Abbey Court School

ABBEY COURT SCHOOL

‘We grow people’



ASSISTANT HEADTEACHER

ASDAN Registered Centre

EDI QM

Ofsted Outstanding Provider 2022 | 2023 | 2017 | 2018 | 2012 | 2013 | 2009 | 2010

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Abbey Court School

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October 2026

Dear Applicant

Assistant Headteacher

Thank you for your interest in the role of Assistant Headteacher, here at Abbey Court School.

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

This advert closes on **11th November 2026.**

Interviews will be held on: **Tuesday 17th November 2026.**

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2026 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (Abbey Court Community School - Safeguarding).

I look forward to receiving your completed application.

Yours sincerely



Ms Vicky Aspin
Headteacher

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WORKING AS AN ASSISTANT HEADTEACHER AT

ABBEY COURT SCHOOL

Abbey Court has been rated 'Outstanding' by Ofsted at the last four inspections.

Abbey Court School is a special needs school, catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites: Nursery, Primary and Secondary School in Cliffe Road, Strood, and Further Education Department in Rede Court Road, Strood. Strood has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice; pupils who are keen to learn; and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people', applies not only to pupils, but to staff too.

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Contract

This is a full time post, on a Fixed Term Contract from 01.01.27 to 31.12.27. A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on the Leadership pay scale L12-L16.

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements. A later start date may be considered for the right candidate.



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The Governing Body

The Headteacher has responsibility for running the school, supported by the Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Visits to the school, before applications are submitted and interviews take place, are encouraged. Please telephone the school office, on 01634 338220, to arrange this.

Appointment to post will be based on the following checks:-

⇒ Enhanced DBS certificate

⇒ Qualification/ registration to professional body

⇒ Medical clearance

⇒ 2 x satisfactory references



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School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to "have a go", "fail safely" and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community's perceptions of the school and its pupils and what they are really like.

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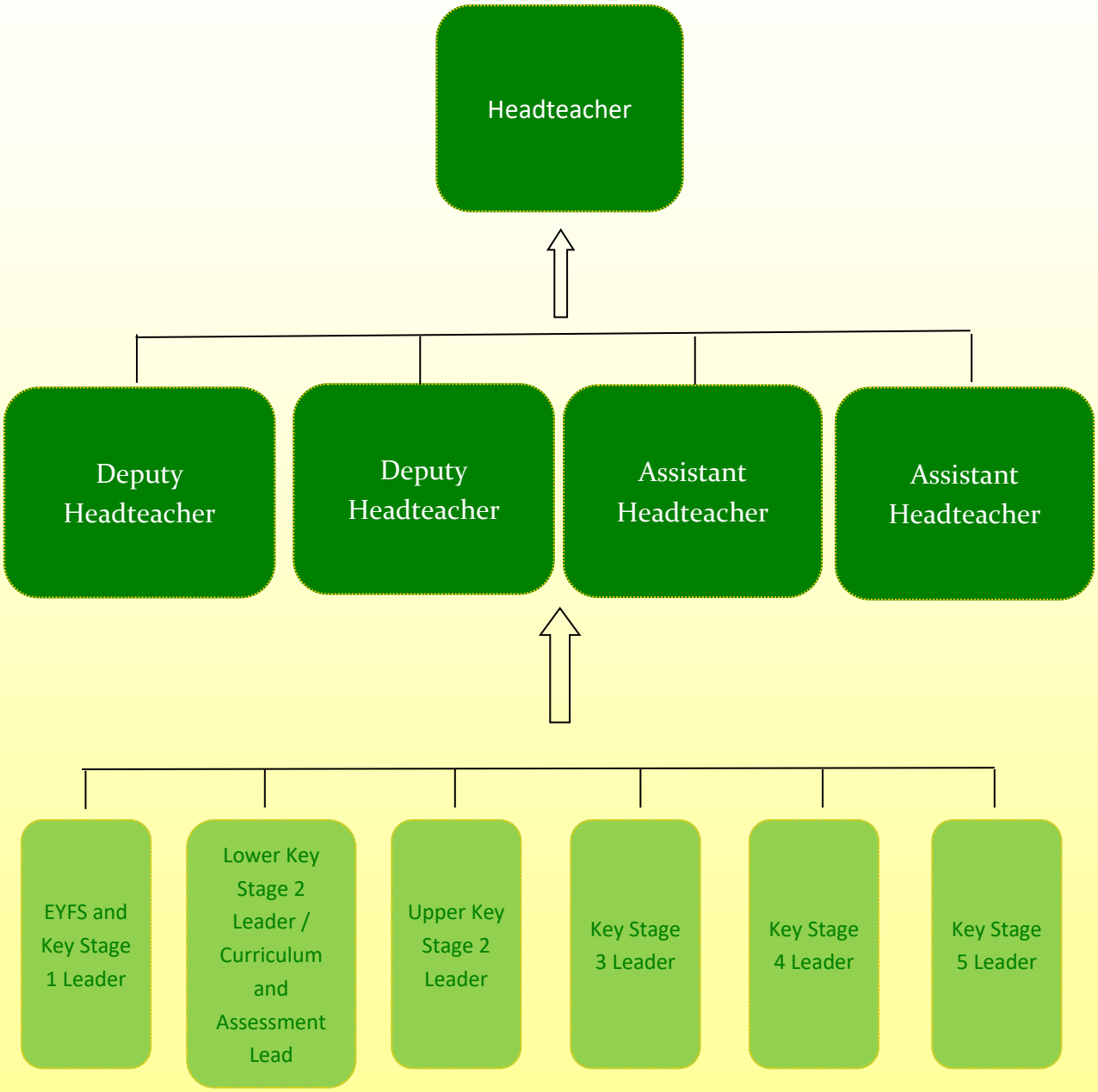
- To enable our pupils to develop into good citizens and to participate actively in their local communities, finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



ADDITIONAL INFORMATION

1. Line Management Structure

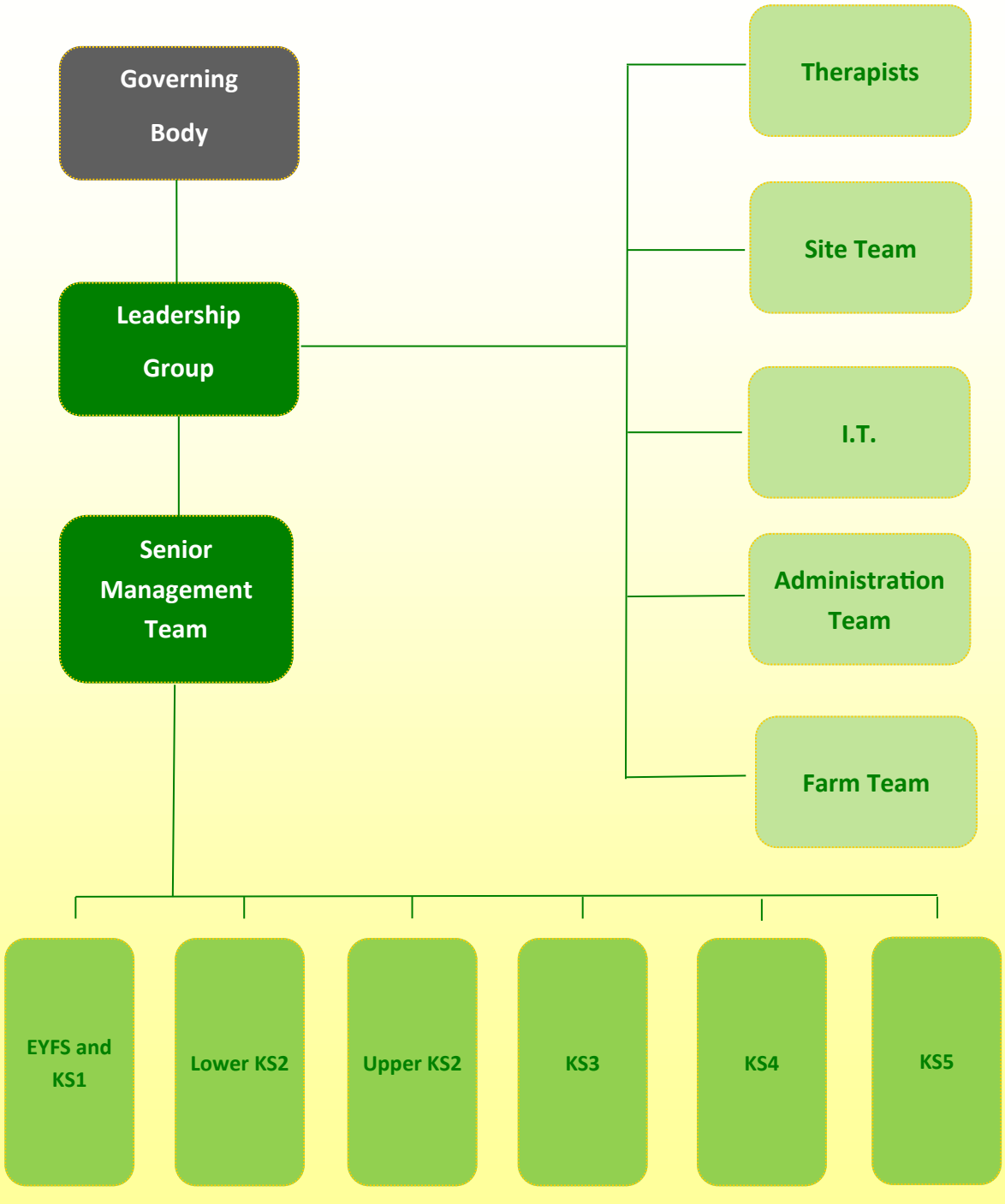
Leadership & Senior Management Teams



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Whole School



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JOB DESCRIPTION

HOURS: As specified in the Teachers Pay and Conditions document

SALARY SCALE: L12 – L16 Leadership Scale

LOCATION: To be based at either of the two main school sites

REPORTS TO: Headteacher

GENERAL DUTIES/RESPONSIBILITIES:

Safeguarding and promoting the welfare of children is the employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child-centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high-quality educational experience for all children.

OVERALL PURPOSE:

To support and assist the Headteacher. (To work in close liaison with the Deputy Headteachers.)



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CORE PURPOSE:

To ensure the efficient and effective delivery of the staff development policy. The induction and CPD of the school community is central to the effectiveness of the school. The CPD leader will plan, facilitate, deliver and support induction, CPD and performance management of all staff groups.

LEADERSHIP (General):

To support and assist the Headteacher:

1. Within the context of the Leadership Team and in conjunction with the Headteacher, the postholder will:

⇒ create and contextualise the vision for Abbey Court and ensure that planning enables its realisation;

⇒ ensure that organisation of the school is driven by the vision. Assist in redefining the vision through rigorous review, monitoring, and evaluation procedures;

⇒ assist in the creation of the best climate in which the vision can be realised and children's needs met.



2. To be an associate member of the Leadership Team, involved in forward planning and policy-making decisions and play an active/positive role in their implementation.
3. To maintain close liaison with the Deputy Headteachers and work in close liaison with the Headteacher in all matters.
4. To work in support of the Governing Body to contribute to vision, purpose and leadership of the school.
5. To demonstrate and model to colleagues the characteristics of good and outstanding teaching.
6. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.
7. To share the responsibility for maintaining effective communications with all staff via established systems across both sites.
8. To support the collective decisions of the LG/SMT and to ensure that these are effectively communicated and understood.
9. To assimilate staff opinion and feedback for evaluation by the Headteacher and LG.
10. To contribute to the development and maintenance of strong links with the community.
11. To work in close liaison with the Headteacher in leading, advising and supporting staff on all matters relating to their academic, professional and personal development.

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MAIN RESPONSIBILITIES

To support and assist the Headteacher:

1. To work with the Leadership Team to support all staff in the development of their skills based on areas of development identified in observations/appraisals.
2. To motivate and enable teachers to develop expertise in their respective roles through personal coaching and the organisation of high-quality, continuing professional development.
3. To help ensure that the professional duties of staff are fulfilled, as specified in the Terms and Conditions of Service of Teachers.
4. To assist the Headteacher in the organisation and implementation of the school Performance Management scheme.
5. To manage and maintain all information related to the CPD programme for all staff groups (including maintaining and developing the CPD database), enabling the effective oversight and support of all staff. To be responsible for the administration and recording of online learning for all staff groups.
6. In collaboration with the SMT to organise, manage and lead staff training initiatives concurrent with the needs of the school.
7. To be responsible for delivery of induction monitoring programme (including probation periods) for all staff groups.
8. To consult on and construct the annual staff development day programmes and to be responsible for the organisation and delivery of these.



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PERSON SPECIFICATION

Applications will be short-listed on the basis of the following criteria. In your application please show with relevant examples, how you meet the requirements detailed.

A	**EDUCATION, QUALIFICATIONS & TRAINING** • Has the ability to manage and develop a strong, multi-disciplinary team of experienced teaching and support staff with a wide range of expertise and experience in special education.
B	**EXPERIENCE** • Has substantial practical experience in leading curriculum development and in its implementation. • Has good classroom experience together with a thorough knowledge of practice in special and mainstream schools. Is an excellent classroom practitioner.
C	**KNOWLEDGE** • Has acquired the necessary managerial, financial and administrative skills to enable him or her to contribute to the complex task of operating a school within the framework of a delegated budget. • Will be fully conversant with recent developments in special education and will be aware of the impact and implications of recent legislation.
D	**APTITUDE** • Is able to motivate, develop and support staff, and has excellent interpersonal skills. • Is able to adapt quickly to a variety of demands, to initiate change and to effectively manage new development. • Is able to collaborate and work closely and effectively with Governors, parents and personnel representing a wide range of professional agencies.
E	**SKILLS** • Is able to work under pressure, often to meet a number of competing and urgent demands. • Is able to organise and present information to meet a wide range of requirements. • Has well-developed oral and written communication skills. • Should be able to demonstrate a clear pattern of personal and professional development in the course of their career to date. This may include an advanced qualification.
F	**PERSONAL CIRCUMSTANCES** • Is physically and medically fit. • Has a positive outlook and a sense of humour.
G	**EQUAL OPPORTUNITIES** • A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job.

Abbey Court School

Nursery, Primary and Secondary School
Cliffe Road
Strood
Kent
ME2 3DL

Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail:
recruitment@abbeycourt.medway.sch.uk





"I am incredibly overwhelmed with the amount of training offered at Abbey Court School."

"Team work, training and quality of resources are strengths."

"The moment I stepped inside the school, the atmosphere was positive."

Staff Survey