



**PHOENIX**  
PRIMARY SCHOOL

# **Deputy Headteacher**

**Candidate Application Pack**

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Message from Mel Ireland-Hubbert, Headteacher

As Headteacher here at Phoenix Primary School, I would like to extend to you the warmest of welcomes and thank you for your interest you have shown in the role of **Deputy Headteacher** here at Phoenix Primary School.

Phoenix Primary School is a large, vibrant, and friendly school. We are a proud accredited enhanced VbE, Centre of Excellence and Character Education setting. With VbE at the heart of our curriculum we are developing ethical vocabulary and ethical intelligence, which could be argued is the most important intelligence for the sustainability of our world, enabling Phoenix children to be educated citizens, helping to engender an appreciation of human creativity and achievement.

Step into Phoenix Primary School and you will feel a haven of warmth and a true sense of community, halls filled with children enjoying their day, staff with a profound sense of humour, a leadership team that places importance on family and professional trust. A team that faces the next steps of each journey with resilience, kindness and compassion. A team that supports the children and their families through so much more than their educational journey.

I hope you find this candidate pack informative. If you would like to arrange a visit to see our wonderful school in action, please don't hesitate to contact us here at the school, using the contact details in this pack.

I look forward to receiving your application.

Mel Ireland-Hubbert  
Headteacher



## About Phoenix Primary School

Phoenix Primary School is nestled in central Chatham.

Chatham is part of the unitary authority of Medway which encapsulates the towns of Chatham, Gillingham, Strood, Rainham and historic Rochester. We are privileged to be surrounded by history and culture from the castle and cathedral at Rochester and the historic dockyard where Nelson's HMS Victory was built, to the Theatres in Chatham and the many state-of-the-art sporting facilities across the towns. We have access to a rich and diverse heritage steeped in tradition and more modern customs and celebrations.

From 2021 Phoenix has become an all-through Primary school who are part of the Beyond Schools Trust. The Beyond Schools Trust is a family of ten schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19. Within our Trust we collaborate and support each other in many ways for the benefit of the children in our care.

Our team at Phoenix work hard to ensure that each child enjoys their time at our school and leaves ready to start a new chapter in their lives. While attending our school each child will be encouraged to be independent, to persevere, be honest and caring, whilst feeling safe and valued.

At Phoenix we promote an educational philosophy based on valuing self, others and the environment through the consideration of an ethical values vocabulary.

Values are principles that guide behaviour and choices. At Phoenix, adults model values and give time for reflective practices. We believe that this empowers individuals to be effective learners and good citizens. The Values that we teach help pupils develop their character, to know that individual differences should be valued, to be resilient, reflective, to have empathy and respect for one another.

In June, Ofsted visited Phoenix. We are delighted to share Ofsted's opinion on what it is like to attend Phoenix.

***Pupils at the school are safe, happy and an active part of their community. The pupils at the school embody the school's philosophy of 'valuing self, others and the environment'. Parents support the school's effective work in securing pupils' mental and physical well-being.***

***There are high expectations for pupils' learning and behaviour. Pupils have warm and nurturing relationships with staff. They show good manners and consideration to adults and peers alike. When pupils become upset or do not behave as they should, they know there is support available. They are also aware of the consequences of any poor behaviour. They are also aware that they get the chance to repair relationships and that everyone is treated fairly. Pupils are enthusiastic about learning, and interactions in class and around the school are positive and caring. They value their learning and the opportunities the school provides. Pupils are proud of their school and what they are achieving.***



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

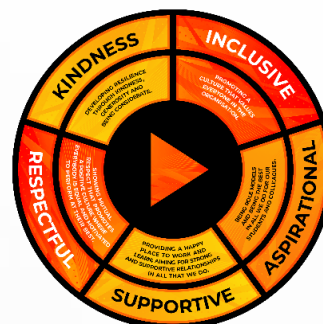
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.  
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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# Job Description – Deputy Headteacher

Reporting to: Headteacher  
Salary: Leadership L8-L12  
Location: Phoenix Primary School, Glencoe Road, Chatham, Kent ME4 5QD

## Job Purpose

To support the Headteacher in leading Phoenix Primary School, in achieving sustained improvement in pupil outcomes. The Deputy Headteacher will strategically oversee key areas of school improvement, lead the Assistant Headteachers, and ensure the school's vision is embedded through the Phoenix Legacy and its seven strands. This role is pivotal in building community trust, enhancing personal development, and ensuring inclusive excellence, in line with the 2025 Ofsted Framework.

## Duties & Responsibilities

### 1. Strategic Leadership

- Deputise for the Headteacher in all aspects of school leadership.
- Lead on the implementation and monitoring of the School Improvement Plan (SIP) and Self-Evaluation Framework (SEF).
- Drive excellence through the Phoenix Legacy, embedding its seven strands across all areas of school life.
- Ensure alignment with external validation areas, such as Ofsted.

### 2. Oversight of Assistant Headteachers

- Support AHTs responsible for:
- Curriculum design and implementation
- Assessment and data analysis
- Behaviour and pastoral care
- Teaching & Learning development
- Inclusion and SEND provision
- Ensure coherence and alignment across all strategic areas, with a focus on impact over time supporting Headteacher in Line Management.

### 3. Raising Pupil Outcomes

- Champion high expectations and equity for all pupils, especially those with low starting points.
- Monitor and evaluate the impact of teaching, interventions, and curriculum on pupil progress.
- Lead data-informed decision-making to close attainment gaps and demonstrate sustained improvement.

### 4. Personal Development

- Support the development of Character Education, Values-Based Education (VBE), and IQM (Inclusion Quality Mark).
- Ensure pupils experience a rich, inclusive curriculum that nurtures resilience, empathy, and citizenship.
- Promote wellbeing and mental health as integral to academic success.
- Align personal development initiatives with Ofsted's expectations for exceptional practice in this area.



## 5. Community Engagement

- Build strong, trusting relationships with families and the wider community.
- Develop partnerships with local organisations to enrich the curriculum and support pupil wellbeing.
- Promote the school's values and ethos within the community, enhancing reputation and trust.

## 6. Professional Growth and Succession Planning

- Identify and nurture own professional growth and ambition to continuously improve effective leadership.
- Identify and nurture leadership potential within staff.
- Develop and lead CPD programmes aligned with school priorities and Ofsted's emphasis on sustained practice.
- Build a culture of continuous improvement, reflective practice, and distributed leadership.

## Other Specific Duties

- Engage in our Professional Growth Model—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from ongoing professional development, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a high-performing, empowered workforce focused on improving outcomes for all pupils through shared learning and growth.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) or as requested by the Headteacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

## Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

## Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.





### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



## Person Specification

Qualifications	Essential	Desirable
Qualified Teacher Status (QTS)	X	
NPQH or equivalent leadership qualification		X
First Aider		X
Team Teach		X
Experience	Essential	Desirable
Proven Leadership experience in a primary school setting	X	
Proven Leadership in safeguarding as DDSL	X	
Experience in a school with high deprivation		X
Experience within Inclusion Team		X
Commitment to improving outcomes for disadvantaged pupils	X	
Knowledge	Essential	Desirable
Deep understanding of curriculum, assessment, inclusion, and personal development	X	
Familiarity with IQM, VBE, and Character Education frameworks		X
Understanding of the 2025 Ofsted Framework and its implications for school leadership		X
Skills & Abilities	Essential	Desirable
Strong interpersonal and communication skills	X	
Strategic planning and performance management expertise		X

**Beyond Schools Trust** is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check



## Summary of Terms & Conditions

<b>Start date:</b>	1 <sup>st</sup> January 2026
<b>Contract Type:</b>	Full-time permanent
<b>Place of Work:</b>	Phoenix Primary School, Glencoe Road, Chatham, Kent ME4 5QD
<b>Hours &amp; days of work:</b>	Leadership role – not subject to directed time limits
<b>Salary:</b>	Leadership Scale L8-L12
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Teacher Pension Scheme for teaching staff
<b>Notice period:</b>	As per Conditions of Service for School Teachers – Burgundy Book
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



# Benefits

## Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

## Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

## Continuing Professional Development

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"*

*"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".*

*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

## Staff Wellbeing:

Whole Trust approach to well-being.

## Pension Scheme:

All teachers will automatically be enrolled into the **Teachers' Pension Scheme**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2025 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £34,872.99	7.4%
£34,873 to £46,943.99	8.9%
£46,944 to £55,660.99	9.9%
£55,661 to £73,768.99	10.5%
£73,769 to £100,590.99	11.6%
£100,591 and above	12%



<b>Other Benefits:</b>	Two-week, half-term break in October
<b>Employee Referral Scheme</b>	Up to £500 payable for a new employee referral across the Trust
<b>Family Friendly Policies</b>	The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.
<b>Cycle Scheme:</b>	The Trust is a member of the Cycle to Work Scheme.
<b>Catering:</b>	On site catering at affordable prices
<b>Employee Discounts include:</b>	<p>20% discount off membership for Avenue Tennis  <a href="#">Medway Gym &amp; Fitness Centre   Avenue Tennis</a></p> <p>Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.</p> <p>Free annual subscription to Headspace</p> <p>Free will writing service provided by Accord Legal Services</p> <p>Blue Light Card discount scheme <a href="#">Blue Light Card</a></p>



# The Recruitment Process

**Closing date:** Monday 13<sup>th</sup> October 2025 at 9am

**Interview date:** Wednesday 15<sup>th</sup> October 2025

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the school's careers page [Our Vacancies | Phoenix Primary School](#)

If you wish to discuss the role, please contact **Jo Penn** via email at [jpenn@phoenixprimary.com](mailto:jpenn@phoenixprimary.com)

## The application form

Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

## Right to work in the UK

Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

## Safeguarding

Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

## CV

We do not wish to see your CV so please do not include it.





### Supporting Statement

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

### Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

### References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

### Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department.

### Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

### Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on our [Our Vacancies | Phoenix Primary School](#)

### Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

### Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



## Advert – Deputy Headteacher



**Salary:** Leadership Scale L8-L12 £61,534 - £67,898  
**Start date:** 1<sup>st</sup> January 2026  
**Hours:** Full-time  
**Location:** Phoenix Primary School, Glencoe Road, Chatham, Kent ME4 5QD  
**Closing date:** Monday 13<sup>th</sup> October 2025 at 9am  
**Interview date:** Wednesday 15<sup>th</sup> October 2025

Are you ready to make a transformative impact in a vibrant, values-driven school community?

Phoenix Primary School, a proud two-form entry school in Medway, is seeking an exceptional Deputy Headteacher to join our passionate leadership team.

This is a unique opportunity to help shape the future of a school that is deeply committed to equity, inclusion, and excellence for every child.

At Phoenix, we believe in the power of education to change lives. Our pupils face significant challenges, but through the Phoenix Legacy and its seven strands, we are building a culture of aspiration, resilience, and achievement. We are looking for a leader who shares our vision and is ready to drive sustained improvement in pupil outcomes.

As Deputy Headteacher, you will:

- Lead strategically alongside the Headteacher, embedding the Phoenix Legacy across all areas of school life.
- Oversee and support our talented Assistant Headteachers in curriculum, inclusion, behaviour, and teaching & learning.
- Champion high expectations and close attainment gaps through data-informed leadership.
- Build strong relationships with families and the wider community, enhancing trust and engagement.
- Promote personal development, wellbeing, and character education as central to our pupils' success.

This is more than a leadership role—it's a chance to be part of a legacy. If you are a dynamic, reflective leader with a passion for inclusive education and a track record of impact, we would love to hear from you.

Join us. Lead with purpose. Grow with Phoenix.



**In return we offer:**

- A comprehensive induction programme.
- Growing well-being team with Mental Health Lead supporting children and staff
- A Healthy Work-Life Balance and a committed SLT
- A happy and caring community.
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- membership of the Teachers' Pension Scheme
- two-week, half-term break in October
- cycle to work scheme

For further details on this role and to apply please visit the school's careers page [Our Vacancies | Phoenix Primary School](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Jo Penn** on **01634 829009** or via email [jpenn@phoenixprimary.com](mailto:jpenn@phoenixprimary.com)

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications***

**Safeguarding commitment**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

**Equality & Inclusivity Statement**

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

### Phoenix Primary School

Glencoe Road  
Chatham  
Kent  
ME4 5QD

**Tel: 01634 829009**

Email: [office@phoenixjuniors.co.uk](mailto:office@phoenixjuniors.co.uk)

[www.phoenixprimary.com](http://www.phoenixprimary.com)

<https://w3w.co/pinch.hurls.chef>

