



Ridgewood Community High School

Eastern Avenue, Burnley, BB10 2AT

Telephone: 01282 953653
Email: office@ridgewood.lancs.sch.uk
www.ridgewood.lancs.sch.uk

Headteacher: Mr I Carden
Deputy Headteachers: Mrs J Lea, Mr R Clegg

JOB DESCRIPTION – DEPUTY HEADTEACHER

SALARY: L14 – L20

POST TITLE: Deputy Headteacher (Quality of Education)

CONTRACT TYPE: Full Time

RESPONSIBLE TO: Headteacher

TEMPORARY/PERMANENT: Permanent

REQUIRED FROM: 01/09/2025

CLOSING DATE: 12 Noon 24/03/2025

Main Purpose

At Ridgewood Community High School, we are committed to working in partnership with parents, students, and the wider community to build trusted relationships that enhance learning experiences for all. We provide a nurturing, inclusive, and safe environment for children and young people with a wide range of special educational needs and disabilities. Many of our students possess unique talents and abilities, which we actively promote and develop.

The position of Deputy Headteacher presents an exciting opportunity for a visionary, empathetic, and determined leader to work alongside our talented, professional, and caring staff in shaping the future of our school. The successful candidate will be central to our continued success, playing a pivotal role in ensuring our students thrive both academically and personally.

We are fortunate to be based in a modern, well-equipped building with outstanding specialist facilities, including state-of-the-art multi-sensory spaces, music and drama rooms, art and technology workshops, and fully accessible learning environments. These exceptional resources, combined with our dedicated team of specialists, support the learning, development, and well-being of our students and the wider community.

The ideal candidate will have proven success at Senior Leadership level in one or more of the following areas:

- Leading Teaching & Learning
- Curriculum Development



This is a fantastic opportunity to inspire, lead, and make a lasting impact in a school that truly values the potential of every student.

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Other Areas of Responsibility

The deputy headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

For an informal discussion please contact:

Visits to the school before application submission are encouraged. To arrange, please contact m.siney@ridgewood.lancs.sch.uk or telephone 01282 953653.

Duties Application forms and further information

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview.

Shortlisting: Monday 24th March 2025
Interview Day 1: Monday 31st March 2025
Interview Day 2: Tuesday 1st April 2025

Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.

Lancashire County Council has a Policy Statement on the Recruitment of Ex-offenders this is available to all applicants upon request.

Application form can be found at: <https://www.ridgewood.lancs.sch.uk/school/vacancies>

