

A BRIGHT START



MILECASTLE

PRIMARY SCHOOL

ONE TRUST



OWL NORTH EAST



# Welcome

On behalf of the ONE (Owl North East) Trust Board of Trustees and Local Governors, we would like to thank you for your interest in the role of Deputy Head Teacher at Milecastle Primary School. We hope that after reading the contents of this pack, you will feel inspired to take your interest further and arrange a visit to see the work of the school for yourself.

All members of the ONE Trust are committed to providing the very best opportunities for every young person we educate, in order for them to achieve their potential. Our mission is 'ONE Trust, One vision, Ambition for all', and we firmly believe in this, regardless of background, need or life challenges. Central to our vision for education is the dedication to build a shared learning environment in which all children, staff and parents can discover their talents and develop a passion for learning that endures throughout their life.

As a school within a multi-academy trust, we have a strong sense of moral purpose, which helps to create an environment within which all leaders take collective responsibility for the learning and success of all pupils in our care. We promote a culture in which we actively share and promote the very best practice.

We are committed to supporting and learning from the education community in Newcastle and the wider region and fully contribute to system leadership for the benefit of the communities we serve.

We are looking for a Deputy Head Teacher who shares this commitment and holds values to support making our ambitious goals a reality. We are seeking someone who can support the Head Teacher in having an unremitting focus on high-quality learning, teaching and leadership for the school's onward journey and success.

This candidate brief provides some background information about the role, the ONE Trust and our school, and we very much hope these opportunities and goals will excite you and lead to you submitting an application.

Suzanne Richardson

*Head Teacher*

Susan Hall

*Chair of Local Governing*

*Body*

Julie Stuart

*Chief Executive*

*Officer*



# Job Advert

The ONE Trust is seeking to appoint an experienced and ambitious leader who can demonstrate outstanding practice and provide strategic, innovative and creative direction in order to raise standards and ensure the very best outcomes for all.

Milecastle Primary School is a one-form entry primary school with 200 pupils, based in the Outer West of Newcastle. The school has been part of the ONE (Owl North East) Trust since January 2024.

The successful candidate will work in partnership with the Head Teacher, the Trust and the Local Governing Body to lead and shape the future of the school, uphold and maintain the strong ethos and values established and harness the skills and enthusiasm of all staff and pupils.

In return, the appointed Deputy Head Teacher will work with an experienced and dedicated staff team to build on the continued successes and achievements of the school. The successful candidate will also benefit from the strong and extensive network of support from other leaders within the Trust.

# About Our School

At Milecastle Primary School our mission is for our community to be excited about and love learning. Our vision here is to provide a safe, vibrant and exciting learning environment, where everyone is included and all successes are celebrated. We provide outstanding care and support as well as high quality learning experiences which challenge the children to be their best. We accept we are all different and we are grateful for the variety that brings.

Our curriculum is driven by our school's core values and the drive for it be meaningful, memorable and monumental. At Milecastle we recognise the importance of staying up to date with current thinking about curriculum and always consider new practice recommended. We take a pragmatic approach to new initiatives and aim to ensure that anything we put in place is founded on evidence-based research and practice to enhance teaching and learning for the benefit of our pupils.

**"Milecastle Primary School values - such as resilience, kindness and honesty - are taught across all subjects"**  
*Ofsted 2019*



# About Our Curriculum

We want the impact our curriculum has on our pupils to be Meaningful, Memorable and Monumental.

- **MEANINGFUL** – it has purpose and value and is in the right place/sequence at the right time.
- **MEMORABLE** – it is special or interesting and something which will help our pupils remember more and make links in their learning.
- **MONUMENTAL** – it has lasting value and prepares the pupils for their next educational journey and fosters their excitement and love of learning.

**"Leaders offer a wide-ranging curriculum. Pupils, including those with SEND and disadvantaged pupils, learn and remember important knowledge"**

*Ofsted 2019*

**We are resilient: always striving to do our best and persevering when things are tough.**

At Milecastle, we support our learners to develop resilience and show perseverance because they are essential life skills needed to be able to tackle any challenges they may face, not only in their learning, but also in every area of life as they grow up. We support our children to believe in themselves so that they push themselves to always do their best, recognising that sometimes we are not successful at first, but this is okay and learning from their mistakes.

**We are open and honest, yet always respectful and trust one another.**

We believe honesty is the best policy in all walks of life, but with that comes the responsibility to be respectful. We support our school community to develop trust in one another so they feel they can be open and honest in a supportive and caring way.

**We acknowledge we are all different and show tolerance and respect.**

Our children are part of a diverse society, so we support our school community to be able to show tolerance towards each other and have respect for everyone, regardless of faith, culture, beliefs, gender, sexual orientation or disability.

**We are independent and responsible for our actions.**

Alongside building resilience, we support our children to develop their independence both academically and socially. Learning that we are responsible for every action we take helps to develop a strong sense of right and wrong and instils an understanding of the impact our actions have on others around us.

**We are kind, caring and supportive of one another ensuring everyone has a voice.**

Through a safe, supportive and nurturing environment our children will recognise that they are all special and unique and that everyone is entitled to a voice. We also want them to realise how they can have a positive impact on others and in the wider community.

**We are excited by challenges and cooperate to succeed.**

We support our children to aim high and be aspirational so they can fulfil their potential. We want to provide challenging learning experiences in which children work together confidently, recognising their own and others' strengths.

**We celebrate all achievements.**

It is extremely important to not only acknowledge but celebrate the achievements of all our children: academic, sporting, personal and creative.



# We are looking for a Deputy Head Teacher who:

- is an excellent classroom practitioner who can lead on curriculum development and teaching and learning across the school.
- has an inspirational and inclusive teaching and leadership style which will empower and motivate others to reach their full potential.
- has a proven track record of high expectations in raising standards.
- is committed to our inclusive approach which celebrates cultural, religious, ethnic and linguistic diversity.
- has excellent interpersonal and communication skills.
- has very high expectations of behaviour and is passionate about children's learning.
- will be able to further develop our collaborative, team approach.
- is able to maintain and strengthen our current links with parents and the wider community.

# We can offer you:

- the opportunity to lead as part of our friendly and hard-working team of staff.
- the support of our dedicated team of staff, local governors and Trustees, and work with them in implementing a vision of excellence.
- the opportunity to work as part of a positive and caring school ethos.
- established working relationships with parents and the local community.
- the opportunity to work in partnership with other members of our Trust community as part of an extensive network of support.
- the opportunity to actively engage in your continued professional development.

# Job Description

Post Title:	Deputy Head Teacher
Pay scale:	Leadership Group range L5 – L9
Responsible to:	Head Teacher
Responsible for:	Performance and Curriculum Leader; Teaching and Learning, Assessment and Data Leader.

# Job Purpose

- To assist the Head Teacher in managing, organising and developing the school and its staff
- To deputise for the Head Teacher as required
- To lead one or more significant whole school priorities
- To carry out other management responsibilities or tasks allocated
- To carry out the professional duties of a teacher.

# Main Responsibilities 1

**The following list is typical of the level of duties, which the Deputy Head Teacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.**

## **General**

- To carry out the professional duties of a Deputy Head Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the National Curriculum and the school's bespoke curriculum design.
- To undertake the professional duties of the Head Teacher in the event of their absence from the school or as required by the ONE Trust.
- To assist the Head Teacher and the leadership team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices.
- To manage staff and resources in their Key Stage/Phase. To manage and monitor whole school priorities.
- To assist in development of the school self-evaluation, school improvement plan, including the Pupil Premium Strategy and other statutory documentation. Take a lead role in implementing specific objectives.
- To demonstrate excellent teaching practice and innovate, inspire and motivate other staff. Promote teamwork and trust and be a professional role model for other staff.

# Main Responsibilities 2

- To participate in and, where appropriate, lead staff training and continuous professional development. Assist the Head Teacher in the implementation of performance management systems.
- To lead and co-ordinate the curriculum across the whole school. Monitor, evaluate and set targets for appropriate areas.
- To assist in the development and management of the whole school calendar and plan and manage school timetables.
- To take a lead responsibility for child protection issues as a Designated Safeguarding Lead, providing advice and support to staff and parents, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
- To work effectively with external agencies and providers. To take the lead as a Designated Teacher for Children in Care and be aware of local opportunities which support aims for children, young people and their families.

# Person Specification

## Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

### Essential

1	An outstanding classroom teacher with at least four years of teaching experience.
2	A proven record of successful curriculum/subject leadership, leading directly to an increase in standards and attainment.
3	Experience of implementing whole school initiatives and driving and managing change, developing strategies for raising achievement.
4	Experience of monitoring and evaluating teaching/learning and target setting and ability to analyse data.
5	Experience of strong behaviour management and supporting vulnerable children with high needs.
6	Experience of working with governors, parents and the community.
7	Experience of teaching and leading across the primary age range, including Foundation Stage, Key Stage 1 or Key Stage 2
8	Detailed knowledge of current curriculum and management issues.
9	Experience of leading staff meetings and developing training.
10	Commitment to promote the aims and values of Milecastle Primary School, ONE (Owl North East) Trust and the wider school community.
11	Demonstrates excellent written communication and use of Standard English.

# Person Specification

## Part A: Application Stage continued

### Desirable

12	Experience of working with other schools or teachers.
13	Additional professional qualifications to demonstrate continued learning and development in primary education.
14	Experience of school governance.

# Person Specification

## Part B: Assessment Stage

Items 1 – 11 of the application stage criteria and the criteria below will be further explored at the assessment stage:

### Essential

1	Able to assist in the development of school plans and policies.
2	Able to plan workload and set priorities.
3	Excellent written and oral communication skills.
4	Experience of teaching in Year 6 and ensuring high outcomes for all pupils.
5	Team leader who ensures the involvement and commitments of all team members.
6	Persuasive and confident in a range of different environments.
7	Designated Safeguarding Lead or Deputy Designated Safeguarding Lead experience.
8	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"><li>• motivation to work with children and young people</li><li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• emotional resilience in working with challenging behaviours</li><li>• positive attitude to use of authority and maintaining discipline.</li></ul>
9	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment may be used:

Interview

Presentation

Lesson  
Observation  
and/or  
Assembly

Task

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Professional registration with the General Teaching Council for England
6	Two references from current and previous employers (or education establishment if applicant is not in employment)

**Milecastle Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. The appointment of the successful applicant will depend upon receipt of an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.**

## Application and Selection Process

We hope, after reading this application pack, you would like to find out more and submit an application for the post. Below are the selection process dates:

**Closing Date:** Wednesday 22<sup>nd</sup> April 2026, at 12noon  
**Shortlisting:** Wednesday 22<sup>nd</sup> April 2026  
**Observations:** Monday 27<sup>th</sup> & Wednesday 29<sup>th</sup> April 2026  
**Tasks and Interviews:** Friday 1<sup>st</sup> May 2026

Pre application visits to the school, which are warmly welcomed and encouraged, can be arranged by contacting the School Office on 0191 2674510 or by emailing [admin@milecastle.newcastle.sch.uk](mailto:admin@milecastle.newcastle.sch.uk).

Please complete an application form using the Newcastle City Council application form available on the school and Trust websites. There is an additional safer recruitment form which you should also include with your application.

All applications should be submitted to Suzanne Richardson (Head Teacher) either via email at [admin@milecastle.newcastle.sch.uk](mailto:admin@milecastle.newcastle.sch.uk) or by post, addressed to:

Milecastle Primary School  
Hillhead Parkway  
Newcastle upon Tyne  
NE5 1LH

***As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage.***

If you have any queries or issues with the application form, please contact the school directly via the [website](#) or by telephoning the School Office on 0191 2674510.

Further details and this application pack can be found on our Trust website [www.onetrustacademies.org.uk](http://www.onetrustacademies.org.uk) and on the school website at [www.milecastle.newcastle.sch.uk](http://www.milecastle.newcastle.sch.uk)