



Assistant Headteacher January 2026





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH

Telephone: 01482 342229

Email: info@kelvinhall.net

Website: www.kelvinhall.net

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Assistant Headteacher at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

James Shaw
Headteacher





Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



Senior Leadership Team



Christopher Leng
Director of Secondary Education



James Shaw
Headteacher



Claire Grandidge
Deputy Headteacher
DSL



Lauren Piercy
Deputy Headteacher



Jayne Graham
SEND



Jo Andrews
Inclusion



Rachel Hilton
Personal
Development



Claire Keddy
Developing
Teaching



Caroline Dawes
Key Stage 3

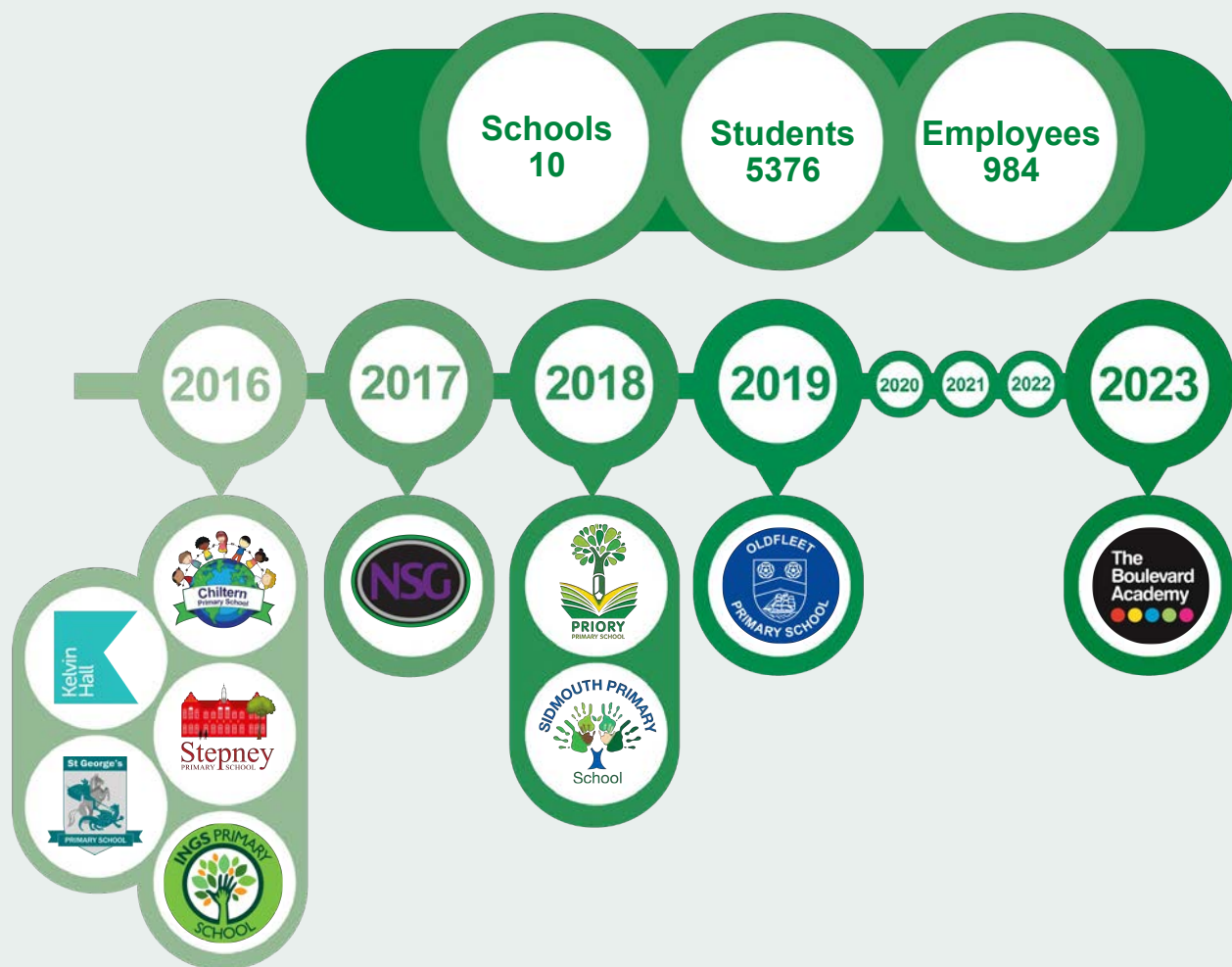


Emily Sansam
Key Stage 4



Craig Suddaby
Behaviour
and Culture

Our Journey so far...

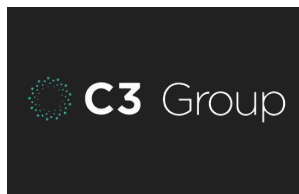


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Assistant Headteacher (Attendance)
Salary: L12-L16 (£67,898 - £75,049)
Permanent - January 2026

Thrive Co-operative Learning Trust is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

The Opportunity

The successful candidate will share our collaborative approach and ethos and must believe in a self-improving and sustainable system of school improvement. As Assistant Headteacher for attendance you will provide inspirational leadership to staff and be a role model to students. The position will have responsibility for a strategic area of the school, supported by the experience, interest and passion of the appointed candidate. This will include leading in the following key areas of the school in addition to the daily operational and strategic roles as per Job Description:

- Lead the effective implementation of attendance policies and processes in school, including clear direction and accountability for staff teams.
- Line management of the Attendance Team and their work
- Line management of the Family Engagement Officer and their work.
- Work to improve access to the school for students who find attending and engaging with the school difficult.

What You Will Bring

We are looking for an ambitious, experienced senior leader who:

- Shares our values and commitment to creating an aspirational, inclusive culture
- Can work in genuine partnership with families, staff, governors, and stakeholders
- Has the ability to inspire achievement and embed excellence in every aspect of school life
- Will ensure that all students are supported to achieve their very best

What We Offer

- An inclusive and forward-thinking school within a supportive Multi-Academy Trust
- Opportunities for professional growth through leadership development programmes
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Teachers' Pension Scheme

Next Steps

We strongly encourage interested candidates to visit us prior to applying. To arrange an informal and confidential discussion or school visit, please contact Helen Harrison, Senior Executive Assistant and Governance Professional, on 01482 342229 or email info@kelvinhall.net

Closing date: Friday 17th October 2025, 9:00am

Interviews: Week commencing 20th October 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Assistant Headteacher Attendance
Grade	L12-L16
Location	Kelvin Hall School
Reporting to	Deputy Headteacher

General Description

Assistant Headteachers are responsible for supporting the Headteacher and Deputy Headteacher in managing the daily operations of the school, supervising all students and staff, and maintaining the school premises. They support the day-to-day direction and leadership of the school. They must be a consistent and effective model of integrity, excellence, collaboration, and accountability.

Assistant Headteachers will work alongside the Headteacher and Executive Leaders, who will provide strategic leadership and hold overall accountability for all areas of the school. The Assistant Headteacher must be passionate about their area of responsibility and the possibilities that it can offer to young people, and have high expectations of students and staff alike. An Assistant Headteacher must have the ability to contribute to a team ethos that is outward-looking, adaptable, and strives for the very best outcomes for every single student.

The Assistant Headteacher for Attendance has overall responsibility for the Attendance Team and ensuring the effective implementation of attendance policy and processes in school. They will work closely and collaboratively with other leaders and have line management of the Attendance Team.

Specific Senior Leadership Roles & Responsibilities

- Lead the effective implementation of attendance policies and processes in school, including clear direction and accountability for staff teams.
- Line management of the Attendance Team and their work
- Line management of the Family Engagement Officer and their work.
- Work to improve access to the school for students who find attending and engaging with the school difficult.

Senior Leadership Responsibilities

- Work collaboratively with other leaders to develop an integrated and coherent approach to Teaching and Learning within the school.
- Provide specialist expertise to the Senior and Middle Leadership Teams.
- Perform additional directed activities and roles from time to time, as assigned by the Headteacher.

- Motivate others to create a shared learning culture and positive climate through the distribution of leadership through teams and individuals in the school.
- Establish creative, responsive, and impactful approaches to school education through the leadership of CPD.
- Be involved in the daily life and activities of students by recognising their achievements and sharing in their successes, as well as their problems and concerns.
- Lead areas of responsibility to organise accommodation efficiently and effectively to ensure that all school areas meet the needs of the curriculum and health and safety regulations.
- Develop and implement clear, evidence-based improvement plans and policies to advance the school's development.
- Inspire and motivate students, staff, and all other members of the school community, resulting in higher standards of achievement.
- Support the strategic vision and development plans of the Headteacher and Executive Leaders.
- Promote the School's and Trust's vision, values, and ethos to students, staff, governors, parents, and the wider community.
- Collaborate with the Senior Leadership Team to foster a culture and ethos that promotes both challenge and support, enabling all students to achieve success and become engaged in their learning.
- Monitor, evaluate and review the school's practice and promote improvement strategies.
- Tackle underperformance at all levels.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the school's success.
- Provide for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of students.
- Line manage allocated members of the Middle Leadership Team.
- Take responsibility for whole-school initiatives that will be agreed upon annually as part of the performance review process.

Leading Teaching and Learning

- Carry out the normal duties of a school teacher as set out in the most recent School Teacher Pay and Conditions Document.
- Provide an excellent role model of challenging, successful and enjoyable teaching.
- Assist in the monitoring of student progress, using performance data to motivate staff and students to improve.
- Implement, monitor, and evaluate the design and delivery of the curriculum, continuously striving to improve all aspects.
- Ensure a robust system is in place for monitoring and evaluating student progress towards targets.
- Ensure the effective assessment, recording, and reporting of student progress.
- Assess the needs of students and identify those most in need of help to overcome barriers to learning, implementing appropriate interventions, including one-to-one, small-group, and/or whole-class support.
- Coach, mentor, and empower students to make informed choices about their learning, behaviour, and attendance.

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- Coach, mentor, and empower students to make informed choices about their learning, behaviour, and attendance.

Developing Self and Working with Others

- Review own practice, set personal targets, and take responsibility for own development, seeking advice and support from internal and external sources where appropriate.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory.
- Manage your workload and that of others to maintain a healthy work-life balance.
- Provide the Senior Team Link role to agreed-upon areas, taking a regular and detailed interest in their progress and staff, ensuring that school policies and standards are implemented and maintained, and helping them move forward to greater success.
- Contribute to the review, communication and implementation of school policies and procedures related to the areas of responsibility.
- Ensure, in collaboration with the Senior Leadership Team, the development of effective strategies and procedures for staff induction, professional development, and performance review to ensure excellent practice across the school.
- Identify, plan, deliver, and assess the training and development needs of staff related to the areas of responsibility.
- Lead, coach, support and train staff to implement appropriate strategies and systems related to the areas of responsibility.

Managing the Organisation

- Build relationships with all relevant bodies to ensure good progress for all students.
- Support the Headteacher and Deputy Headteacher in managing the school on a day-to-day basis.
- Work with the Headteacher to recruit, retain, and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community.

- Support the Headteacher to ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and provide reports, especially in relation to external requirements such as for Ofsted, the SEF, the SDJ and the LGB.
- Lead the directed areas of responsibility to organise accommodation efficiently and effectively to ensure that all school areas meet the needs of the curriculum and health and safety regulations. ●
- Ensure, alongside the Senior Leadership Team, that evidence-based improvement plans promote continuous school development based on accurate self-evaluation.
- Complete all relevant documentation linked to the area of responsibility.
- Ensure staff utilise IT effectively in their work, including integrating new technological developments into our practices.

Securing Accountability

- Be accountable to the line manager for student achievement within the school.
- Ensure individual staff accountabilities are clearly defined, understood, and communicated.
- Reflect honestly on personal contribution to school achievements and take account of feedback from others.
- Develop a partnership ethos, which enables everyone to work collaboratively.
- Ensure every child has access to a high-quality curriculum which inspires learning in a safe and stimulating environment.
- Monitor the implementation of the school's policies and procedures related to the areas of responsibility, and complete audits to suggest improvements.
- Train and support staff in school procedures related to the areas of responsibility.

Strengthening the Community

- Maintain awareness of the distinctive school social context and any challenges it presents for school performance.
- Develop strategies which encourage parents and carers to support their child's learning.
- Build and maintain effective home-school relationships by utilising accurate and transparent assessment and reporting arrangements and ensuring good communication.
- Engage the community in celebrating the school's performance, where appropriate, using a range of communication tools.
- Develop and promote positive strategies to challenge all forms of prejudice.
- Actively promote the school as a centre of excellence for education and families in the local community.
- Visit family homes, as necessary, to address concerns regarding behaviour, attendance, or welfare for individual students.

Inclusion, Equity and Safeguarding

- Promote a school culture that acknowledges the richness and diversity within all areas of the school community.
- Ensure that every child matters in the school community and that no child is left behind.
- Ensure that, along with other agencies, the school works towards providing for the spiritual, moral, social and cultural well-being of students and their families.
- Promote and safeguard the welfare of children and young people.

- Undertake safeguarding and all relevant teacher training relevant to the areas of responsibility to support all students in the school environment, including the vulnerable and disadvantaged student cohorts.
- Work with the Designated Safeguarding Lead to promote the best interests of students, including sharing concerns as necessary, following school policy and procedure. This includes concerns about specific safeguarding issues.

This JD may be modified by the EHT, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Allocated middle leaders, department teams, and support staff
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children Student achievement
Responsibility for Budgets/Financial Resources:	Attendance Budget
Responsibility for Physical Resources:	Department/Area equipment, rooms, and resources

		E	D	How Identified
Qualifications	Qualified teacher status or equivalent	✓		AF, R
	Good honours degree		✓	
Relevant Experience	Working with young people in a statutory or non-statutory setting	✓		AF, R
	Teaching experience		✓	

		E	D	How Identified
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Effective classroom practitioner	✓		
	Competent with ICT	✓		
	Able to reflect on own practice	✓		
	Excellent communication skills	✓		
	Good organisational skills and able to meet deadlines	✓		
	Very good numeracy/literacy skills	✓		
	Knowledge of recent developments within education	✓		
	Able to apply theory to professional practice	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	Thorough understanding of the National Curriculum to KS3 and KS4 in order to support effective teaching and learning.	✓		
	Secure subject specific knowledge	✓		
	Commitment to raising standards	✓		
	Understanding and knowledge of developments in learning and teaching	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Very good communication and interpersonal skills	✓		
	Understanding of the range of needs of young people within age group.	✓		
	To have a flexible approach to work	✓		
	To be committed to the objective of raising achievement in the school	✓		
	To help raising standards of learning for pupils	✓		

		E	D	How Identified
Personal Qualities	Sense of humour and be able to work with staff from all backgrounds	✓		AF, I
	Ability to work under pressure and meet deadlines	✓		
	Energy, ambition and enthusiasm	✓		
	Projects a professional image	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing Date: Friday 17th October 2025

Interview Date: Week commencing 20th October 2025