

Assistant Headteacher



Permanent post to start September 2025

Full-time (1.0 FTE)

Leadership Scale 10-14 (£62,202 - £68,586)

Deansway Campus (Primary)

Closing Date: Sunday 30th March 2025

Interviews: Tuesday 8th April 2025

Thank you for viewing this post.

This is an amazing (and rare!) opportunity to join our “outstanding” senior leadership team at Evergreen School! We are advertising for an Assistant Headteacher position to be based at our Deansway Campus. We are looking for someone who, first and foremost, shares our vision, ethos and values, and who is ambitious, forward thinking and creative.

Evergreen School is a special school with two purpose-built campuses either side of Warwick. Our Deansway Campus accommodates approx. 115-120 pupils (this can change slightly year on year) and our Brittain Lane Campus approx. 160-170 pupils. Although our campuses aren't strictly split by age, our Deansway Campus provides for predominantly primary-aged children and our Brittain Lane Campus provides for secondary-aged children and young people.

This is an exciting time to join the team as we continue to refine our provision offer to meet the needs of our wonderful children. We know the nature of the needs of our pupils is changing and most of our primary aged children present with complex communication and regulation difficulties often associated with their Autism diagnosis.

We are lucky to have state of the art facilities including brand-new playgrounds, a swimming pool, sensory regulation spaces, specialised forest school and outdoor learning spaces. We believe that our children lie at the heart of their learning journey and the provision we deliver should be personalised based on their developmental needs as well as preparing them for adulthood and life beyond.

As Assistant Headteacher you will work closely with the Head of School (Deansway Campus) and other members of the senior and middle leadership teams, supporting with the operational day-to-day leadership of the campus in addition to other specific senior leadership responsibilities of which will be dependent on the overarching and campus specific development priorities each year.

If you are a dynamic educational leader, passionate about children and young people with special educational needs, ready to make a lasting impact we invite you to apply. If you would like to arrange a visit prior to or to support your application, please get in touch.

We will offer the successful candidate:

- A school community that truly values well-being and life-work balance
- Opportunities for coaching and professional development
- Teachers Pension Scheme
- Access to free healthcare support and occupational health
- Access to staff discounts and Cycle to Work scheme
- Family friendly policies and flexible working arrangements

You will be required to produce relevant certificates, demonstrating your qualifications, on the day of interview if you are shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure (with child and adult's barred list check) and prohibition from teaching check. References and online checks will be completed at shortlisting stage. One reference must be from your current/most recent employer and from the Headteacher (if from a school).

If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please **complete the online application form**. Please ensure that you refer to the criteria in the person specification when you complete your application.

<https://www.evergreenschool.co.uk/about-us/vacancies/>

**please note, CV's are not accepted, see attached Recruitment Pack for further information*

If you wish to visit the school or have any queries about the vacancy, please email:
recruitment7028@welearn365.com.

About our School

We think that Evergreen School is a wonderful and exciting place to be, and we know that we have the most incredible children and families (and staff!). If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Executive Head Teacher)

Class groups all have a teacher, senior teaching assistant and additional support staff. We also have a dedicated admin team, school nurses, estates team and pastoral team that work across the campuses. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals support the work of the teaching team.

Our pupils benefit from a broad range of educational resources and learning spaces. At our Deansway Campus, we have a swimming pool, brand new outdoor play areas, a soft playroom, cookery room and a sensory room. We also have a fantastic forest school site, and eco project which is a shared provision with the Woodloes Primary School next door. Our secondary campus also has a hydrotherapy pool, gym, music bus, two fantastic forest school spaces, sensory garden and Community Book Café open to the public.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly. We are very well served by computer-driven technology, with large plasma screens and iPads in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to parental involvement and strive to maintain strong links with families and carers. A home-school communication system is in place via ClassDojo as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We have a very active and supportive 'Friends' of the school group (PTA).

We live and breathe our vision of:

"Putting our children, young people and families at the heart of everything we do."

Our pupil vision is:

"Celebrate the beauty of diversity"

Job Description

Job Title:	Assistant Head Teacher
Salary Grade:	L10 – L14
Organisation / School:	Evergreen School
Responsible to:	Executive Headteacher, Head of School

Key Role and Purpose

The Assistant Head Teacher will work closely with the Executive Head Teacher, Head of School and other members of the senior leadership, middle leadership and teaching teams to lead on the operational day-to-day leadership of the school in addition to other specific senior leadership responsibilities, promote the vision and values of Evergreen School.

Specific Duties and Responsibilities

Strategic Direction and Development:

- Contribute to strategic decision making as part of the school's senior leadership team
- Support the development of the School Self Evaluation (SEF) and School Development Plan (SDP)
- Lead, plan, manage and monitor key areas that deliver whole school improvement
- Work in partnership with the Executive Head Teacher, Head of School and other senior leaders to plan, implement, monitor and review the quality of education across the school
- Provide dynamic, consistent and motivational leadership to staff, pupils, families and the wider community acting as a role model to ensure the highest standards are always delivered

Leadership and Management:

- As part of the Deansway senior leadership team, work with the Head of School and middle leaders to deliver effective communication within the school, to support with the smooth day to day operational running of the school
- Ensure effective communication within the school, to ensure the smooth day to day operational running of the school
- Lead, manage and support teachers, teaching assistants and non-teaching staff
- Support the Executive Head Teacher, Head of School and other senior leaders with appraisals implementing the appraisal policy
- Promote positive standards of conduct from staff and support staff wellbeing and attendance, in line with school policies
- Liaise with families and key professionals, such as health colleagues, as part of a multi-disciplinary team working to support pupil outcomes
- Review the quality of education in school, conduct monitoring activities in collaboration with the Senior and Middle Leadership Teams
- Represent, where appropriate, Evergreen School as an ambassador at local, regional and national SEND events and/or cluster working groups
- Take overall responsibility of the school site in the absence of the Executive Headteacher and Head of School when necessary

Quality of Education:

- Where appropriate, model high quality teaching, demonstrating the ability to enhance pupil progress by meeting and exceeding Teachers' Standards support teachers to deliver outstanding provision
- Ensure high quality teaching and learning is taking place across the school through monitoring and evaluation activities, coaching and mentoring
- Support the Head of School to Lead on, monitor and review the effectiveness of the school curriculum and assessment systems
- Develop purposeful and focused learning environments both inside and out
- Monitor and Chair relevant multi-Professional reviews where relevant

Effective Deployment of Staff and Resources:

- Support the Executive Head Teacher and Head of School in the recruitment, development and deployment of staff. Make effective use of staff skills, abilities and training
- Contribute to the school's continued professional development (CPD) program
- Ensure that staff are effectively deployed to meet the needs of pupils, on a daily basis
- Support the Head of School and wider Leadership Team to organise pupil groupings, provisions and timetables to ensure that effective teaching and learning takes place
- Work with the senior leadership and business team and Governors to establish priorities for expenditure. Monitor the effectiveness of spending and the use of resources, ensure value for money

Keeping pupil's safe:

- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school child protection, regulation support (behaviour) and pupil well-being policies.
- Fulfil the role of a Designated Safeguarding Lead (DSL)
- Ensure that all safeguarding procedures are followed including maintenance of safeguarding records, sharing information where necessary, ensuring attendance at key meetings and relevant training
- Contribute to the safety and well-being of our pupils, staff and families and to work collaboratively with other agencies to protect children and share information where appropriate.
- Promote excellent standards of pupil safety and positive behaviour through application of Team Teach principles.
- Ensure that pupils with health and medical needs have their needs safely met within school, in line with school, local and national policy

Other duties:

- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
- Participate in the design and delivery of training sessions for other schools or organisations
- Be responsible for your own health, safety and well-being and undertake health and safety duties as relevant to your role.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. You may be required to attend meetings outside of school working hours to support school governance and other school functions.

Person Specification

Essential	Desirable	A / I / R
Qualifications		
Honours degree and qualified teacher status	School Middle or Senior leadership qualification	A
Evidence of relevant professional development	Additional specialist qualification in SEN(D)	A
Experience		
Experience in a Special school	Experience in more than one Key Stage within a Special school	A
Proven record of successful Middle/Senior Leadership and change		A / I / R
Successful experience of monitoring, evaluating and supporting the improvement of quality of teaching and learning in a special school		A / I / R
Experience with a range of assessment measures for progress of pupils with SEN	Experience of measuring personal development progress of pupils with SEN	A / I
Experience of positive partnership working with external stakeholders to achieve a strategic objective.		A / I / R
Experience in contributing to school self-evaluation and the ability to lead key stage improvement initiatives.	The ability to lead whole school improvement initiatives.	A / I / R
Knowledge		
Knowledge and understanding of a wide range of Special Educational Needs.		I
Knowledge and understanding of effective teaching and learning for pupils with SEN.		I / R
Knowledge and understanding of Safeguarding procedures.	Designated Safeguarding Lead training	A / I
A clear understanding of Performance Management for staff.	Experience as an Appraiser	A / I
Skills		
Ability to work effectively with other services to support pupil outcomes.		A / I
Apply a culture of growth mindset by working collaboratively with the leadership team to create an outstanding provision where all stakeholders thrive.		I
Energy and enthusiasm to inspire the whole school community.		I
The ability to develop ideas and drive them through to action.		A / I / R
Personal qualities that promote effective leadership including resilience, organisational skills, problem solving and positivity.		I

Notes:

This job description may be amended at any time in consultation with the postholder.