



Nene Valley Partnership

Excellence in Education



ASSISTANT HEADTEACHER



Wollaston School wishes to appoint an Assistant Headteacher for September 2025

This is an exciting time for Wollaston School. We are a founding member of the Nene Valley Partnership and work alongside three of our partner primary schools with a mission to deliver the best possible outcomes for the children in our local communities.

The Nene Valley Partnership exists because we believe that working together is better than working alone. We challenge and support each other to achieve excellence in education.



ASSISTANT HEADTEACHER—Behaviour and Culture

Following the promotion of the previous post holder, this is an exciting opportunity to lead the school to secure exceptional standards of behaviour from every student, regardless of their background or circumstance. This will be achieved through a relentless focus on our core values of Kindness, Community and Ambition—making these a lived reality and “baked in” to everything that we do as a school.

We already have a positive community of committed staff, students and parents and we share an aspiration for even further success. This is an excellent opportunity to achieve something incredibly special, as you define and create a culture which empowers students to realise their dreams through meaningful engagement with every aspect of school life.

Wollaston School enjoys an excellent local reputation and was judged to be ‘Good’ at its most recent inspection. Our students achieve well in public examinations with record breaking years both pre and post pandemic. We are oversubscribed in applications to join our Year 7 and have a successful Sixth Form which attracts an increasing number of external candidates. We are committed to providing a genuine breadth of curriculum which inspires children of all abilities and interests.

We are naturally very proud of our achievements, but are ambitious to become even better. We are aiming to recruit a person who will help to make Wollaston a truly exceptional school. A school where every single student who walks through our doors behaves in a way which adds value to our school, because they feel belonging, happiness and fulfilment.



THE ROLE:

Behaviour and Culture

You will have the ability and autonomy to lead a community of over 1400 students and almost 200 staff in how we conceptualise, communicate and create exceptional behaviour for learning and exceptional behaviour for life. Fundamentally, this role is about leading people, and we want every member of our community to be empowered and inspired to realise the true potential of every individual.

You will be supported by two Deputy Headteachers (One with a brief for Academic Standards, the other leading Pastoral Provision and Inclusion) as well as by the Head of School and the wider SLT.

You will directly line manage a team of three non-teaching Behaviour Support Officers, and there is the opportunity to shape these roles to suit your vision. In addition, you will lead our excellent Heads of Year - senior members of teaching staff who have the autonomy to put vision into practice with their year groups.

Our mission in all aspects of our work is to aim for excellence in education—and we do this through building consistency around the very best practice, so we want you to know, or be able to source the most effective practice in terms of creating a positive culture and exceptional behaviour. This helps manage the workload of staff, and ensure that our behavioural interventions are only those which actually work! Across the NVP we encourage all staff to “Do more of what works, less of what doesn't and have a mechanism in place to know the difference.”

We are looking for someone who can lead all of this work with kindness, warmth and dynamism, but also with total clarity and a relentless consistency around the highest possible standards. You will model and insist upon our ‘friendly formal’ approach to ensuring successful relationships with colleagues, students and parents.

You will enjoy a high level of visibility, autonomy and impact and we are seeking an individual who can recognise our existing strengths - but challenge our school community to even greater achievements. You will be empowered to improve policy, process and practice in all areas of our work.

You will need to be resilient in your approach. We already have some excellent practice at Wollaston School but also some areas of inconsistency and weakness. You will be the difference in ensuring that best practice becomes standard practice across every aspect of the school.





WHAT YOU CAN EXPECT IN RETURN

As well as having the opportunity to work in an exciting and ambitious school and Multi- Academy Trust, with hardworking and kind students and staff, the Nene Valley Partnership and Wollaston School will provide a bespoke package of CPD and goals to enable you to flourish in this role and in terms of your future career aspirations.

Remuneration on Leadership Scale L11-15

Teacher Pension Scheme

Cycle to Work Scheme

Onsite Parking

Commitment to continued CPD

Onsite Spin Studio

Wellbeing Support

A proactive and engaged local governing body and a trust who will provide both challenge and support



**WOLLASTON
SCHOOL**



JOB DESCRIPTION:

Assistant Headteacher

Responsible for Behaviour and Culture

Salary

ISR on the Leadership Group Spine L11-15

Working Time

Full time as specified within the STPCD for Assistant Headteachers.

Core Purpose

The role exists to lead all aspects of behaviour and culture at Wollaston School.

- To lead (strategically and operationally) a whole school approach to securing excellent behaviour—which is based on the shared cultural values of Kindness, Community, Ambition.
- To ensure that every member of the school community understands their role and responsibility in this mission, through leadership of aspects of the pastoral curriculum, CPD for staff and the design and communication of all relevant systems, policies and processes.
- To secure excellent personal outcomes and KPIs for all students regardless of their background and circumstance.

Line of Responsibility

The Assistant Headteacher (Behaviour and Culture) is line managed by the Deputy Headteacher (Pastoral and Inclusion).

The Assistant Headteacher is also accountable to the Head of School, CEO of NVP, the trustees of NVP and the local governing board of Wollaston School.

Leadership and Management

- To be an exceptional role model in every area of your work.
- Line management of the Heads of Year and the Behaviour Support Officers.
- To build and maintain an ethos of high expectations amongst staff and students to achieve positive outcomes.
- To model and maintain a positive climate for learning in and around school at all times in line with our values of Kindness, Community and Ambition, and our “friendly formal” approach.
- To ensure that all behaviour related school policies and processes are well communicated and understood, compliant, clear and effective in practice.





- To work with other leaders to develop and harmonise the vision, aims, objectives and policies of the school.
- To design and refine school evaluation systems to quality assure the approach to behaviour and culture.
- To work with Heads of Year and Heads of Subject to ensure consistent application of all behaviour standards and policies.
- To ensure that students are recognised for their achievements and rewards and recognition are used to support the school values of kindness, community and ambition.
- To ensure that student leaders are empowered to make improvements to the work of the school.
- To lead all aspects of CPD and the Pastoral curriculum as these relate to behaviour and culture.
- To make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which threatened excellent behaviour, and identify priority areas and actions for improvement.
- To use KPIs to monitor and track performance in areas of responsibility to promote a continuous cycle of improvement.

Wider Engagement & Contributions

- To ensure that there is a shared language and culture of explicit expectations, for staff, students and parents.
- Publicise and promote the ethos, culture and expectations regarding behaviour for all those who learn and work at Wollaston School.
- Promote effective partnerships with all stakeholders, including other NVP schools and the local educational community.
- Lead student, staff and parent engagement programmes, ensuring that all stakeholders have a voice and a meaningful role in in how the school achieves excellence in behaviour.
- Produce and deliver regular reports to Governors regarding the effectiveness of your work, including reporting on the KPIs relating to behaviour and culture.
- Celebrate, congratulate and publicise the achievements and successes of our students and staff at each and every opportunity.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of employment (the Contract of Employment).

This job description is not necessarily a comprehensive definition of the post and is subject to regular review.



PERSON SPECIFICATION	Essential	Desirable
QUALIFICATIONS & EXPERIENCE		
Qualified Teacher Status recognised by the Department of Education	X	
A relevant graduate qualification to degree level or equivalent	X	
Commenced or achieved a relevant National Professional Qualification		X
Relevant further or professional qualification		X
Impact Evidence of recent relevant Continuing Professional Development (CPD)	X	
Experience across 11-18 age range	X	
Experience of a leadership role in a secondary school	X	
	X	
A proven track record of successful leadership	X	
Building strong working relationships internally and externally	X	
Proven track record of improving behaviour	X	
Leading successful school improvement work	X	
Experience of working in a successful multi academy trust		X
KNOWLEDGE & UNDERSTANDING		
National policy and guidance regarding behaviour and culture	X	
Safeguarding principles and practice	X	
Comparative data and performance indicators to establish benchmarks and targets for behaviour and culture	X	
Successful and innovative approach to change management	X	
Processes and policies relating to whole school leadership—particularly behaviour	X	
Roles and responsibilities of the Governing Body	X	
Role of Ofsted and the current framework and requirements	X	
Legal aspects of managing behaviour including suspensions and exclusion	X	
Strategic Planning, including experience of involvement in school improvement planning, implementation, monitoring and self-evaluation	X	
Experience/understanding of relevant educational research and best practice		X
PROFESSIONAL & PEOPLE MANAGEMENT SKILLS		
Ability to establish, develop and promote a positive school ethos	X	
Ability to inspire and motivate staff and students	X	
Experience of promoting the school within the community		X
Ability to lead effective teams and develop team approaches	X	
Experience of successfully organising, managing and deploying staff	X	
Ability to be pro-active and positive about challenge and change	X	
Commitment to own personal and professional development and that of all staff	X	
Excellent communication skills	X	
Ability to lead under pressure and cope with challenging situations	X	
Ability to exercise good judgement & evidence based decision making	X	

HOW TO APPLY & RECRUITMENT TIMETABLE

Visits to the school prior to making an application are warmly welcomed. Please contact Mrs Kerry Ridge, HR & Operations Manager, to arrange on recruitment@wollaston-school.net.

Applications

Your application should include a letter of application that covers; .

- How your skills and experiences equip you for this Assistant Headteacher role at Wollaston School.
- What you believe to be the current opportunities regarding behaviour and culture in secondary education, and your strategy for ensuring that Wollaston School benefits from a positive, kind and aspirational culture.

The letter should be no longer than three sides of A4. CVs should not be attached.

In order to comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained.

References

Open testimonials are not accepted for this post and it is intended that references will be taken up from your existing employer and one other professional reference of your choice. If you are not currently working with children, references will be requested from a previous employer where this was the case. You are, therefore, requested to supply contact details for this organisation and also to alert all referees to expect a request, should you be shortlisted. References from relatives or people writing solely in the capacity of friends will not be accepted.

Security Checks

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. Candidates who are foreign nationals, or a UK national who has lived abroad at any point in their adult life, MUST provide a Certificate of Good Conduct prior to taking up an appointment.

Recruitment Timetable

Closing date for the receipt of applications to Mrs Kerry Ridge HR & Operations Manager, recruitment@wollaston-school.net, is midday on **Wednesday 25th June 2025**. Shortlisting will take place over the weekend and candidates called for interview will be notified by the end of Friday 27th June 2025. There will be a briefing for all shortlisted candidates at 4.30pm on Monday 30th June 2025.

Interviews

Intended interview dates: **Wednesday 2nd July 2025**

Candidates selected for interview will be notified by telephone in the first instance, followed by an email. If you have not been contacted by the 1st July 2025 you should assume that, on this occasion, you have not been successful.

Wollaston School follows a safer recruitment process. The appointment to this post will be subject to suitable references and an Enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this