



# Chapel Street Community Primary School

*Achieving excellence and making a difference for every child*

Chapel Street, Levenshulme, Manchester. M19 3GH

[admin@chapelstreet.manchester.sch.uk](mailto:admin@chapelstreet.manchester.sch.uk)

0161 224 1269

Headteacher: Mrs Ella Hughes

## **LKS2 Assistant Headteacher (L4-L8)**

### **Full-time Maternity Contract**

Due to the upcoming maternity leave of our current Senior Assistant Headteacher, we are delighted to offer a vacancy to join our Senior Leadership Team on a maternity contract as a LKS2 Assistant Headteacher. To support with a smooth transition for the new Assistant Headteacher, our pupils, families and team we are looking for someone who can start as soon as possible and be with us until 31<sup>st</sup> August 2027. We are also open to considering secondment opportunities, where you are already employed within a school that is open to this too.

As a school we are proud of our excellent offer for leaders and our strong commitment to their personal and professional development. The quality of this support has enabled previous Assistant Headteachers to successfully achieve their career aspirations of promotion into roles such as Deputy Headteacher, Headteacher, specialist consultants and Trust leads. This vacancy is therefore the ideal opportunity for someone looking to use it as a stepping stone to gain experience and growth for leadership progression.

Our leadership development offer can be tailored to your specific strengths and areas for growth but for all Assistant Headteachers includes:

- Opportunity to make a real difference to the provision and outcomes for 180 pupils in your phase – through leading and managing a team of 5+ teachers and wider support staff;
- Building a portfolio of evidence of your impact through implementation of whole school improvement projects across a three-form primary school;
- Gaining experience of leadership challenges, at an operational and strategic level, for a diverse and complex community context;
- Learning through genuine ownership of areas of responsibility with empowerment and autonomy to think for yourself, make decisions and take risks within the 'safety' of established systems and processes and the support of a welcoming leadership team;
- Bespoke support, coaching, mentoring and development from our:
  - Headteacher – who is also an ILM Accredited Coach, People Management Expert for The Key, Associate Leadership Coach for One Education and experienced in school-to-school support for Headteachers and leadership teams;
  - Deputy Headteacher – who is also a National College SEND Expert, SLE for Inclusion, SEND and Behaviour and experienced in school-to-school support for SEND and Inclusion;
- Dedicated leadership time – at least one day a week – in addition to PPA;
- Weekly 1-1 with the Deputy Headteacher;
- External professional supervision;
- Leadership coaching;
- Internal and external CPD – including through National Professional Qualifications, accredited courses, local networks / clusters, links with high-quality external professionals and bespoke opportunities to shadow and learn from specialists in a range of fields across teaching and learning and wider school leadership (such as governance, finance, HR and health and safety);
- Working collaboratively with a talented and experienced senior leadership team (that includes Headteacher, Deputy Headteacher, School Business Manager and Assistant Headteachers for Inclusion, EYFS, KS1, LKS2 and UKS2) and middle leadership team (that includes Compliance & Project Manager, HR Manager, TA & Library Manager, Safeguarding & Welfare Manager, Site Manager, SEND Inclusion Lead Teacher and PE & Sport Premium Lead).

## **The Post**

Our new Assistant Headteacher will be joining a strong, committed and hard-working Senior Leadership Team. Whilst each member of SLT has specific responsibilities and lead areas we are flexible and able to transfer our leadership and management skills to different contexts and tasks. We work collaboratively to ensure distribution of leadership responsibilities is fair and best meets the needs of our children, staff and community. We are committed to positive work-life balance and wellbeing for all staff – including SLT.

The job description outlines in more detail the requirements for our Assistant Headteachers. We are looking for a passionate and driven leader to join our senior leadership team. The specific areas of responsibility for our new Assistant Headteacher will be agreed with them upon appointment. However, we know that we will be asking you to strategically lead and be accountable for:

- Lower Key Stage Two (Years 3 & 4);
- Area(s) of whole school priority for improvement – most likely to be Teaching & Learning and / or writing.

As an Assistant Headteacher at Chapel Street Community Primary school you will also be a class teacher. Our class teachers work as a team of three teachers in one year group and collaboratively as a wider team across a phase. You will have collaborative PPA with your year group team for half a day per week and will also have an additional one day per week of non-contact time for leadership release.

## **Transition Support**

To support with a smooth transition for both the successful candidate and the school we are looking to provide:

- Transition days during the spring 2<sup>nd</sup> half term with the current Assistant Headteacher;
- Not having responsibility for teaching a class during the summer term 2026;
- Fulfilling the LKS2 Assistant Headteacher post for the full 2026 – 2027 academic year.

## **The successful candidate**

Applications are invited from experienced teachers who are successful leaders (at either a senior or middle leadership level) for this exciting role in our school. You must have a proven and demonstrable track record of raising pupil achievement and previous experience at a senior leadership level or substantial experience at a middle leadership level. You might be an experienced Assistant Headteacher within a smaller primary school or an experienced phase lead within a large primary school – either way, you are looking for the next step in your career, a new challenge and opportunity to widen the positive impact you have through excellent leadership.

As with all our senior leadership posts we are primarily looking for the right person for our school and community. In addition, you will:

- Be an excellent classroom practitioner with high quality, inclusive teaching and learning;
- Have strong leadership and management experience;
- Demonstrate transferable skills so you can be flexible and adapt to changing need.

Whilst it is essential that you are a strong and responsive teacher, only candidates who can also demonstrate excellent leadership and management will be considered for this post. Your role will require effective skills in leading and developing others across a large, diverse and vibrant school. A very clear educational philosophy and vision and the ability to articulate this is essential – as is a commitment to our relational approach and nurturing positive, quality relationships with all.

Excellent team-working and organisational skills are also essential, as is the ability to work independently and a strong commitment to wanting the very best for each child. You will need a strong understanding of the unique strengths and challenges facing **our** community and pupils – and we will look for this within your application. We want our Assistant Headteachers to be passionate about working in **our** school with **our** unique children and staff.

Candidates will be expected to demonstrate an excellent understanding of the teaching and learning process and how to engage, inspire, nurture and provide challenge for all pupils and staff.

Our other on-line documents are an application form, letter from the Headteacher about our school and job description with person specification. You can also find further information on our website, which includes our most recent Ofsted Report, from 2024: <https://www.chapelstreetprimary.co.uk/ofsted>

### **Visits to school**

Potential candidates are warmly invited to visit our school for a tour, to see for yourself why Chapel Street is such a special place to work and learn.

- Monday 9<sup>th</sup> February at 4:00pm
- Tuesday 10<sup>th</sup> February at 1:00pm
- Wednesday 11<sup>th</sup> February at 4:00pm
- Thursday 12<sup>th</sup> February at 10:30am and 3:30pm
- Friday 13<sup>th</sup> February at 9:30am

If you would like to book a place to visit please contact our office team on 0161 224 1269 or via email at [admin@chapelstreet.manchester.sch.uk](mailto:admin@chapelstreet.manchester.sch.uk) .

### **About Your Application**

- Please read all the documentation before applying.
- Please ensure that we have full details of referees, including postal and email addresses, full professional titles, roles, and phone numbers.
- Application cover letters or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font.
- Application Closing Date: 9:00am on Monday 23<sup>rd</sup> February 2026
- Short-listing and invites to interview sent: Monday 23<sup>rd</sup> February 2026
- Interview process: Wednesday 25<sup>th</sup> February 2026
- There will be a number of different elements to the interview process which will be in person, at school.
- Candidates who are successful in the first stage of the process (during the morning) will be invited to interview as the second stage of the process (in the afternoon).
- Start date for job: As soon as possible

If you are excited by this post and by the opportunity to work as part of the Senior Leadership Team in a really special school, then we look forward to receiving your completed application.