



DEPUTY HEAD

May 2026

Applicant Information Pack

Welcome from the Headteacher



Welcome to Ealing Alternative Provision (EAP)

Thank you for your interest in the Deputy Headteacher position at EAP. As the Headteacher, I am incredibly proud of the work we do here and excited that you are considering joining our team during such an exciting time of growth and transformation.

We are looking for an inspirational and dynamic leader to help us expand our curriculum and therapeutic offerings, both onsite and as part of our new outreach services to mainstream schools. This is an exciting opportunity to make a real difference to the lives of the students we serve.

At EAP, our vision is to provide a high-quality, bespoke education within a supportive, reflective, and purposeful learning environment. We are committed to meeting the unique needs of our students and their families, ensuring they feel safe, valued, and empowered to thrive. Through our therapeutic approach, we aim to inspire better life choices and create clear pathways to a safe and successful future.

If you share our values and are a passionate, driven professional with the energy and determination to ensure every student has the opportunity to reach their full potential, we would love to hear from you.

We encourage serious candidates to visit the school or arrange a telephone conversation with us. This will provide a valuable opportunity to fully understand the context of our school and the provision we offer.

We look forward to hearing from you.

Caroline O'Connor
Headteacher

LIFE AT EAP

Your Future, Our Focus

EAP is a co-educational Alternative Provision (AP) that provides a bespoke educational offer to students aged 11-16 who have either been permanently excluded, have a diagnosed mental health condition and interim provision for students who have yet to be placed in mainstream or have an EHCP. We also provide home tuition to students aged (4-16) who have a physical medical condition which means they are unable to attend school for a period of time.

Our vision is to deliver high-quality education within a supportive, reflective, and purposeful learning environment. We are committed to consistently meeting the unique needs of our students and their families, ensuring they feel safe, valued, and empowered to grow. Through a therapeutic approach, we aim to inspire better life choices and create clear pathways to a happy, successful future.

Our intent is to build positive and trusting relationships with all stakeholders and to re-engage children successfully with their learning. Our values of Respect, Resilience and Responsibility are embedded in all aspects of the work we do providing our students with the tools they need to face the challenges of school life and life in the adult world. We place the individual at the heart of what we offer and EAP prides itself on the bespoke and targeted programmes for students.



What we offer

- An inspiring school environment, with a highly skilled and supportive team of staff
- A commitment to personal and professional development, with a vast range of CPD opportunities
- Opportunities to expand your professional networks through our collaborative approach
- A supportive Management Committee who work in partnership with the school community
- A package of support for your health and wellbeing (Occupational Health and staff supervision)
- Work life balance: No late night parents' evenings or school events.
- Free lunch during school term time
- Free on-site parking in a secure, gated site
- HCC Cycle to Work scheme

Job Title: Deputy Headteacher

Grade: L17 - L23

This is a unique and exciting opportunity to work as part of a innovative, forward thinking team, helping to lead an exceptionally successful school and support the growing demands of Alternative Provision offered in Ealing.

We are looking for an experienced and highly effective Deputy Headteacher who has energy, drive, enthusiasm and ambition, to join our dedicated Senior Leadership Team.

Becoming part of the team at EAP will give you the opportunity to make a difference to the education and outcomes of young people in Ealing, and provide you with a vast array of opportunities to pursue your passion for education.

We work collaboratively with local and national schools, alongside external agencies and DfE partnerships.

What are we looking for?

- An inspirational and creative leader, with at least 3 years experience at SLT level (Assistant Headteacher or Deputy Headteacher) in a mainstream school, pupil referral unit or alternative provision
- Innovative, aspirational and strategic in their thinking and approach
- Has a passion for educating young people and shares our ethos of a child-centred approach
- Is an outstanding and aspirational classroom practitioner who is able to motivate and inspire others
- Offers young people an exceptional learning experience that challenges them, and has a real impact on their progress and life opportunities
- Is able to build strong positive relationships with students, staff, parents/carers and outside professionals
- Is motivated by supporting the positive wellbeing of others
- Has exceptional communication and interpersonal skills and a 'can-do' attitude
- Can both lead and support our staff to further develop their practice
- Is able to positively contribute and further enhance the performance of a high performing school
- Has a transformational mindset
- Is willing to undertake CPD and training relevant to the post and the development of the organisation
- Will become, and advocate for the exemplary ethos and values of EAP in the wider community

The Deputy Headteacher will motivate, challenge, support and inspire staff and students, combining professional integrity with high expectations of themselves and others. The successful candidate will be core to the leadership of the school.

The post holder is required to perform the duties of a school teacher as defined in the "School teachers' Pay and Conditions Document" (DfE). The successful candidate will be responsible to the Headteacher, and will demonstrate a genuine commitment to our ethos, values and to the wellbeing of all students. The Teacher Training Agency has defined the national professional standards for qualified teacher status. This job description should be read in conjunction with the National Standards for Teachers and the National Standards for Headteachers.

Purpose

To work as a member of the Senior Leadership Team to influence and implement the strategic direction of the school and to plan, monitor and evaluate successful delivery.

- To support the Headteacher's overall leadership, contributing to the development and management of an identified area of leadership responsibility for the school. You will be expected to teach within the school and be a leading practitioner, demonstrating outstanding standards of professional practice, special educational needs understanding and the promotion of outstanding teaching and learning
- To support the Headteacher to ensure the vision and values of the school are met. Modelling the ethos, values and overall purpose of the school and ensuring that the school provides the best possible education and development for all its students
- Contribute to the formulation, implementation, monitoring and evaluation of the School Development Plan
- Collaborate with and guide colleagues in the development and implementation of policies
- Prepare information for the Management Committee. This may include attending meetings and presentations with regard to your areas of responsibility
- Be a strong presence in the school and ensure policies, procedures and expectations are adhered to by all staff and students
- Demonstrate a passion for the education of young people
- Contribute to the School Review, Quality Assurance and Self-Evaluation processes, including observing lessons, scrutinising work and analysing performance data
- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Assistant Headteachers and the school's own policy

Duties and Responsibilities

Shaping the Future

- Support the Headteacher and Management Committee in establishing an ambitious vision and ethos for the future of the school
- Work with the Headteacher and Management Committee to develop and implement a strategic direction for the school
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures
- Rigorously evaluate aspects of the school's work
- Play a major role in the school improvement and school self-evaluation process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- Ensure structures and systems are in place to maximise student potential
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading Teaching and Learning

- Be an excellent role model, exemplifying an outstanding standard of teaching and promoting high expectations for members of the school community
 - Teach classes or groups as directed
 - Work with the Headteacher to maintain exceptional standards through staff performance management
 - Monitor, evaluate and develop the quality of teaching and student achievement
 - Lead with the development and delivery of training and support for staff in the areas of teaching and learning
 - Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
 - Lead the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
 - Ensure the systematic teaching of basic skills and the recording of impact is consistently high across the school
 - Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to national standards
 - Ensure through leading by example the active involvement of students and staff in their own learning
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Developing Self and Others

- Lead, motivate, support, challenge and develop staff to carry out their roles to the highest standards
 - Support the development of collaborative approaches to learning within the school and beyond
 - Support the induction of staff new to the school and those being trained within the school as appropriate
 - Participate in the selection and appointment of teaching and support staff as appropriate
 - Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
 - Take responsibility and accountability for identified areas of leadership
 - Work as part of the Senior Leadership Team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
 - Assist the Headteacher in leading the annual appraisal process for all identified support and teaching staff
 - Promote effective communication and good relationships with students, staff, Management Committee Members, parents and the wider community
 - Have line management responsibilities for identified areas of responsibility
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Managing the Organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Headteacher, undertake activities relation to professional, personnel/HR issues
- Manage leadership processes as appropriate e.g. sickness absence, investigations, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the Senior Leadership Team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties reasonably delegated by the Headteacher and Deputy

Securing Accountability

- Support the staff and Management Committee in fulfilling their responsibilities with regards to the school's performance
 - Contribute to the reporting of the school's per to the school's community and partners
 - Promote and protect the health and safety welfare of students and staff
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Strengthening Community

- Develop policies and practice which promotes inclusion, equality and the extended services the school offers
 - Develop and maintain contact with all specialist support services as appropriate
 - Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
 - Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
 - Strengthen partnership and community working
 - Promote positive relationships and work with colleagues in other establishments and external agencies
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Other Specific Duties

- Any other duties as reasonably required in order to fulfil EAP's aims and objectives
- Any other reasonable request from the Headteacher and/or Deputy to undertake work of a similar level that is not specified in this job description
- Teachers in the Leadership Pay Scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards

Safeguarding

- To ensure that the safety and welfare of others is continuously considered, including appropriately recording and reporting any concerns relating to abuse and child sexual exploitation. To be familiar with the EAP Safeguarding procedures and to read and understand the current Keeping Children Safe in Education and comply with the requirements to safeguard and protect the welfare of children, young people and adults
- To be aware of the Whistleblowing Policy and report any genuine concerns in relation to the conduct of others in the school, which are in the public interest such as fraud, misconduct or wrongdoing by employees or Management Committee members of EAP ESC. Where the concerns are about safeguarding children or young people the Designated Senior Person for Child Protection should be notified
- To update their personal data and safeguarding declaration when required or at least annually as a minimum
- To be aware of responsibilities under the Prevent Strategy and FGM Pathway

Health and Safety

- To take reasonable care for the health and safety of yourself and others in undertaking your work; cooperate with the employer on all matters relating to health and safety; not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare; report immediately to the Office Manager/School Business Manager any serious or immediate danger; report immediately to the line manager any shortcomings in the arrangements for health and safety; ensure that you only use the equipment or machinery that you are competent to use or have been trained to use
- To be aware of responsibilities and expectations outline in the Health and Safety Policy

Data Protection

- All employees have an obligation under prevailing data protection legislation when processing personal data. For further detail in this regards please refer to the Data Protection Policy, Data Security Policy and Staff Privacy Notice
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Personal and Professional Conduct

- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
 - Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
 - Safeguard the wellbeing of students in accordance with statutory provisions
 - Show tolerance of and respect for the rights of others
 - Not undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
- To work together showing respect, courtesy and helpfulness
- To be aware of responsibilities and expectations outlined in the Code of Conduct Policy
- To declare relationships with students outside of work by completing the relevant school documentation



PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications & Experience	<p>1</p> <ul style="list-style-type: none"> • A minimum of 3 years experience at SLT level (Assistant Headteacher or Deputy Headteacher) in a mainstream school, pupil referral unit or alternative provision • Qualified Teacher Status • Good Honours Degree • Working towards or willingness to complete either the NPQH or equivalent leadership qualification <p>2</p> <ul style="list-style-type: none"> • Recent evidence of success and relevant professional development across career • A detailed and thorough understanding of safeguarding and child protection procedures • Experience of whole school developments in areas regarding teaching and learning and raising standards of attainment and achievement across the school • Experience of leading whole school curriculum or key stage 	<ul style="list-style-type: none"> • Evidence of additional further educational qualifications NPQSL/NPQH or equivalent leadership qualification • Lead Practitioner • Experience of whole school curriculum management • Evidence of SEND specific personal development 	<ul style="list-style-type: none"> • Application form • Certificates • Independent verification of qualification
Knowledge	<p>3</p> <ul style="list-style-type: none"> • Proven track record in whole school leadership • Understanding of the role of Deputy Headteacher and the ability to deputise for the Headteacher in case of their absence <p>4</p> <ul style="list-style-type: none"> • An ability to contribute to the development and communication of the vision, whilst leading, motivating and delivering change • The ability to work well in a team both as a leader and member <p>5</p> <ul style="list-style-type: none"> • Experience of holding people to account effectively • Understanding of effective pedagogy • Understanding of curriculum recovery • Understanding of how assessment and data can be used to drive up standards • Understanding the role of monitoring the quality of teaching to raise standards <p>6</p> <ul style="list-style-type: none"> • A clear understanding of current and proposed educational policy and the legal framework within alternative provision PRUs and schools must operate 	<ul style="list-style-type: none"> • Evidence of additional further educational qualifications NPQSL/NPQH or equivalent leadership qualification • Lead Practitioner • Experience of whole school curriculum management • Evidence of SEND specific personal development 	<ul style="list-style-type: none"> • Application Form • Interview • Professional references • Certificates

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
<p>Curriculum and Teaching</p> <p>7</p>	<ul style="list-style-type: none"> Outstanding classroom practitioner who inspires and is respected by students Experience of innovation and creativity in the curriculum Delivery of aspirational teaching Ability to demonstrate outstanding assessment practice Evidence of AFL strategies embedded in classroom practice The ability to use computing skills effectively to engage students and for management purposes Demonstrate consistent and effective planning of lessons to meet the needs of all students Evidence of providing excellent provision for all students and achieving high standards or student progress A sound understanding of inclusion Demonstrate knowledge and understanding of effective behaviour management strategies and the ability to put these into practice 	<ul style="list-style-type: none"> Experience of teaching in more than one school - primary/secondary Knowledge of therapeutic interventions 	<ul style="list-style-type: none"> Application form Interview Professional references
<p>Professional Ethos & Commitment</p> <p>8</p>	<ul style="list-style-type: none"> High expectations of students to do their very best and make significant progress High expectations for self and others, and a strong commitment to raising achievements Ability to establish sound professional relationships with children, colleagues and parents Commitment to promote home-school partnerships Ability to work cooperatively as a member of a team Willingness to contribute to whole school development Willingness to be involved in the wider life of the school 	<ul style="list-style-type: none"> Experience of a range of interventions to support students Experience and willingness to embed the school within the local community 	<ul style="list-style-type: none"> Application form Interview
<p>Skills and Personal Qualities</p> <p>9</p> <p>10</p>	<ul style="list-style-type: none"> Excellent interpersonal and persuasive skills Ability to be flexible and sensitive to the needs of individuals Ability to solve problems creatively and decisively when dealing with complex issues. Ability to self-evaluate, reflect and adapt to changing circumstances and new ideas Ability to plan time and organise work effectively. Excellent communication and presentation skills, both written and oral Demonstrate a commitment to celebrating diversity and promoting community cohesion in a multicultural setting Be a positive role model 	<ul style="list-style-type: none"> Brings personal interests and enthusiasm to the school community 	<ul style="list-style-type: none"> Application form Interview

HOW TO APPLY

All applicants must complete the Deputy Headteacher application form which can be found on TES (www.tes.com/jobs) OR via our website www.ealingalternativeprovision.org.uk or upon request from the school by emailing hr@eap.ealing.sch.uk.

Please be aware that applications via CV only will not be considered.

All candidates are strongly encouraged to visit the school or have a telephone conversation with us before applying. Please contact our HR Manager, Wendy Chambers, on 0208 991 8570 or hr@eap.ealing.sch.uk to arrange this.

Guidance notes on completing the supporting statement

A shortlist will be drawn up on the basis of the application form and supporting statement only.



Candidates should pay particular attention to the person specification and address the ***10 highlighted criteria's*** in bold italics and numbered, giving examples of recent experience and evidence.

For each of the highlighted criteria briefly outline:

- Your role at the time
- The action that you took and the skills that you used
- The outcome and impact of your actions

Candidates who fail to correctly complete the supporting statement following these guidelines will not be shortlisted.

Please also add a concluding section outlining how you believe that your educational philosophy and experience has prepared you for the role of Deputy Headteacher at Ealing Alternative Provision.

The supporting statement should be no longer than 3 sides of A4 (Arial 11-point font size)

Please save the application form and supporting statement (if separate to the application form) with your first and last name and EAP in the title of the file.

Application Deadline: Monday 18th May 2026, 9am
Interviews: W/C 18th May 2026



EAP is committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Further information can be found [here](#).

In line with KCSIE and safer recruitment practices, we will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. Further information can be found [here](#).

HOW TO FIND US



Ealing Alternative Provision (EAP)
Compton Close
Ealing
W13 0LR

Tel: 0208 991 8570

Email: hr@eap.ealing.sch.uk

By public transport:

From Ealing Broadway Station take the E1 or E11 bus to Drayton Green and then it's a 5 minute walk

Walk from Drayton Green Station (approximately 5 minutes walk)

Walk from West Ealing (approximately 10 minutes walk)

From Greenford Broadway take the E1 to Drayton Green and then it's a 5 minute walk

By car: There are visitors car parking spaces on site

By foot: For ways to walk to Compton Close please visit <http://walkit.com/>