



Assistant Head Teacher
Application Pack
Dunstall Hill Primary School



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Assistant Head Teacher Application Pack

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About PHMAT



Perry Hall Multi-Academy Trust has a singular, clear and unwavering purpose: to improve outcomes for all children across the Trust regardless of their starting point in life.

This is achieved by delivering a world class education, by ensuring pupils perform above national expectations, by providing holistic support to our pupils and their families and by adding value to the pupil experience at every given opportunity.

We safeguard and protect all of our schools, providing a platform from which we can grow and succeed together.

Our ethos is to support, collaborate and empower our schools to succeed. We celebrate their individuality and cherish their respective identities. Every one of our schools is different, with unique challenges, opportunities and personalities. We recognise that as a strength and something to be celebrated.

School to school support and staff CPD is provided by the PHMAT Training and Development team and creates an environment wherein all our schools work together to prosper and share best practice. It also provides a number of opportunities for staff to enhance their careers and share their specialist knowledge to others who are able to benefit from it, resulting in better outcomes and experiences for our children.

Values and Vision Statement

Personal Growth
Honesty
Mutual Respect
Ambition
Teamwork



We aim to provide outstanding education to enable every child to succeed at all levels. Through a clear vision which drives strategic direction, we endeavour to be recognised as a Trust that retains and grows robust leaders and governance by suitably equipping them to make substantial improvements at pace, putting the children's well-being, safety and education at the heart of every decision.

By establishing a sustainable framework for continuous improvement and professional growth, we will provide learning of the highest quality for all stakeholders, enabling success for everyone.

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About Dunstall Hill Primary School

Together Everyone Achieves More

At Dunstall Hill Primary School, our aim is to provide all of our children with a positive, safe and caring environment in which they can flourish and learn in order to prepare them for the journey of life ahead.

Every staff member shares a mutual desire for all pupils achieve, be happy and succeed in everything they do.

At Dunstall Hill, we deliver the curriculum through an imaginative range of activities, giving our children extensive experience, along with the confidence and independence to apply their skills in real life.



Job Description

JOB DESCRIPTION – Assistant Head Teacher

A person appointed Assistant Head Teacher in a school, in addition to carrying out the professional duties of a teacher other than a Headteacher (as described in Part XII) including those duties particularly assigned to his/her by the Head Teacher, shall:

Play a major role under the overall direction of the Head of School or Head Teacher in:

- (a) Formulating the aims and objectives of the school.
- (b) Establishing the policies through which they shall be achieved.
- (c) Managing staff and resources to that end.
- (d) Monitoring progress towards their achievement.

Undertake any professional duties of the Assistant Head Teacher reasonably delegated to him/her by the Head of School and/or Head Teacher.

Undertake to the extent required by the Head of School and/or Headteacher, Perry Hall Trust Board, the professional duties of the Head of School in the event of his/her absence from the school.

Ensure that they uphold the vision, values and ethos of the Trust at all times.

Be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

With additional responsibility for:

See job specification below

Job Description

Post: Assistant Headteacher (SEND, Inclusion & Phase Leader)

Responsible to: Headteacher

Job Purpose

To carry out the professional duties of a teacher, including those particularly assigned by the Headteacher, and to play a major role under the overall direction of the Headteacher in:

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- Formulating the aims and objectives of the school.
- Establishing and implementing policies to achieve those aims.
- Managing staff and resources effectively.
- Monitoring and evaluating progress towards these objectives.

The post-holder will:

- Lead the Inclusion team, including nurture and behaviour management approaches.
- Act as the school's SENDCo, ensuring the school meets its statutory SEND responsibilities.
- Liaise with the Designated Teacher to co-ordinate provision for Looked After Children (LAC).
- Support the Headteacher in day-to-day leadership of the school, including deputy safeguarding responsibilities.
- Take on teaching duties, including management release time for colleagues, and potentially class teaching responsibility in the future.
- Manage the school in the absence of the Headteacher on a planned, occasional basis, by mutual agreement.

Key Responsibilities

1. Strategic Leadership & Development

- Contribute to whole-school policy development to secure high achievement and effective teaching and learning.
- Lead on school improvement priorities relating to SEND, Inclusion, Behaviour, Pupil Premium, LAC, EAL and vulnerable groups.
- Collect, analyse and evaluate data to inform school evaluation and strategic planning.
- Support recruitment and appointment of staff when requested by the Headteacher.
- Develop and support external partnerships
- Produce reports for governors, including the Annual SEND Information Report.

2. Ethos & Partnership Development

- Promote a positive, collaborative ethos among all staff.
- Build strong relationships with parents and carers as equal partners in children's education.
- Attend and present at Governing Body meetings where appropriate.

3. Leading Teaching & Learning

- Promote the school's teaching and learning policy with a focus on vulnerable pupils.
- Support colleagues in planning inclusive and differentiated learning.
- Coach and mentor staff in SEND, behaviour management and inclusion practices.
- Lead training and recommend CPD opportunities for staff development.
- Manage performance management and deployment of the Inclusion team.
- Use data effectively to monitor and raise attainment for all pupils, especially vulnerable groups.

4. SEND & Inclusion Leadership

- Maintain up-to-date knowledge of legislation relating to SEND, safeguarding and LAC.
- Lead the implementation and monitoring of SEND and inclusion policies.
- Oversee EHCP processes, funding applications, reviews and provision.
- Monitor the progress of SEND pupils and evaluate the effectiveness of teaching and interventions.
- Manage support staff timetables and deployment in line with pupil need.
- Oversee records of SEND, behaviour, and inclusion, ensuring smooth transition between schools.
- Liaise with external agencies (Local Authority, Educational Psychology, Health, Social Care, Voluntary Agencies).

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- Manage SEND budgets and resources effectively.

5. Safeguarding & Welfare

- Act as Deputy Designated Safeguarding Lead.
- Ensure safeguarding and child protection policies are followed.
- Co-ordinate provision for children with medical needs, seeking professional advice as required.

Key Performance Indicators (KPIs)

Effective leadership of SEND & Inclusion will result in:

Pupils who:

- Make progress towards targets set in individual education plans (IEPs/EHCPs).
- Access the wider curriculum, achieve high standards and demonstrate emotional literacy.
- Develop self-esteem, confidence, respect and positive attitudes towards learning.

Teachers who:

- Implement effective behaviour management and SEND strategies.
- Make reasonable adjustments to ensure inclusion and achievement for all pupils.
- Communicate effectively with parents, the SENDCo and external professionals.
- Hold high expectations and set challenging but realistic targets for pupils.

Support Staff who:

- Understand and effectively carry out their role in supporting pupils with SEND.
- Work collaboratively with teachers and external agencies.
- Develop skills and expertise to improve pupil achievement and independence.

Parents who:

- Are engaged and informed about their child's learning targets and progress.
- Feel fully involved as partners in their child's education.

Senior Leaders & Governors who:

- Recognise and support inclusion in all aspects of policy and practice.
- Receive timely and accurate information on SEND provision, outcomes and progress.

External Agencies & LA who:

- Receive effective communication and timely documentation regarding SEND pupils.
- Provide support that is integrated into provision to raise pupil outcomes.

Other Information

- This post is subject to the School Teachers' Pay and Conditions Document and current education legislation.
- The post-holder must comply with all safeguarding, child protection and staff conduct policies.
- Duties may be amended following annual review and in consultation with the Headteacher.

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Safeguarding

Everyone who works within the Trust schools has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of Trust policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses required.
- To ensure that Level 1 safeguarding training is completed
- To report all causes for concern to the DSL
- To ensure the safety of all children in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:-

Other duties as defined in the revised structure

- Deputy Safeguarding Lead
- Leading a phase
- Teaching and learning
- Coaching & mentoring
- Subject CPD
- Achievement in subject (attainment and progress)
- More able pupils and achievement
- Pupil premium pupils and achievement
- Moderation – year groups, whole school, school to school & LA moderation
- Monitoring – quality of teaching and learning
- Policy development
- Staff appraisal
- Support staff
- Transition for phase responsibility
- ECT mentor where relevant
- Parent workshops
- advice and support to sponsor school

Budget Accountability

- The post holder will be accountable for an amount of money to be decided.
- Ensure the effective deployment of support staff and resources (ICT and consumables) within the area of responsibility.

Personal Specification

PERSON SPECIFICATION FOR ASSISTANT HEAD TEACHER

Essential	Desirable	Evidence
<p>Qualifications</p> <ul style="list-style-type: none"> • Qualified Teacher Status • Educated to degree level • Evidence of continued professional development 	<ul style="list-style-type: none"> • Evidence of personal commitment to continuous professional development • Leadership course attendance within past two years • National Award for SEN Coordination (or willingness to undertake within the required timeframe). • Designated Safeguarding Lead (DSL) training. • NPQ in senior leadership (NPQSL) or equivalent leadership qualification. 	Application form
<p>Experience</p> <ul style="list-style-type: none"> • Understanding of how children learn in a high achieving and successful school • Responsibility for leading a core subject across the school • Building and sustaining effective working relationships with staff, governors and parents in the wider community • Successful and substantial teaching experience across the primary phase (or relevant phases). • Proven track record of raising achievement and improving outcomes for vulnerable pupils, including those with SEND. • Experience of leading and managing a team, including performance management. • Experience of working in partnership with parents, governors and external agencies. • Experience of supporting and challenging colleagues to improve practice. 	<ul style="list-style-type: none"> • Former responsibility at phase or whole school level for raising standards • Experience of leading teams to achieve a specific outcome for children • Evidence of the development of policy or curriculum schemes of work • Successful teaching experience in more than one phase • Experience carrying out performance reviews • Experience as a SENDCo or Inclusion Lead. • Experience of preparing for or contributing to Ofsted inspection processes. • Experience of leading on provision for LAC and/or children with medical needs. 	Application form Selection day interview

<ul style="list-style-type: none"> • Experience of leading school-wide initiatives related to inclusion, SEND, behaviour or safeguarding. 		
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Evidence of strong professional subject knowledge • Ability to plan lessons effectively for all pupils in a class setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues • Ability to coach and mentor individuals to achieve specific outcomes • Ability to challenge and inspire colleagues • Strong ICT skills including use of interactive whiteboard for teaching • Clear understanding and commitment to safeguarding procedures • Ability to analyse data and pinpoint key issues in order to inform staff re way forward • To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines • Strong knowledge of current legislation relating to SEND, safeguarding and inclusion. • Clear understanding of effective teaching and learning strategies for children with a range of needs. • Understanding of how to use data to monitor and raise pupil achievement. • Knowledge of whole-school behaviour management strategies and inclusive practice. • Awareness of local and national priorities in education, particularly regarding vulnerable learners. • 	<ul style="list-style-type: none"> • An understanding of the skills and attributes involved in effective leadership • Evidenced experience of raising standards within key whole schools priorities • Evidence of understanding of strategic management in a large school • Understanding of New OFSTED framework regarding learning and teaching and leadership and management. • Understanding of use of data to raise standards • Familiarity with effective approaches to nurture and emotional literacy. • Understanding of current Ofsted frameworks and expectations relating to SEND/Inclusion. 	<p>Application form Selection day interview</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • To relish challenge and perform efficiently in this significant key role • Ability to take responsibility for others' performance • To be able to lead by example • Tenacity and commitment while working under pressure • Ability to think strategically • Ability to organise, prioritise and delegate • The ability to synthesise information quickly and effectively whilst maintaining an intensive workload 	<ul style="list-style-type: none"> • A commitment to providing extra-curricular activities and an understanding of its impact upon school ethos • Ambition for further career progression within school leadership. 	<p>Application form Selection day interview</p>

<ul style="list-style-type: none"> • Ability to manage time effectively and work to deadlines • Good team player • Ability to enthuse and motivate others • Good communication skills both orally and in writing • A commitment to safeguarding and promoting the welfare of children. • A reflective practitioner • Resilient, adaptable and able to work under pressure • Committed to equality, diversity and inclusion. • A team player who can also work independently and show initiative. • High expectations of self, colleagues and pupils. • Commitment to working in partnership with parents, governors and the wider community. 		
<p>Other</p> <ul style="list-style-type: none"> • Commitment to inclusive practice • Commitment to pupils • Good attendance and punctuality record 	<ul style="list-style-type: none"> • Governance experience/involvement with governors 	<p>Application form Interview</p>

Post Information

Role: Assistant Head Teacher

Salary: Teachers Leadership Scale point 5-9

Closing Date: Thursday 16th October at 5pm

Short listing: Friday 17th October

Visit to short listed candidates: Week beginning Monday 20th October

Interviews: Thursday 23rd October 2025

Start Date: January 2026

Employee Benefits:

Trust staff are entitled to the following:

- Termly well-being mornings or afternoons
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Bianka Patterson at b.patterson@dhps.perryhallmat.co.uk or on 01902 921166.

Applying:

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Please complete our application form and submit by email to b.patterson@dhps.perryhallmat.co.uk

Safer Recruitment:

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

Recruitment and Candidate Information

Last updated: October 2025

What is a Privacy Notice?

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 give you the right to be informed about how your information is collected and used.

This Privacy Notice explains how Perry Hall Multi-Academy Trust (PHMAT) uses information about individuals who apply for posts within our schools and Trust. If you can be identified from the information we hold, this is known as “personal data”.

This notice explains:

- why we use your personal data
- the lawful reasons we do this
- the kinds of personal data we use
- where we collect your personal data from
- who we share your personal data with
- how long we keep your data
- your rights in relation to your data

About this Privacy Notice

This Privacy Notice applies to all applicants for posts across our schools and Trust central team.

Personal data is any information that can identify you. This may include information you provide in your application, information from references, information from online checks (in line with Keeping Children Safe in Education 2024 safer recruitment guidance), and information we already hold if you are a current or former employee.

When we use your personal data, this is known as “processing”.

PHMAT is registered as a Data Controller with the Information Commissioner's Office (ICO), meaning that we determine how your personal data is used.

We have appointed a Data Protection Officer (DPO) to support compliance with data protection law. Our DPO is provided by Services4Schools Ltd and can be contacted at: DPO@PerryhallMAT.co.uk.

What information do we collect?

We only collect information necessary to support our recruitment and candidate management processes. This may include:

- Name, address, and contact details (including email and telephone).
- Qualifications, skills, experience and employment history.
- Current salary and benefits information.
- Information about any disability to make reasonable adjustments during the process.
- Information required to conduct statutory safeguarding checks, including online searches.
- Information about performance and conduct from references.
- Proof of identity and eligibility to work in the UK.
- Equal opportunities monitoring information (including ethnic origin, sexual orientation, health, religion or belief).
- Criminal conviction information (via the Disclosure & Barring Service).

Where relevant, this may include "special category data" (sensitive personal data, such as health information or ethnicity).

How do we collect your information?

We collect your data in several ways, including:

- Directly from you (application forms, identity documents, interviews).
- From third parties, such as former employers, referees, the Disclosure & Barring Service, and statutory background check providers.
- From publicly available sources as part of online checks for shortlisted candidates (in line with KCSIE 2024).

Where will your data be stored?

Data is stored securely in a range of systems, including:

- Your application record.
- Secure paper files.
- HR and recruitment systems.
- Cloud-based and internal IT systems (including email).

We will not transfer your data outside the UK unless adequate safeguards are in place (for example, standard contractual clauses or adequacy regulations).

Why we process your personal data

We process your data for several reasons:

1. Legal obligations – to meet our statutory duties (e.g. right to work checks, safeguarding, safer recruitment).

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2. Contractual necessity – to take steps before entering into an employment contract.
3. Legitimate interests – to manage the recruitment process fairly and efficiently, and to assess suitability for employment.
4. Employment law obligations – to make reasonable adjustments for candidates with disabilities.
5. Equality monitoring – where you provide special category data (e.g. ethnicity, religion, sexual orientation), we process this for monitoring purposes in line with employment and equality legislation.
6. Safeguarding – to carry out online and statutory checks to ensure compliance with safer recruitment requirements.

We will not use your data for any purpose other than the recruitment exercise you have applied for.

Who has access to your data?

Your data will only be accessed by:

- Members of the recruitment panel and interviewers.
- Managers responsible for recruitment decisions.
- Relevant support staff (e.g. HR, IT).
- Our HR provider (Services4Schools Ltd) where recruitment support is provided.
- Referees you have nominated.
- Third-party providers conducting statutory checks (DBS, right to work, background screening).
- External legal representatives or official bodies if legally required.

All third-party processors are contractually required to protect your information in line with UK GDPR.

How does the Trust protect your data?

We take data security seriously. We have policies including our Data Protection Policy and **Records** Management Policy to ensure your data is not lost, misused, accessed unlawfully, or disclosed inappropriately. These policies can be viewed on our website: www.perryhallmat.co.uk.

How long do we keep recruitment data?

- If your application is unsuccessful, we will retain your data for 6 months after the recruitment process. It will then be securely deleted or anonymised.
- If your application is successful, your data will form part of your personnel file and be kept in line with our staff retention schedules and statutory requirements.

What if you do not provide personal data?

You are not legally required to provide all the data we request. However, if you choose not to provide necessary information, we may not be able to process your application.

You are under no obligation to provide data for equal opportunities monitoring, and this will not affect your application.

Your rights

As a data subject, under UK GDPR you have the right to:

- Access and obtain a copy of your data.
- Correct inaccurate or incomplete data.
- Request deletion of your data (where appropriate).
- Restrict or object to processing (in certain circumstances).
- Request that processing is paused if accuracy is contested.
- Withdraw consent for processing special category data (where applicable).
- Lodge a complaint with the **Information Commissioner's Office (ICO)** if you believe your rights have been breached: <https://ico.org.uk/make-a-complaint/>

To exercise any of these rights, contact our DPO at **DPO@PerryhallMAT.co.uk**.

Revisions and updates

We may update this Privacy Notice periodically. The latest version will always be available on our website.

Last updated: October 2025

Contact Details

Address

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Whitmore Reans
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Call

01902 921166

Email b.patterson@dhps.perryhallmat.co.uk

Visit <https://dunstallhillprimary.com>



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