



ASSISTANT HEADTEACHER
L8-L12
To start 1st September 2026

APPLICATION
PACK



Welcome to Hednesford Valley High School

Dear Applicant,

Thank you for your interest in the position of Assistant Headteacher at Hednesford Valley High School. I am delighted that you are considering applying for a position at our school.

Hednesford Valley High School is a proud member of Staffordshire local authority. Set in the backdrop of Cannock Chase, an area of outstanding national beauty, we are a maintained secondary generic special needs school supporting 194 students from years 7-14 with a wide range of additional needs.

We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. We are based over two sites. Students in years 7-11 are educated at our main site on Stanley Road and our Sixth Form is based at our Sixth Form Centre at Cannock Chase High School, approximately one mile from our main site.

Further information is available on our website <https://www.hvh.staffs.sch.uk/about-us/vacancies>

Hednesford Valley High School is passionate about diversity and inclusivity and welcomes applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification.

If you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Visits to the school are warmly welcomed. If you would like to arrange a visit or to discuss the role in more detail, please do not hesitate to contact the school office by telephoning 01543 423714.

Yours sincerely

Stephen Stokes

Stephen Stokes Headteacher
Hednesford Valley High School



HEDNESFORD VALLEY HIGH SCHOOL

Job Description Assistant Headteacher (Scale L8 to L12)

Post: Assistant Headteacher

Responsible to: Deputy Headteacher (Quality of Education)

Responsible for: Teaching and Learning and Personal Development

Main purpose

The assistant headteacher will support the headteacher and deputy headteacher/s in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic Leadership
- Providing effective leadership that will enable the school to develop further
- Strategic leadership of teaching and learning
- Strategic lead for personal development and vocational subjects
- Be a positive role model in and out of the classroom

The assistant headteacher will also have a timetabled teaching commitment of 60% complying with the Teachers' Standards and modelling best practice for others.

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

Specific duties and responsibilities

Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Motivate and works with others to create a shared culture and positive climate
- Work with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement
- Contribute effectively to the development and monitoring of the school development plan
- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Work with the governing board as appropriate (this includes attending Governance Committee Meetings as required)
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Leading teaching and learning

- Be a positive role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrate and articulate high expectation and set stretching targets for the whole school
- Establish and sustain high-quality teaching across subjects and phases, using evidence-based research and effective quality assurance processes

- › Analyse and interpret school data to inform effective classroom practice across the school

Developing the future

- › Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance.
- › Manage staff well, with due attention to workload
- › Act as an effective Mentor for Early Career Teachers
- › Ensure staff have access to appropriate, high-quality professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet their own needs

Personal Development Programme

- › Oversight and management of the personal development curriculum, including content relating to PSHCE, RSE, SMSC and safeguarding)
- › Ensure the curriculum is available and understood by identified staff.
- › Quality assures the delivery of the personal development curriculum, in-line with school processes.
- › Leadership of all aspects relating to Ofsted's criteria of Personal Development, identified by role.

Leadership of vocational/non-core subjects

- › Oversight and management of vocational subjects, including examination courses and awards
- › Ensure the curriculum is available and understood by identified staff.
- › Quality assures the delivery of the personal development curriculum, in-line with school processes.
- › Leadership of all aspects relating to Ofsted's criteria of Personal Development, identified by role.

Strengthening the community

- › Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- › Builds the reputation of the school with the outside community
- › Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Assistant Headteacher Person Specification

Key:

App – Application Form

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential / Desirable	How identified
<i>Leadership and management</i>		
Ability to build effective relationships with staff, parents/carers, governors and other agencies	E	App/SP
Ability to line manage staff	E	
Ability to use HR policies and procedures	E	
Ability to make and implement difficult decisions	E	App/SP
<i>Shaping the future</i>		
Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
<i>Leading Teaching and learning</i>		
Being an Excellent teacher – by national standards	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
<i>Developing the future</i>		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
<i>Personal development programme</i>		
Knowledge of Ofsted framework for personal development	E	App/SP
Knowledge and statutory requirements in PSHCE and associated subjects	E	App/SP
<i>Leadership of vocational/non-core subjects</i>		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	E	App/SP
<i>Strengthening the community</i>		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Promotes the school	D	App/SP
<i>Safeguarding</i>		
Is aware and able to manage effective safeguarding policies and procedures	E	App/SP

Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
NPQSL	D	App/SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred		SP
Resilient		SP
Integrity		SP
Self-motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines		SP
Enthusiastic and optimistic		SP
Excellent problem solving/analytical skills		SP
Self-awareness, knowledge of strengths and limitations		SP

WHAT CAN WE OFFER YOU:

Hednesford Valley High School recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- **Teachers Pension Scheme**
- **Flexible Working:** Opportunity to tailor your career to your lifestyle and family circumstance
- **Staff Development:** Support for career growth and learning opportunities.
- **Professional Qualifications:** Financial and professional support for National Professional Qualifications, linked to current and future appointments
- **Strategic Days:** Ability for Senior and Extended Leaders to work away from school
to complete identified and agreed work
- **Cycle to Work Scheme:** Discount on bicycles with identified stores

Access to comprehensive and flexible Employee Assistant Programmes which include:

- Cycle to Work Schemes
- Online gym classes
- Health and wellbeing support and advice e.g., Men's Health, Wellbeing Action Plans, Better Sleep, Relaxation and Meditation, Understanding Menopause.
- Financial advice services
- Think Well, fast track counselling service.
- Physiotherapy
- Eye-sight testing
- Retail discounts in supermarkets, high street shops, restaurants and days out.
- Free car parking
- Free staff tea and coffee
- Flexible working opportunities are available.

1. Completing an application.

- To apply for the position download the job application form from the school website www.hvh.staffs.sch.uk/about-us/vacancies and email to I.bent@hvh.staffs.sch.uk. Please note CVs are NOT acceptable.

2. Read the Job Description and Personnel Specification.

- Shortlisting is based on the criteria outlined on the Personnel Specification.
- The Specification lists qualifications, skills and qualities that are essential to undertake the job.
- It is important that you make it clear in your application how you possess these qualities.

3. Personal Details.

- Please fill in all your relevant details, using your full legal name.
- If any field is not applicable, please enter N/A.

4. Employment History

- Please provide all relevant experience you have.
- Please don't refer us to another job description even if you currently work for the council.
- We will not make assumptions about you or your abilities even if you already work for the council.
- Any employment with temporary agencies you must show the agency as the employer as well as the business where the work was carried out.
- Please also include any breaks in employment history together with the reason for the break.

5. Education/Training/Membership

- List all qualifications, including those gained overseas, stating the date and grades/levels achieved.
- Please note you will be required to produce original certificates for all qualifications listed on your application if you are shortlisted for interview.
- If essential qualifications or equivalents are specified on the Personnel Specification we will check to see if yours meet the criteria and are relevant.
- Please only list your memberships or training if they are relevant to the job.

6. Supporting Statement

- Your supporting statement of suitability of no more than two sides of A4, should demonstrate how you meet the requirements set out in the personnel specification.
- Please ensure specific examples are included.

7. References and Declaration

- For shortlisted candidates, references will be sought ahead of the interview process.
- Please include your current or most recent employer as one of the references.
- If you currently work in a school, please give details of your current Headteacher.
- Email addresses must be professional emails and not personal emails.
- Please check with your referees that they are happy for us to contact them.
- For graduates or people leaving full-time education please give a contact from your last educational establishment.
- Shortlisted candidates will be subject to online social media checks.
- You should carefully consider any questions seeking declaration and answer the question honestly.
- Hednesford Valley High School is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the school expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

8. Diversity & Equality Information and Data Protection

- We aim to promote equality of opportunity for all regardless of circumstances. Staffordshire County Council is an inclusive and diverse employer, where our people feel they have the opportunity to succeed and progress.
- By completing the Equality & Diversity Monitoring form you will help us to monitor our recruitment and selection procedures and eliminate potential areas of discrimination.
- Staffordshire CC is a Disability Confident Employer, who has a positive approach to employing disabled people and guarantee an interview for applicants who disclose they would like to be considered under this scheme and meet the essential criteria.

8. Diversity & Equality Information and Data Protection (cont/d...)

- If you require any reasonable adjustments during the recruitment process, be sure to include these on your application form.
- Before submitting your application, your consent will be required to hold and process your personal data.

9. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed.
- The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.
- One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.
- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

10. Visits to Hednesford Valley High

- Prior to making an application visits to our school are warmly welcomed. To arrange a visit or to speak to a member of the Senior Leadership about this role please contact Reception on 01543 423714.

Adverts will close as soon as sufficient applications have been received therefore you are advised to submit an application as soon as possible. For help, please contact Louise Bent – School Business Manager via e-mail l.bent@hvh.staffs.sch.uk

KEY DATES & INFORMATION

Vacancy Closing Date: 15:00 pm on Monday 27th April 2026 -The advert may close before this date should we receive sufficient suitable applications.

Interviews: W/C 5th May 2026

Start Date: 1st September 2026

We will only contact selected candidates. If you do not hear from us your application has been unsuccessful, and no further correspondence will be issued. Candidates who are shortlisted will be informed by telephone/email.

Selected candidates must be available to attend interview on the dates shown above. Further details of the interview process and arrangements will be provided to those shortlisted.

Hednesford Valley High School,
Stanley Road,
Cannock
Staffordshire
WS12 4JS
Tel: 01543 423714
Email: I.bent@hvh.staffs.sch.uk