:

The Deputy Head – Personal Development (DHPD) is a key member of the Senior Leadership Team at Woodford County High School, playing a leading strategic role in the personal development and welfare of all pupils across the school. The postholder will provide strategic oversight of the Personal Development Curriculum, ensure the highest standards of safeguarding, and support the Assistant Headteacher (AHTP) Pastoral in delivering a strong pastoral system. They will also line manage the Heads of Section (KS3 and KS4) and the Inclusion Team, overseeing key areas such as SEND, student reintegration, and mental health and wellbeing.

This role is pivotal in ensuring that Woodford continues to nurture well-rounded, resilient, and ambitious young people who are prepared for the complexities of the modern world. As the school embarks on the next phase of its evolution as an outstanding grammar school, the DHPD will be instrumental in shaping a forward-thinking, inclusive, and dynamic approach to pastoral care that meets the demands of 21st-century education. The successful candidate will bring vision, drive, and a deep commitment to student welfare, proactively developing innovative strategies that empower students to thrive academically, socially, and emotionally.

The DHPD must be ambitious for the ongoing development of personal development and pastoral care at Woodford, ensuring that the school remains a beacon of excellence in supporting student wellbeing and character education. They must have high aspirations, commitment to inclusivity, and personal growth, and desire to work closely with staff, students, parents and carers to foster an environment where every pupil feels supported,

valued, and equipped for future success. Their leadership will not only strengthen existing pastoral structures but also drive new initiatives that align with Woodford's long-term vision of excellence, adaptability, and holistic education.



KEY DUTIES AND RESPONSIBILITIES:

Leadership & Strategy

To provide leadership and take strategic responsibility for the active development of the pastoral life of the school.

- To lead and coordinate a Pastoral 'leadership team' where pastoral matters are collaboratively negotiated, managed and developed.
- Provide strategic oversight of the Personal Development Curriculum, ensuring it aligns with the school's ethos and priorities.
- Contribute to the School Development Plan, shaping strategic priorities related to pupil development and wellbeing.
- Lead on strategic safeguarding across the school, ensuring robust policies and procedures are in place.
- Oversee the work of the Safeguarding Team and act as the Designated Safeguarding Lead (DSL).



- Support the Assistant Headteacher (AHTP) Pastoral in strengthening the pastoral care and behaviour systems in the school.
- Lead initiatives that promote positive behaviour, wellbeing, and mental health across the school.

Pastoral & Safeguarding Responsibilities

- Act as the school's Designated Safeguarding Lead (DSL), ensuring safeguarding procedures are effective and up to date.
- Line manage the Heads of Section (KS3 and KS4), providing strategic direction and leadership for pastoral care at each stage.
- Line manage the Inclusion Team, including SEND, Student Support, Medical Team, and Academic Reintegration (behaviour).
- Oversee the implementation of safeguarding policies, ensuring that concerns are managed effectively and appropriate interventions are in place.
- Develop and maintain strong links with external agencies to support safeguarding and student welfare.
- Monitor and evaluate pastoral and safeguarding data to identify trends and develop targeted interventions.

Pupil Welfare & Inclusion

- Provide strategic oversight of pupil welfare, including mental health and wellbeing initiatives.
- Ensure a proactive approach to student inclusion, supporting students with additional needs to access learning effectively.
- Lead on whole-school wellbeing initiatives, working closely with pastoral staff to promote positive mental health strategies.
- Develop and implement strategies for effective student reintegration following extended absences or behavioural interventions.
- Ensure that student voice is central to decision-making in pastoral and personal development matters.
- To work with Heads of Section to co-ordinate a programme of pastoral 'events' for parents to help them support their child's development at all stages through Y7-Y13.
- To allocate Tutors to Year Groups (Y7-Y13) and to oversee pupil allocation to Houses.



Training & Development

- Develop and implement training for staff on safeguarding, pastoral care, and student welfare.
- To be responsible for annual review of the pastoral aspects of staff performance management and to be directly involved in the appraisal of staff with regards to pastoral matters.
- Provide professional development opportunities for pastoral leaders, including Heads of Section and Inclusion Team staff.
- Lead regular meetings with pastoral and inclusion teams to ensure a coordinated approach to pupil development.
- Ensure that all staff understand and contribute to a positive safeguarding culture within the school.
- Direct involvement in senior school staff recruitment and appointments.

ADDITIONAL RESPONSIBILITIES

- Maintain a high profile and visible presence throughout the school day.
- To meet regularly with the Headteacher
- Attend and lead key school events such as assemblies, parent engagement evenings, and safeguarding forums.
- Report regularly to Governors on pastoral and safeguarding matters, providing key data and analysis.
- Be a core member of the Critical Incident Management Team.
- Undertake any other duties within the scope and purpose of this role, as required by the Headteacher.

If the duties and responsibilities of the post should change over time, the job description will be reviewed and amended in consultation with the postholder.



PERSON SPECIFICATION

DEPUTY HEADTEACHER (PERSONAL DEVELOPMENT - DHPD)

Qualifications

- Qualified Teacher Status (QTS).
- Evidence of sustained professional development in leadership and management.
- Further relevant qualifications (e.g., NPQH, NPQSL, or equivalent) are desirable.

Experience

- Extensive teaching experience within the secondary education sector, demonstrating outstanding classroom practice.
- Proven track record in a senior leadership role, such as Assistant Headteacher or equivalent.
- Significant experience in leading whole-school pastoral initiatives and successfully managing change.
- Experience in developing and implementing strategic plans to enhance personal development, behaviour, and student wellbeing.
- A track record of working collaboratively with external agencies, governors, and stakeholders to support pupil development.
- Experience of leading staff development and building highly effective teams.



- Knowledge and experience of working with parents, carers, and the wider community to foster positive engagement.

Knowledge and Skills

- Deep understanding of the National Curriculum, assessment frameworks, and how they intersect with pastoral development.
- Strong leadership and management skills with the ability to inspire, motivate, and empower staff and students.
- Exceptional communication and interpersonal skills, with the ability to build strong relationships at all levels.
- Proven ability to analyse data effectively to inform decision-making and drive school improvement.
- A proactive and strategic approach to problem-solving, ensuring high standards of behaviour, inclusion, and student welfare.
- Strong understanding of safeguarding legislation and a commitment to ensuring a safe and supportive school environment.
- Strong understanding of Ofsted frameworks and school accountability measures, ensuring the school remains fully prepared for external evaluation.

Personal Attributes

- A deep commitment to the ethos, values, and vision of Woodford County High School, ensuring that every pupil thrives academically, socially, and emotionally.
- High expectations for pupil achievement, personal development, and behaviour, promoting a culture of respect, community, inclusivity and aspiration.
- A dynamic and collaborative approach to leadership, fostering teamwork and professional growth among staff.
- The ability to take initiative, think strategically, and drive continuous school improvement
- Resilience, emotional intelligence, and the ability to remain calm and solutions-focused under pressure.
- An unwavering commitment to continuous professional development and self-improvement.
- A commitment to diversity, equity, and inclusion, ensuring the curriculum meets the needs of all students, regardless of background or ability.



- High levels of personal integrity, honesty, and discretion, with a strong sense of accountability and professional responsibility

Desirable

- Experience working in a school with similar characteristics to Woodford County High School.
- Previous involvement in whole-school strategic planning and long-term school improvement initiatives.
- Familiarity with the opportunities and challenges of working in a high-achieving maintained secondary school.



The Deputy Head – Personal Development role at Woodford County High School presents an exciting opportunity to shape the future of pupils’ educational and personal development opportunities and student success.

We welcome applications from passionate and experienced educational leaders who are committed to driving innovation and improvement in pastoral care.



HOW TO APPLY

Please note that your application will be photocopied for distribution to the Headteacher, Governors' and members of the Selection Panel so clarity is, therefore, of the essence. The application process requires you to complete the following tasks:

1. Complete the School's Application Form. Please ensure all boxes are completed and a full chronology of employment included.

2. With reference to the person specification, write an accompanying statement demonstrating where, how and why you consider you meet the person specification criteria.

3. Provide two professional referees, one of whom should be your current Headteacher.

Your statement should be no more than 2 sides of A4 in length, typed in Arial 12 point and should not repeat information included on the Application Form. Please also note, you are not expected to respond to every aspect mentioned in the person specification.

By completing the application process as requested, you will assist the Selection Panel in shortlisting, so they can clearly determine whether you meet their requirements. The Headteacher and governors are absolutely committed to ensuring this recruitment process is fair and transparent. Please note CVs and other forms are not acceptable. Woodford County High School for Girls is totally committed to safeguarding children. Successful candidates will undergo an enhanced DBS check and prudent checks will be made of references and employment history.

Your completed application form and statement should be returned to Mrs N. Diamond, PA to the Headteacher, via recruitment@woodford.redbridge.sch.uk not later than **Monday 24th February 2025 at 9am.**

The schedule will be as follows:

- First Round Interviews: Week commencing Monday 3rd March 2025
- Final Interviews: Week commencing Monday 10th March 2025

If you have not heard further a week after the date for application submission you must regrettably assume that you have not been successful.



You are encouraged to visit the school in advance of application / interview. Tours will be available during the week beginning Monday 10 February 2025. Please contact the Headteacher's PA, Mrs Natalie Diamond via diamondn@woodford.redbridge.sch.uk if you would like to arrange this.