

Role Profile: Deputy Headteacher**Location: Oxford Millwood School****Function: Deputy Headteacher****Reporting to: Headteacher****About the School**

Oxford Millwood School, part of Blenheim schools is an independent, all-ability school. It offers a nurturing environment where individuality is celebrated, and pupils thrive through a balance of academic achievement, creativity and outdoor education. With small class sizes, strong pastoral care and a commitment to holistic development, the school provides a bespoke educational experience that prepares pupils for lifelong success.

Role Purpose

Working closely with the Headteacher, the successful candidate will provide both strategic and operational leadership to ensure the highest standards of teaching, learning and pastoral care. You will have the knowledge, versatility and drive to support pupils' success, while contributing to the wider development of the school. This role requires a collaborative leader who can work effectively within a compact, dedicated team and confidently manage a diverse set of responsibilities. You will join a highly professional staff body that is committed to ensuring strong outcomes for every pupil at Oxford Millwood School.

Key Responsibilities**Safeguarding & Pupil Outcomes**

- Ensure full compliance with safeguarding procedures and maintain a culture of vigilance.
- Monitor pupil progress, attainment, and wellbeing to ensure every child achieves their potential.
- Lead curriculum design and delivery, embedding innovative and inclusive teaching practices.
- Champion positive behaviour management aligned with school values.
- Provide guidance and targeted support for learners with varied additional needs, fostering an inclusive and supportive educational environment.

- Collaborate across academic, vocational, and pastoral areas to support holistic development.

Leadership & Management

- Deputise for the Headteacher, providing clear strategic and operational leadership.
- Lead school improvement planning, quality assurance, and self-evaluation.
- Oversee assessment processes and effective use of data for pupil progress.
- Support inspections and ensure compliance with ISI and independent school standards.
- Promote professional learning and a culture of continuous improvement.

Staff Development & Management

- Support recruitment, induction, and professional development of staff.
- Lead performance management, including appraisal and mentoring.
- Ensure staff compliance with policies and safeguarding responsibilities.
- Coach and mentor middle leaders to build leadership capacity.
- Foster a positive working culture that values wellbeing and excellence.

General Duties

- Contribute to effective budget management and resource allocation.
- Ensure health and safety compliance.
- Build positive relationships with families and external partners.
- Represent the school in professional networks and forums.
- Carry out teaching duties as agreed with the Headteacher.
- Undertake other reasonable duties as required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Qualifications and Experience

- Good honours degree and Qualified Teacher Status (QTS).
- Commitment to ongoing professional development (e.g., NPQSL, NPQH).
- Proven leadership experience in an independent or maintained school, primary school settings preferred.
- Teaching experience with a range of abilities, including SEN.
- Experience with inspection processes (ISI or Ofsted).
- Strong track record in staff management and development.
- Budget management experience.
- Experience in an all-through focused school (desirable).
- Leading whole-school initiatives or improvement planning (desirable).
- Additional leadership or SEND qualifications (desirable).

Skills and Attributes

- Inspirational leadership and people management skills.
- Excellent communication and organisational abilities.
- Strong IT literacy and data analysis skills.
- Ability to make evidence-based decisions under pressure.
- In-depth knowledge of safeguarding and regulatory compliance.

Other Requirements

- Commitment to the school's values and ethos.
- Full, clean driving licence and access to transport.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Oxford Millwood School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.

Job Description

- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• **To be signed and dated by employee:**

• **Signed:**

• **Name (print):**

• **Date:**