

Dear Potential Applicant

Thank you for your interest in the exceptional opportunity to be the Assistant Headteacher of School for Overstone Park Primary School.

Our school will be a new non-selective, state-funded free school based on the highly successful model established by the Trust's Ofsted-rated 'Outstanding' all-through (4-19) Wootton Park School. It will offer a rigorous, broad and balanced, knowledge-rich curriculum that has a clear purpose and is focused around excitement and love for learning, and a longer school day with a wide range of extracurricular enrichment activities.

Scheduled to open with 30 Reception learners in September 2025 at a state-of-the-art sustainable new build located just off the A43 bypass, the school will grow by adding a Reception intake each year in line with housing growth and increased demand until reaching full capacity as a two-form entry with 420 learners aged 4-11 years.

This is an exciting time for the Trust as we realise our ambition to build on our existing all-through free school, Wootton Park School, to create an organisation of outstanding schools in Northampton and the surrounding areas, delivering strong academic achievement, developing strong values and promoting citizenship, community and service.

We are seeking applications from outstanding classroom practitioners and innovative leaders, with a proven track record in successful schools to help lead our new primary school. We aim to appoint from 1st September 2025 and will involve the Assistant Headteacher in future decisions made relating to the school's operations. The successful applicant will have a wonderful opportunity help shape and lead in a brand-new building in a lovely location in Northamptonshire.

To view further information about our new school, please visit us here www.overstoneparkprimaryschool.org.uk. If you wish to discuss the role, please do feel free to contact me at info@overstoneparkprimaryschool.org.uk.

I do hope you will feel encouraged to apply to lead the school and turn our vision into reality.

Kind regards



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Registered office: Wootton Park School, Wootton Hall Park, Northampton NN4 0HZ.

Job Description: Assistant Headteacher (EYFS/KS1 Lead)

Grade: Leadership Scale – L3-7, Full Time

Employed by: Northampton Free School Trust

Line Manager: Headteacher

Aims of the Post

The Assistant Headteacher will work with the Headteacher, PCCAB, Trust and the wider community to provide professional leadership, vision and direction for the school. The Assistant Headteacher will establish a culture that promotes excellence, equality and high expectations for all.

The Assistant Headteacher will share responsibility for school standards, policies, decision-making and strategic planning. In addition, they will take on active leadership for key areas of the School's work including curriculum innovation, teaching & learning and the day-to-day oversight of Early years and KS1.

1. Leadership

- To prepare and publish agreed policies and reports;
- To help lead and manage to ensure effective day-to-day management, control and operation of curriculum provision, including effective deployment of staff and resources;
- To lead others in and actively monitor and follow up learner progress;
- To ensure that the Safeguarding and Health & Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

2. Learning and Teaching

- To assist in leading the development, organisation and implementation of the school's curriculum with direct oversight of the EYFS and KS1 curriculum;
- To lead on curriculum innovation;
- To line manage identified middle leaders to ensure there is:
 - ✓ An effective CPD programme to improve the overall quality of teaching
 - ✓ Support for new teachers and they undertake an effective induction process
- To ensure that support is provided for individual teachers, where this is needed, to ensure their lessons consistently meet teacher standards;
- To demonstrate and articulate consistently high expectations of pedagogy and classroom practice to provide challenge and improvement;
- To support in the delivery of whole school training and lead whole school teaching and learning initiatives;
- To liaise with external partners and stakeholders.

3. Staff Development

- To be responsible for the line management and performance management of specific subject leaders as directed by the Headteacher;
- To participate in the recruitment and development of teaching and non-teaching staff of the school;
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures;
- To provide professional advice and support and identify training needs as appropriate.

4. Strategic Direction and Continuous Improvement:

- To work with the Headteacher to develop and sustain a challenging and clearly articulated vision for the school, which sets high standards for all learners and which is understood, shared and acted upon effectively by learners, staff and the PCCAB;
- To seek to ensure that the vision underpins the strategic direction of the school and forward planning at all levels;

- To work within the school community to translate the vision into agreed priorities, action plans and demanding goals and targets aimed at maximising every learner's personal progress and achievement, whilst promoting ongoing school improvement;
- With the Headteacher, ensure that plans resulting from the strategic direction agreed for the school are rigorously appraised and result in courses of action that are competently implemented and thoroughly embedded;
- To ensure that planning takes account of the values and experience of the school and its wider community, whilst taking full advantage of local and national circumstances, both known and anticipated, in order to nurture the continuing development of an exciting learning environment appropriate to 21st century learners.

5. Safeguarding Learners

- To ensure that all learners are protected from potential harm.
- To inform the named member of staff of any issues of child protection.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the business.

Person Specification

Requirements	Essential (E) Desirable (D)	Application (A) Selection Process (S) Interview (I)
Education		
A good honours degree	E	A
PGCE or equivalent	E	A
QTS/QTLS	E	A
Evidence of further leadership training	D	A
Experience of		
Delivery of outstanding teaching, resulting in excellent learner achievement	E	A/S/I
Developing and implementing Schemes of Learning	E	A/S
Curriculum development / innovative delivery models	D	A/S
Working using collaborative partnerships	E	A/I
National curriculum	E	A/S
Evidence of middle leader experience	E	A/I
Experience of leading/managing a team	E	A/S
Behaviours		
Natural communicator; relationship building skills with a range of stakeholders	E	I
Ability to use data and evidence to draw conclusions / reinforce success	E	S/I
Proactive and innovative; willing to take risks	E	S
Commitment to safeguarding and child protection	E	S/I
Knowledge and Understanding		
Significant understanding of Teaching and Learning pedagogy	E	A/I
Experience of classroom observations and feedback	D	A/I
In depth understanding of tracking and monitoring learner progress	E	A/I
Leadership and Skills		
Ability to plan strategically and effectively	E	A/S
Ability to self-organise and multitask	E	A/I
Ability to self-evaluate	E	A/I
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A/S/I
Attributes		
Committed to the aims of Wootton Park School	E	A
Committed to own continuing professional development	E	A
Proactive / strong problem solver with the ability to make things happen	E	S
Possession of an enthusiastic and 'can-do' disposition	E	S/I
Role model for teaching and learning across the school	E	A/I