



# Recruitment Pack

## Deputy Headteacher

Required for September 2026

***I am delighted that you have expressed an interest in the post of Deputy Headteacher at Sandbach School and I hope that having read the enclosed information you will decide to make an application.***



The post becomes vacant as the current Deputy Head retires after 10 years of dedication and commitment to the school. The successful candidate will join an experienced, forward-looking, innovative and dedicated Leadership Group who strive to ensure that we provide the very best education for our pupils.

Sandbach School has a fascinating and unique history. Over the years it has been both selective and a comprehensive school reflecting the educational philosophy of the day. However, throughout the changes it has always remained a boys' school committed to serving the educational needs of the local community. It became a comprehensive school in the 1960s and as such was a forerunner to academies as we know them today. In September 2012 we became one of the first 24 Free Schools, which gave us the security of funding directly from central government and a formal recognition of our status. Our Sixth Form became co-educational in 2014. We remain a stand-alone academy but are open to the possibility of joining a multi academy trust that shares our values and vision.

At our last Ofsted inspection in 2025 we were judged to be Good in all categories with an Outstanding Sixth Form provision. Our aspiration is to be a great school, and it is against this benchmark that we compare all our examination results, activities and initiatives. Although we have a long tradition of excellence, we are never complacent and seek for continued improvement. Our ongoing challenge is to ensure that all our students achieve their academic potential.

Whilst our focus on academic achievement is of high priority, the school also has a strong ethos of extra-curricular provision which has been rated as Outstanding by Ofsted. It is expected that all colleagues make an active contribution to the extra-curricular element of the school.



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If you feel that you are able to meet the challenge of working with and helping to lead our committed and hard-working staff and students then I look forward to reading your application. This is an exciting, vibrant and happy place to work and the post offers a tremendous opportunity to influence and advance the school and to develop your skills towards Headship.

# OUR SCHOOL



Sandbach School is a mix of traditional and new buildings set in 30 acres in the heart of the town of Sandbach. We are fortunate to benefit from wonderful resources in a beautiful setting which few schools can rival!

The historic town of Sandbach is itself a desirable place to live benefitting from good transport links, excellent housing and amenities

Our catchment covers Sandbach itself, but also encapsulates many other areas in Cheshire East, catering for parents who chose the single sex education that we offer.

**" WONDERFUL  
RESOURCES IN A  
BEAUTIFUL  
SETTING"**

Our intake is truly comprehensive, covering the full spread of ability and social profile. Whatever the student's background or level of need, we to seek to develop their talents and aspirations. Student feedback is overwhelmingly positive.





# WORKING FOR US

**“STAFF ARE INCREDIBLY SUPPORTIVE”**

At Sandbach School, we believe strong relationships are key to a happy and thriving school and this extends to staff relationships too. We do all we can to minimise the additional burden and bureaucracy placed upon staff to enable them to concentrate on doing the important things. Staff are incredibly supportive of each other, which makes the school a very happy place to work.

Staff well-being is given the highest priority. There is an active staff forum that work with school leaders to ensure all voices are heard and supported. We all work hard to effect the high standards that we have for our students, but in doing so, we recognise that we need our teachers to be happy and healthy! If we can support with staff attending family occasions, like sports day at their child's school, then we will.

The extra opportunities, that are so much a feature of life at Sandbach, are generously supported by our wonderful staff. They give of their time freely and in return we support them through the ups and downs of a school year.

**“ALL VOICES ARE HEARD AND SUPPORTED”**



# STAFF WELLBEING

**Sandbach School**  
**Committed to Staff Welfare**

Sandbach School take the wellbeing of all staff very seriously. The charter below takes into account all the measures we have in place to assist staff to carry out their professional duties.

Our staff are supportive of each other and work hard as a team.



Team Ethos- collaborative approaches sought throughout



Flexible and generous approach to appointments and family events



Input from staff forum into the school calendar



Dedicated PPA time which can be taken from home



Measured approach to supportive lesson visits and drop-ins



Dedicated staff wellbeing sessions for all staff on INSET days



Complimentary tea, coffee, sugar and milk in staffrooms. Free toast and fruit available for all at break time



Complimentary Staff Christmas Dinner and end of year BBQ



Opportunities for career development actively encouraged and supported



Staff are welcome to have parcels delivered to school reception and use the Franking System for post

A pre-order and delivery service provided by the refectory staff



# DEPUTY HT- JOB DESCRIPTION

Leadership Area	To have knowledge of:	Professional Qualities: To have commitment to:	Professional Qualities: To have ability to:
Shaping the Future	<ul style="list-style-type: none"> <li>National and local trends and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>A collaborative school vision of excellence including high standards and high expectations for all pupils.</li> <li>Inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>Think strategically.</li> <li>Represent the values and vision of the school and actively promote the ethos of the school.</li> <li>Motivate and work with others to create a shared culture.</li> <li>Foster creativity, innovation and the use of appropriate new technology to achieve excellence.</li> <li>Lead change in school.</li> <li>To assist the Headteacher in School Improvement/ Self Evaluation and write and manage allocated sections of the School Improvement Plan.</li> <li>To actively support the school's extra-curricular activities and ethos.</li> <li>To seek opportunities to market the school, especially through new intake activities and parents' evenings.</li> </ul>
Leading Learning and Teaching	<ul style="list-style-type: none"> <li>Strategies for raising achievement and achieving excellence.</li> <li>The use of new and emerging technologies to support teaching and learning.</li> <li>Inclusion strategies.</li> <li>Principles of assessment and reporting.</li> <li>Principles of effective teaching and learning.</li> <li>Strategies for developing effective teachers.</li> <li>Data collection tools and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>The entitlement of all pupils to outstanding learning and teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate and encourage personal enthusiasm for the learning process.</li> <li>Demonstrate and encourage principles and practice of outstanding teaching and learning.</li> <li>Support the development of new and emerging technologies.</li> <li>Challenge underperformance at all levels.</li> <li>Help maintain high standards of behaviour and attendance.</li> <li>Develop strategies for improving performance. Contribute to curriculum design.</li> <li>Motivate, evaluate and review classroom practice.</li> <li>To observe lessons, give advice and follow up improvements.</li> <li>To deliver assemblies.</li> </ul>
Developing Self and Working with Others.	<ul style="list-style-type: none"> <li>Strategies to promote individual and team development.</li> </ul>	<ul style="list-style-type: none"> <li>Effective working relationships.</li> <li>Shared leadership</li> <li>Effective team working</li> <li>CPD for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>Foster an open equitable culture and manage conflict.</li> <li>Develop, empower and sustain individuals and teams.</li> <li>Collaborate and network within and beyond school.</li> <li>Contribute to the professional development of staff through training, mentoring and observation.</li> <li>Manage your own workload and have an appropriate regard for the work/life balance of others and your own.</li> <li>To be available to attend evening events as agreed with the Headteacher.</li> <li>To be able to attend meetings during school holidays as agreed with the Headteacher.</li> </ul>

<b>Managing the Organisation</b>	<ul style="list-style-type: none"> <li>• Principles of organisational development.</li> <li>• Principles and strategies of school improvement.</li> <li>• Implementation of change.</li> <li>• Legal issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthening the school's organisational capacity.</li> <li>• Distributed leadership and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Delegate.</li> <li>• Prioritise, plan and organise self and others to further the development of the school.</li> <li>• Make high-quality judgements and decisions.</li> <li>• Think creatively to anticipate and solve problems.</li> <li>• Assist in the management of the school's financial and human resources.</li> <li>• Assist in the recruitment and retention of staff.</li> <li>• Undertake performance management according to the live management structure.</li> <li>• Ensure that Health &amp; Safety regulations are adhered to.</li> <li>• Assist the Headteacher with maintaining adequate supervision of pupils and maintaining a Senior Leadership Team presence throughout the school day.</li> <li>• Collectively manage the school effectively on a daily basis including managing whole school occasions and special events.</li> <li>• Deputise for the Headteacher when necessary.</li> <li>• To attend Governing Body meetings as agreed with the Headteacher and act as their representative.</li> <li>• To liaise with Governing Body Committee Chairs as agreed.</li> </ul>
<b>Securing Accountability</b>	<ul style="list-style-type: none"> <li>• Statutory educational frameworks</li> <li>• Self-evaluation.</li> <li>• Use of range of evidence/data to support, monitor, evaluate and improve performance.</li> <li>• Principles and practice of quality assurance systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual team and whole school accountability for pupil learning outcomes.</li> <li>• The <u>School</u> working effectively towards pupils' academic, spiritual, emotional, moral, social and cultural development.</li> <li>• Communicating an accurate account of plans for further development.</li> <li>• The school's performance to a range of audiences.</li> <li>• Work with the governing bodies, providing information, objective advice and support.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage the school community in the process of self-evaluation.</li> <li>• Analyse data to understand the strengths and weaknesses of the school.</li> <li>• Combine outcomes of regular self-review with external evaluations to plan for further development.</li> </ul>
<b>Strengthening Community</b>	<ul style="list-style-type: none"> <li>• National and local initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Equal opportunities and cultural diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Help develop and strengthen a school culture which takes into account the richness and diversity of the school communities.</li> <li>• Assist in collaboration with other agencies in providing for the wellbeing of pupils and their families.</li> <li>• Work actively with parents in an effective partnership, listen to, reflect and act on community feedback.</li> </ul>

# PERSON SPECIFICATION

The specific areas of responsibility will be tailored according to the strengths and interests of the successful candidate and needs of the school.

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours degree or equivalent</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Degree/ Qualification in education and/or management</li> <li>• Further studies/qualifications relevant to the 11-18 age range</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant leadership and management experience in a secondary school</li> <li>• Member of a Senior Leadership Team for a minimum of three years at secondary level</li> <li>• Proven track record of raising educational standards</li> <li>• Recent, leadership/ management professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of more than one school</li> <li>• Experience of teaching in an 11-18 school</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/References</li> <li>• Interview/ Presentation</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent communicator with strong interpersonal skills and high levels of emotional intelligence</li> <li>• Ability to motivate and inspire staff and pupils</li> <li>• Excellent strategic leader and team player with the potential for headship</li> <li>• Have a clear vision and commitment to school improvement</li> <li>• Sense of humour and perspective</li> <li>• Stamina and a capacity for hard work – willing to go the 'extra mile'</li> <li>• Ability to be reflective and self-critical</li> <li>• Flexible and adaptable with the ability to manage change</li> <li>• Excellent attendance and punctuality</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application / References</li> <li>• Interview</li> <li>• Interview/ Presentation</li> <li>• Application Form/References</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Commitment to inclusive practices</li> <li>• Excellent classroom practitioner with evidence of impacting positively on student progress.</li> <li>• ICT literate: proficient with data analysis</li> <li>• Excellent organisational skills</li> <li>• Awareness of current national developments in education.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of whole school financial management</li> <li>• Experience of exploring and securing additional sources of funding</li> </ul>	<ul style="list-style-type: none"> <li>• References/ Interview</li> <li>• References/ Interview</li> <li>• Application Form</li> <li>• Interview</li> <li>• Interview</li> </ul>



## HOW TO APPLY

Please download and complete our application form from our website and email your completed application to [mhayes@sandbachschool.org](mailto:mhayes@sandbachschool.org) together with a supporting letter of no more than 2 sides of A4 detailing how you fulfil the requirements of the post. In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted.  
(Please note that CVs will not be accepted).

Closing date for applications: **Tuesday 10<sup>th</sup> February 2026 at 12 noon**

Interviews will take place: **24<sup>th</sup> & 25<sup>th</sup> February 2026**

Visits to school are welcomed on the following dates:  
**Monday 2<sup>nd</sup> & Tuesday 3<sup>rd</sup> February 2026, both at 3.15pm**

*Please email Martha Hayes, Head's PA, if you would like to visit the school on one of the above dates: [mhayes@sandbachschool.org](mailto:mhayes@sandbachschool.org)*

\*\* If you have not been invited to interview within one week of the closing date, please assume that your application has been unsuccessful.