



HIGHFIELDS SCHOOL

**Assistant Headteacher
Head of Upper School**

Required for September 2026



Welcome

Dear Applicant

Thank you for your interest in the vacancy for Assistant Headteacher - Head of Upper School.

Highfields is a founder member of the growing Lykos Multi Academy Trust, an active learning community committed to providing high quality and inclusive education for all.

Highfields has a long-standing reputation for providing a wide range of high-quality teaching and learning experiences for students. We are a heavily over-subscribed, non-selective secondary school in Wolverhampton and pride ourselves on ensuring that each student achieves their full potential.

We are dedicated to ensuring that Highfields offers students and staff exceptional support, ensuring all needs are understood and met in a safe, secure and caring environment.

To do this, the school has a collegiate approach to its management structure with Heads of Learning School for Maths, Science, Innovations, Communications, Humanities, and PE and Performing Arts. There are Heads of School for Years 7 and 8 (Lower School), Years 9 and 10 (Middle School), Year 11 (Upper School) and Sixth Form. Heads of School are supported by our SENDCOs, Safeguarding Team, Raising Achievement Managers, Year Managers and Assistant Year Managers.

We have a hugely popular and successful Sixth Form. It is a vibrant and engaging place to learn, offering a broad, engaging curriculum and high levels of support and challenge, in a warm and welcoming school community. We believe in helping students to become well-rounded individuals who possess the necessary knowledge, skills and qualities to be successful on whatever pathway they choose to follow.

Whilst academic achievements are an important part of life at Highfields, students can also enjoy a wide range of extra-curricular opportunities. These include, but are not limited to, trips and visits, after school clubs, and an Outdoor Education programme including the Duke of Edinburgh's Award.

Highfields provides a strong culture of collaboration and support with high expectations for all. Our staff are highly motivated and work with colleagues within and beyond the school to ensure continuous professional development and to develop best practice to share with staff and students.

We look forward to working with you on this journey.



Simon Cope – Headteacher

Our Students

We are, quite rightly, proud of the achievements of all our students and staff who work hard to meet our high expectations and aspirations. We provide our students with a rich and fulfilling education and encourage them to participate in a wide variety of academic and social experiences. By doing so, they will become successful learners who can confidently take their place in society as caring, responsible, independent individuals with a strong sense of community.



We work with parents/carers, staff and students to ensure that each child feels safe and happy at school where they can achieve their best and enjoy their time with us.

Highfields core principles are to provide our students with:

- High quality Teaching, Learning and Assessment
- A broad, balanced and engaging curriculum
- Outstanding support, care and guidance
- A wide range of extra-curricular activities and leadership programmes to enrich their learning experiences
- Excellent links and opportunities to work with their local community and businesses
- A supportive working partnership with home



Assistant Headteacher – Head of Upper School

Required for: September 2026

Salary: Leadership Scale L12 - 16

We wish to appoint an innovative and highly motivated individual to join our Senior Leadership and Management Team. The Head of Upper School will be responsible for the leadership and management of all aspects of Year 11; including curriculum, academic performance, student progress, pastoral care, and the wider-curriculum programme. They will also contribute to the strategic leadership of the whole school.

This is an exciting opportunity for an existing middle or senior leader with a proven track record to combine pastoral care with academic success. The successful candidate will be an inspirational leader of young people, have a commitment to improving standards for all students, and have a clear and exciting vision for Year 11.

As a Leadership Team we offer:

- Experienced and supportive staff
- A creative and collaborative working environment
- A positive and enthusiastic approach
- An inclusive team that supports a wide range of students across the school
- Opportunities for personal and professional development



How to Apply

Please download a copy of the school's Teaching Staff Application Form from our website (<https://hswv.co.uk/teaching-staff-vacancies>) and return by email to recruitment@hswv.co.uk.

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mrs C Cherrington:

Headteacher's PA – ccherrington@hswv.co.uk

Closing date: Thursday 7th May 2026 at 9am

Interviews: Thursday 14th and Friday 15th May 2026

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust

website: <https://www.lykos.org.uk/our-trust>

Job Description

Post Title:	Head of School (Upper School)
Purpose:	<ul style="list-style-type: none">• To lead an effective Upper School where every student achieves and thrives.• Form a coherent strategy to ensure students are supported to make exceptional progress.• To establish a clear vision based on our ethos of high expectations through high quality teaching, curriculum design and positive learning behaviours.• To initiate and manage change and improvement to develop the school and its staff.
Reporting to:	Deputy Headteacher – Inclusion and Standards
Responsible for:	Year Teams, Form Tutors
Liaising with:	Head/Deputies, Heads of School, Heads of Learning School, governors, trustees, School Business Manager, relevant non-teaching support staff, external organisations and parents/carers.
Working Time:	Full time
Salary/Grade:	Assistant Headteacher - Leadership Spine 12-16
Disclosure level:	Enhanced

Strategic Management

- Establish and maintain high standards of attendance, behaviour and discipline throughout Upper School.
- Promote high levels of student participation.
- Ensure excellent curriculum provision for all Upper School students.
- Ensure that all Upper School student progress and outcomes are systematically monitored, reviewed and evaluated.
- Ensure that colleagues are effectively involved in supporting the achievement of Upper School students.
- Ensure that all Upper School students attain and make progress to the best of their ability.
- Develop and lead a wide range of intervention strategies across Upper School.
- Develop and lead mentoring programmes across Upper School.
- Develop outstanding Information, Advice and Guidance for all students in Upper School to ensure appropriate progression post-16.
- Ensure the professional development of Raising Achievement Managers, Year Managers and Form Tutors.

Operational Management

- Lead and manage the monitoring of academic attainment and progress in Upper School.
- Lead and manage the behaviour management systems for Upper School.
- Lead and manage the attendance and punctuality for Upper School.

- Lead and manage the Year Teams - systems, routines, caseloads, incidents, communications, and events.
- Lead and manage the overall interventions strategy for Upper School, liaising with Heads of Learning Schools.
- Lead and manage the form time and assembly programme for Upper School.
- Lead and manage the enrichment programme for Upper School, including off-site reward visits, the Condover Hall study residential and prom.
- Lead and manage Information, Advice and Guidance for Upper School, including the Staying in Learning Day.
- Lead and manage the programme to support students' progression post-16.

Teaching and Learning

- To liaise with the Deputy Headteacher – Curriculum, Teaching and Learning, Head of Learning School and Heads of Department to ensure appropriate curriculum provision across Upper School.
- To liaise with Heads of Learning School and Heads of Department in providing additional curriculum support.
- To liaise with the SENCO to ensure appropriate provision and support for SEND students in Upper School.
- To liaise with the Pupil Premium Lead to ensure appropriate provision and support for disadvantaged students in Upper School.

Achievement and Standards

- To liaise with the Deputy Headteacher – Achievement to ensure appropriate assessment, review and interventions across Upper School.
- Ensure clear knowledge and understanding across Upper School of targets and their role in raising achievement and standards.
- Establish clear procedures for monitoring Upper School progress and outcomes against targets.
- Establish clear accountabilities and responsibilities for the monitoring process.
- Establish and maintain a comprehensive and effective intervention programme to ensure targets are achieved.
- Ensure that a comprehensive and effective Extended Learning programme is in place and routinely evaluated and updated.
- Ensure that an effective academic and staff mentoring programme is in place in Upper School.
- To liaise with the Deputy Headteacher – Inclusion and Standards to ensure high standards in attendance, engagement and behaviour.
- Ensure excellent attendance and punctuality amongst students in Upper School
- Ensure high standards of student presentation and uniform across Upper School.
- Ensure high standards of behaviour and provide appropriate challenge, support and guidance to students in Upper School.

Staffing

- To be responsible for the day-to-day management of the Upper School Team, wider Inclusion Team and Form Tutors.
- Set targets for relevant staff as part of the school reflection cycle.
- To ensure that staff development needs are identified and that appropriate programmes are designed to meet these needs.
- To participate in the recruitment and selection of staff.
- To motivate staff and promote a collegiate ethos to ensure effective working relations.

Quality Assurance

- To ensure the effective quality assurance of the use and efficacy of intervention across subjects and Upper School.
- To ensure the effective use of quality assurance of the tutor programme, monitoring and support within the tutor team at Upper School.
- To identify and track the setting of targets within subjects and tutor times looking to ensure students achieve.
- To establish common standards of working practice within Year and Tutor Teams.
- To implement school quality procedures and to ensure adherence to those in the above teams.
- To contribute to programmes for lesson observations and drop-ins.
- To seek/implement modification and improvement where required.

Management Information

- To ensure that relevant management information on Upper School is available and accessible.
- To ensure that Learning Schools are maintaining accurate and up-to-date information on Upper School students.
- To liaise with the Deputy Headteacher - Achievement in the analysis and evaluation of Upper School progress and performance data to inform Interventions.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Ensure the effective transfer of student data and management information for transition purposes.
- To be familiar with evaluation reports on student performance, including the use of IDSR, FFT Aspire, SISRA, Bromcom, Insight and other value-added data.
- To provide the Deputy Headteacher - Achievement with analysis and evaluation relating to Upper School performance and development.
- To provide the Governing Body with relevant analysis and evaluation relating to Upper School performance and development.

Communications

- To ensure that all members of the Year and Tutor Teams are familiar with their aims and objectives.
- To ensure effective communication/consultation as appropriate with colleagues, students and their parents/carers.
- To communicate accurate analysis of achievement and standards for Upper School within the Senior Leadership and Management Team.
- To communicate up-to-date progress in attainment, achievement, attendance and behaviour when required to Governors and within the Trust.
- To liaise with partner schools, Industry, Awarding Bodies and other relevant external bodies.
- To represent the school's views and interests in relevant areas.

Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for social media, the school website and press releases.
- To lead the development of relevant effective links with partner schools and the community, attending liaison events with partner schools where appropriate and the effective promotion of the Upper School at Open Mornings and other events.
- To actively promote the development of effective links with external agencies.

Pastoral System

- Be a role model for Inclusion and promote strategies for Inclusion across Upper School.
- Create and maintain a climate and ethos within which Inclusion can flourish and grow.
- Contribute to the Highfields approach to restorative culture and developing strong working relationships with students.
- Monitor and review Upper School student participation in school activities.
- Ensure the Behaviour Management system is implemented across Upper School so that effective learning can take place.
- Monitor and review tutorial provision on information, advice and guidance.
- Monitor and review tutorial provision in intervention strategies.
- Provide appropriate briefings on students causing concern.
- Ensure appropriate induction and exit procedures.
- Liaise with appropriate external agencies.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties

- To undertake personal development as agreed.
- To engage in the reflective appraisal process at Highfields
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

AREA	FACTORS	ESSENTIAL	DESIRABLE
Qualifications	Qualified Teacher Status	✓	
	Degree or equivalent	✓	
	Higher Degree or equivalent		✓
	Management Qualification		✓
Experience, Knowledge and Skills	Whole School Responsibilities		✓
	Middle Management Experience	✓	
	Proven track record of raising student achievement	✓	
	Knowledge and understanding of student tracking and monitoring	✓	
	Knowledge and understanding of intervention strategies	✓	
	Knowledge and Understanding of Inclusion and Inclusive Practice	✓	
	Knowledge and understanding of Care, Guidance and Support	✓	
	Knowledge and understanding of Careers Education, Information, Advice & Guidance	✓	
	Knowledge and understanding of Safeguarding	✓	
	Experience of meeting the needs of all students	✓	
	Staff Development/ Leading INSET	✓	
	Links with External Agencies	✓	
	Knowledge and understanding of the Barriers to Learning and Progress	✓	
	Knowledge and skills in ICT	✓	
	Knowledge and skills in handling student data	✓	
	Personal Attributes	Confidence and ability to lead and motivate others	✓
Clarity of written and oral communication		✓	
Educational Vision		✓	
Capacity for hard work		✓	
The ability to be flexible, focussed and friendly in leading others		✓	
Resilience		✓	
Innovative thinking		✓	

AREA	FACTORS	ESSENTIAL	DESIRABLE
	To be a team builder/player	✓	
	Sense of humour	✓	

