



THE CRYPT SCHOOL

An Outstanding Co-Educational Grammar School and VI Form

Job Application Pack

Assistant Headteacher – Academic



Salary: L8–L12 (£61,500.00–£67,897.00)

Contract: Permanent, Full time

Closing Date: Noon, 3rd February 2026

Pre Application visit to school: 22nd January (pm), 28th January (am)

Assessment & Interview Day: Wednesday 11th February 2026

Start Date: September 2026



Welcome from the Headmaster



I am delighted that you are considering applying for this important senior role here at The Crypt School. I do hope that you find this information helpful and we look forward to receiving your application.

The School

Founded in 1539 and set in nearly 30 acres of grounds, The Crypt School's vision is derived from its Latin motto, "Floreat Schola Cryptiensis": floreat means "to flourish" and at The Crypt we wish all our students, as well as our staff, to flourish in all that they do. In order to achieve that vision, we strive to create the best possible environment and culture within which our students can learn, develop essential key skills and personal attributes, make friends and enjoy their school lives; equally, we wish for our staff to flourish in their work at school, and always strive to place their welfare at the centre of our work and planning.

The School has grown significantly over the last decade, especially since the admission of girls into the main school in September 2018. Today, The Crypt School is Gloucester's only co-educational selective school with a student roll of over 1100. The student body is a diverse, caring and enthusiastic one and our staff are a highly professional, caring and generous group of people who commit themselves fully to the academic, pastoral and extra-curricular life of the School.

The School is a vibrant place to both learn within and to work at; it is a place where learning is valued for its own sake, within an environment of strong pastoral care. At the centre of our school life, is a powerful sense of community, where students are supported and encouraged to learn and engage with each other. Confident, friendly and respectful, the high quality of our student's personal development is remarkable and is one of the greatest strengths of the School.

The School has benefited from significant capital investment over recent years which has enhanced the learning environment for both students and staff alike. Recent projects have included the building of two new teaching blocks and a sports pavilion; the refurbishment of the sports hall and the creation of an outdoor netball and tennis area as well as the creation of a new physics laboratory. We continue the refurbishment of the older parts of the school, and in the summer of 2025, the sixth form centre underwent a major redevelopment, giving enhanced accommodation to our senior students.

Welcome from the Headmaster

Ofsted

In March 2024, the School received an outstanding Ofsted report in all areas, with teaching, learning, achievement and the curriculum all noted as real strengths:

"Pupils gain an exceptional depth of understanding in all the subjects they study....Across the curriculum, teaching checks pupils' understanding meticulously.... Assessment is used effectively to establish pupils' starting points, such as when students join the sixth form, and to check for gaps in pupils' learning. As a result, teaching is consistently well informed about the next steps in pupils' learning. Disadvantaged pupils, including those with special educational needs and/or disabilities (SEND), achieve highly."

Staff work hard and give generously of their time to the life and wellbeing of the School. Time and money is invested in their professional development, and each member of the teaching staff is equipped with a laptop and iPad; other benefits also enhance the working experience of colleagues at the School: <https://cryptschool.org/explore-our-school/work-with-us/>



Location

The Crypt School is located just outside of the City of Gloucester in the West of England. Gloucester is known for its 11th century Cathedral and close; for Blackfriars, which is a stunning example of a 13th century mediaeval priory site; the British Waterways Museum, which celebrates the city's industrial past, and now the vibrant Gloucester Quays, which has a selection of shops and restaurants. Gloucester is a vibrant and growing city, and the School is conveniently located close to the City, and close to good road and rail links to Cheltenham and the surrounding region, including Bristol for example.

The role—Assistant Head (Academic)

This is a newly created role within the school's senior leadership team, and the postholder will work closely with the academic Deputy Headteacher, with heads of department and teachers, as well as other staff to ensure the highest possible standards of education, whilst also working to ensure all groups of students, and particularly those with additional educational needs (SEND), disadvantaged students, and other identified groups achieve highly in their academic learning.



Welcome from the Headmaster

Senior Leadership Team—structure

The senior team currently consists of: the headmaster, one senior deputy headteacher and three deputy headteachers — one who oversees the academic life of the school, another the pastoral life of the school and a third who directs the life and progress of the sixth form and whom also offers strategic direction of student personal development, including careers.

Two new assistant headteacher roles are being created for a September 2026 start: one to support the work of the Deputy Head Pastoral and another who will support the work of the Deputy Head Academic. Both assistant headteachers will be members of the senior leadership team, accepting collective responsibility for the success, wellbeing and progress of the school.



We are looking for a skilled practitioner to support, strengthen and augment our existing senior team and wider staff body. This post will suit someone looking for their first move into senior leadership, who is currently a head of department, or lead practitioner by example; equally, this post will suit a colleague looking for a new challenge within a strong and established senior team. Above all, we are seeking a colleague who will uphold and strengthen further our shared school values, grammar school ethos and inclusive and ambitious school culture.

We recognise the time and thought that goes into an application and we will certainly give yours our serious consideration.

If you have any further questions or wish to visit the School prior to sending in an application, please contact Sharon Bailey via **sbailey@crypt.gloucs.sch.uk** who will be able to assist you.

With best wishes,

Nicholas Dyer
Headmaster

‘Floreat Schola Cryptiensis’

Our School vision is derived from our Latin Motto—Floreat—which means ‘to flourish’ and at The Crypt School, we wish all our students and staff to flourish in everything they do.

The Crypt School offers opportunities for everyone within the school community to flourish, whether that is our students flourishing in their classroom learning; flourishing on the games field, on the stage, or in the music rooms; or our wonderfully talented and ambitious staff flourishing in their teaching, in their leadership roles, or in the work they do to support the busy life of this outstanding grammar school.

We believe that our broad, balanced and vibrant curriculum, in which our teachers are subject specialists and strive to be outstanding practitioners, enables us to bring out the very best in every student.

Our school community is wonderfully diverse, talented and creative and is built on the five shared values of Crypt School life: responsibility, respect, pride, kindness and integrity.

At the heart of our school life stands a powerful and shared sense of community in which we value each person as an individual who—we strongly believe—has the potential to make a real difference to both their own life and to the lives and wellbeing of others.



Staff Wellbeing

We understand the importance of a proper work-life balance and offer a range of benefits to recognise and reward the essential contribution our staff make to the success and growth of the School.

As an employer, the School encourages all staff to maintain a healthy work-life balance and as such promotes activities for the staff to enjoy. A staff wellbeing committee exists to help inform and develop our approach to improving staff welfare at school.

The most significant benefit of working at the school, is to work with engaged, bright, caring and ambitious young people, alongside of dedicated and supportive staff colleagues, in a well resourced and maintained school environment. However, other benefits include:

- Staff counselling and access to qualified Mental Health First Aiders
- Employee Assistance Programme
- Opportunities for flexible working
- One additional week's holiday each year
- 5 day term time holiday buy back scheme
- Employee Flu jab reimbursement scheme
- Free tea and coffee available each day
- Eye Test voucher scheme
- Cycle to work scheme and child-care vouchers
- Use of the school gym
- Parcel deliveries
- Staff socials
- Teachers' Pension
- In-house professional development opportunities and funded access to NPQ's and support for Master's programmes



Job description

Assistant Head – Academic

Post: Assistant Head (Academic)

Responsible to: Deputy Head (Academic) and to the Headmaster

Relationships: The postholder will be a member of the School's Senior Leadership Team and will act as the principal Line Manager to a number of middle leaders

Teaching allocation: The postholder will have an agreed teaching allocation, which will enable them to undertake the demands of this role, whilst also enabling them to develop further as a classroom practitioner. It is expected that this will be between 27 and 30 periods per fortnightly timetable cycle (the postholder will not be expected to have form tutor responsibilities). This role is not subject to any particular subject specialism.

Role purpose

The Assistant Headteacher (Academic) is a key leadership role responsible for developing and advancing outstanding evidence-based pedagogical practice across the school, and in particular supporting a culture of professional dialogue and development which incorporates best practice research into the school's teaching and learning guidance. The postholder will work with all teachers, and those who support the learning process, to ensure all students, and in particular those identified as having additional barriers to their learning and progress, make outstanding progress in their learning and examination outcomes. The postholder will work to promote the eight Crypt learning characteristics and support teachers and departments who are most in need of further support in developing their pedagogical practice and student outcomes.

Key responsibilities:

Leadership and Management duties

- Develop the school's teaching and learning professional development pathway each year, ensuring appropriate professional development is planned to enable the successful implementation of the agreed approach.
- Establish an annual programme for the monitoring of teaching and learning and ensure systems are in place for the sharing and dissemination of best pedagogical practice.
- Work with (identified) departments to raise standards.
- Oversee the school's approach to developments in digital technology, and AI to develop and implement a strategy which supports learning and assessment.
- Oversee and ensure the success of the school's literacy and reading strategies.
- To work with HoY 10 and 11 to plan the revision and intervention programme.
- To work with HoDs to raise standards in teaching and learning.

Job description

Assistant Head – Academic

Teaching and Learning

- Model exemplary classroom practice and support other staff in developing high-quality pedagogy management.

Teaching and Learning, and assessment

- Ensure the consistent application of the relevant school policies across all teaching staff.
- Develop strategies to support students develop independent study skills.
- Analyse and present data (to heads of department and SLT) related to the progress and achievement of students/year groups and lead interventions to enable progress, particularly of key groups of students as identified by the data.
- Help maintain and promote a calm, purposeful learning environment across the school.

Leadership and management

- Undertake performance management of academic and other staff as designated by the Deputy Headteacher (Academic).
- Support the recruitment and retention of students by promoting The Crypt School's values and inclusive culture.
- Collaborate with the Sixth Form team to ensure continuity of high standards of learning and achievement post-16.
- Lead and contribute to professional development opportunities across the school.

Other professional requirements

- Support the Headmaster in the leadership and management of The Crypt School.
- Have the vision and drive to strategically lead on whole school priorities and implement positive change.
- Articulate and role model the values and moral purpose of The Crypt School focusing on providing an exceptional education for our students.
- Represent the school's leadership team and Headmaster within and beyond the school.

Review

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances. You may also be asked to undertake any other duties as reasonably requested by the Headmaster or more senior school leaders.

Person specification

Assistant Head – Academic

Key: **A** = Application **I** = Interview **R** = References **E** = Essential **D** = Desirable

| | Criteria | Essential (E) Desirable (D) E D | | Assessed A, I, R |
|----------|---|---------------------------------------|---|---------------------|
| A | Qualifications | | | |
| A1 | Qualified Teacher Status | E | | A |
| A2 | Good honours degree | E | | A |
| A3 | Master's degree or higher qualification | | D | A |
| A4 | National Professional Qualification, such as NPQSL/ NPQLTL or equivalent | | D | A |
| B | Professional Knowledge and Experience | | | |
| B1 | Minimum of 6 years teaching, with at least 3 years in a middle leadership role | E | | A |
| B2 | Evidence of ongoing professional development relevant to the role. | E | | A |
| B3 | Evidence of excellent classroom practice, including the ability to gain top grades at GCSE and A-level | E | | A, I |
| B4 | Experience of teaching KS3 to KS5 | E | | A |
| B5 | An understanding and experience of how to challenge more able and exceptionally able students | E | | I |
| B6 | Proficient classroom management skills | E | | I |
| B7 | Good understanding of effectively and engaging teaching methods based on evidence | E | | I |
| B8 | Knowledge of school improvement strategies for raising achievement, particularly with SEN students | E | | I |
| B9 | Current knowledge and understanding of curriculum and assessment | | D | I |
| B10 | The ability to review different types of data to identify how to improve outcomes for students | | D | I |
| B11 | Knowledge of accountability processes and the new Ofsted Framework | | D | I |

Person specification

Assistant Head – Academic

| | Criteria | Essential (E) Desirable (D) E D | Assessed A, I, R |
|----------|---|---------------------------------------|---------------------|
| C | Leadership of Students and Staff | | |
| C1 | Experience of leading a department or faculty | E | A |
| C2 | Experience of successful middle leadership in secondary education and managing staff through appraisal | E | A, I, R |
| C3 | The ability to communicate a vision and inspire others | E | I |
| C4 | An ability to challenge, motivate and inspire others linked to pupil outcomes | E | I |
| C5 | Experience of holding others to account | E | A, I |
| C6 | Experience of delivering training to others | | D A |
| D | Personal Qualities, Characteristics and Attributes | | |
| D1 | Strong written and oral communication skills | E | A, I |
| D2 | The ability to have difficult conversations with pupils, parents, and colleagues, whilst remaining respectful throughout | E | A, I |
| D3 | The ability to think on your feet and work under pressure | E | A, I |
| D4 | The ability to manage time effectively and prioritise workload | E | A, I |
| D5 | The ability to build effective working relationships, showing kindness, respect and professionalism at all times | E | A, I |
| D6 | The ability to work in a team | E | A, I |
| D7 | High personal standards and expectations of themselves and others | E | A, I |
| D8 | A commitment to confidentiality at all times | E | A, I |
| D10 | Good ICT skills | E | A, I |
| D11 | A commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position | E | A, I |

How to apply

Pre application visits to school

If you would like to visit the school prior to submitting your application, please contact Sharon Bailey, HR Support on sbailey@crypt.gloucs.sch.uk to book a convenient date/time.

Pre visit dates: 22nd January 2026 (pm) or 28th January (am)

Selection, assessment and interviews

Closing date: Noon, Tuesday 3rd February 2026

Shortlisting: Thursday 5th February 2026

Assessment (am) & Interviews (pm): Wednesday 11th February 2026

Please visit <https://cryptschool.org/explore-our-school/work-with-us/>, click on see all vacancies for access to a fast apply on-line application form.

If you would like any further information on the role, please contact Sharon Bailey, HR Support on sbailey@crypt.gloucs.sch.uk or **T: 01452 530291**.

Safeguarding, recruitment, selection and disclosure procedure

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure. The Crypt School values the diversity of our workforce and welcomes applications from all sectors of the community.

Please read our **Safeguarding Policy** and **Recruitment, Selection and Disclosure Policy and Procedure** which can be found on our school website by clicking on the link below.

<https://cryptschool.org/explore-our-school/statutory-information/policies-and-forms/>

The Crypt School is an equal opportunity employer, and we value having a workforce as diverse as the city and region we serve. We therefore welcome, develop and promote people from all sections of the community, and we particularly welcome applications from groups who are currently under-represented within our workforce such as from Black, Asian and Minority Ethnic candidates and disabled candidates. The aim of our policy is to ensure that no job applicant or employee receives less favorable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.



THE CRYPT SCHOOL

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