

Assistant Headteacher Candidate Pack

St Mary's Church of England Primary School



Learn. Grow. Achieve. Flourish.



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St Mary's C.E. Primary School

Assistant Headteacher Candidate Pack

Contract: Full time, Permanent

Start Date: September 2025

Are you passionate about leading educational excellence and making a difference in a vibrant school community?

St Mary's Church of England Primary School is looking for an inspiring Assistant Headteacher to join our dynamic leadership team.

We are seeking a dedicated and experienced leader to join our team, someone who is committed to upholding and actively promoting our Christian ethos. While experience within a Church of England school is not essential, we are looking for a candidate who shares our passion for providing an inclusive, values-driven education where every child is nurtured and encouraged to achieve their fullest potential.

What skills and experience we're looking for:

- Proven leadership and management skills, able to demonstrate how initiatives have had a positive impact in their current primary school.
- Dedication to achieving the very best outcomes for pupils.
- To be a leader of learning, demonstrating and encouraging outstanding practice.
- Ability to work together as a team to empower staff to achieve and pupils to flourish in a caring and supportive manner.
- Willingness to embrace the school's values and be fully involved in the life of the school and the community.
- Resilience and flexibility, demonstrating good judgement and empathy in decision making.

In return, we can offer you:

- A supportive and dedicated Headteacher, staff team and Board of Governors.
- An inclusive school which thrives on equality and diversity.
- A positive, friendly and resource-rich learning environment.
- A highly motivated and talented staff team who are passionate about providing the best outcomes for all our pupils.
- Well behaved, polite, hardworking and enthusiastic pupils.
- Commitment to excellent professional development and career opportunities.
- Commitment to staff wellbeing.

Visits are welcome and recommended as you will be able to gain an overview of the school and the school community.

To arrange a visit or for any other information or questions, please contact our HR **Mrs. L. A. Brown**.

- Email: HR@stmarys.slough.sch.uk
- Telephone: 01753 534791.
- An application form is available on the school website: [Home - St Mary's Church of England Primary School](#) About Us, Vacancies.

Please return your completed application form to Mrs L A Brown at HR email address.

CVs will not be considered.

- **Closing date: Appointment of Suitable Candidate**
- **Interview date: Appointment of Suitable Candidate**

St Mary's CE Primary School is committed to promoting equality. We are also committed to safeguarding and promoting the welfare and safety of all our pupils. We expect all staff and volunteers to share this commitment. The successful candidate will be subject to a successful and enhanced DBS (CRB) clearance, and reference check.

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Job Description

- Job Title: Assistant Headteacher
- Salary: Leadership Pay Scale L6-L11
- Working Pattern: Full time
- Contract Type: Permanent
- Reporting to: Headteacher
- Responsible for: Teaching and Learning in specified phase.
- Location: St Mary's C.E. Primary School, Yew Tree Road, Slough, SL1 2AR
- Hours of work: Monday to Friday.

Visa Sponsorship

- Visas cannot be sponsored.

Main Purpose of the Post

The Assistant Headteacher will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership.
- The day-to-day management of the school.
- Deputising for the Headteacher in their absence.
- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards meeting the school's aims and objectives.

The Assistant Headteacher will ordinarily have a timetabled teaching commitment of 40% complying with the Teachers' Standards and modelling best practice for others. This post is non-class based.

They may also be required to undertake any of the duties delegated by the Headteacher.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.
- By personal behaviour, set high professional standards in line with the Nolan Principles and the school's vision and values.
- Keep up to date with research-based developments in education.

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and positive outcomes.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain evidence-informed high-quality teaching across subjects and phases.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high attainment and achievement.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

Additional and special educational needs and disabilities (SEND)

Under the direction of the Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure effective use of budgets and resources.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure school improvement strategies are effectively implemented.
- Ensure that all new staff are successfully inducted as part of the Induction Process.
- Attend meetings (whole school/year/phase/TA/parent-teacher-pupil) as appropriate or required.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Organise and communicate class cover arrangements within the phase as required.

Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance.
- Manage staff well, with due attention to workload.
- Ensure clear delegation of tasks and devolution of responsibilities.
- Be receptive to suggestions from staff and to be aware of areas of sensitivity and difficulty.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with research-based developments in education.
- Seek training and continuing professional development to meet their own needs.

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate.
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

Assessment & Feedback

Under the direction of the Headteacher the Assistant Headteacher will:

- Embed the whole-school assessment strategy, ensuring it's rigorous, well-evidenced and is easy to communicate to pupils and parents/carers.
- Track and analyse pupil performance data for their phase, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL).
- Lead and be responsible for termly Pupil Progress Meetings for the year groups in their phase.
- Plan and implement evidence-informed interventions for those pupils who aren't progressing.
- Provide training and support for teachers and support staff on administering the intervention, assessment and feedback system effectively.

Pastoral

Under the direction of the Headteacher the Assistant Headteacher will:

- Establish and implement whole-school systems for pupil wellbeing.
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT).
- Provide staff with training and support so they can play a part in enhancing pupils' personal development.
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies.
- Monitor pupil attendance and ensure it is continuously improving.
- Analyse phase data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies.
- Be responsible for whole school safeguarding policies and practices by being a named Designated Safeguarding Lead (DSL).

Note: This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the senior leadership team and the post holder.

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Person Specification

Key Criteria	Qualities
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Evidence of professional development relevant to this role. • NPQSL
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school. • Successful experience in leading KS1/ lower key stage 2 phases. • Teaching experience-minimum 6/7 years. • Proven experience in leading whole school improvement in teaching and learning. • Experience in leading school improvement in English. • Involvement in school self-evaluation and development planning. • Demonstrable experience of successful line management and staff development.
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve. • Outstanding classroom practice with a positive and resilient approach. • Strong communication and interpersonal skills. • Strong organisational skills. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships with all stakeholders (pupils/staff/parents/external agencies). • Good knowledge of legislation and guidance on curriculum requirements. • Knowledge of safeguarding requirements and strategies. • Understanding of school finances.
Personal Qualities	<ul style="list-style-type: none"> • Commitment to upholding and promoting the ethos and values of the school. • Commitment to equality and inclusion. • Commitment to getting the best outcomes for all pupils and belief in bringing out the best in all. • Commitment to always maintaining confidentiality. • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Evidence of the personal qualities required to set an example to others and to lead a team effectively. • Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process. • Ability to work under pressure and prioritise effectively.