



LAWNSWOOD
SCHOOL

LAWNSWOOD SCHOOL

Recruitment Pack

Assistant Headteacher

Embed confidence; fuel ambition.

www.lawnswoodschool.co.uk



CONTENTS

WELCOME	3
AIMS AND VALUES	4
EXCELLENCE IN TEACHING AND LEARNING	5
OUR FACILITIES	6
JOB ADVERT	7
JOB DESCRIPTION	8
PERSON SPECIFICATION	10

WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

“I love that there are lots of opportunities available at Lawnswood School.”

Year 7 Student

JOB ADVERT

Assistant Headteacher

Job Type	Full-time, permanent	Required from	September 2026
Payscale	L14 – L18	Closing date	Monday 18 May, 9am

We are looking for someone with talent, ambition, and experience to join our Senior Leadership Team to lead on elements of the school improvement plan. Whilst we are looking for the right leader to join our team, experience of leading on behaviour, rewards and attendance would be desirable.

The successful candidate will have experience at senior or middle leadership with a strong track record of delivering continuous school improvement. They will also be a confident leader of staff, able to inspire students of all ages, and have a commitment to partnerships and collaboration. We need someone with enthusiasm; a ‘can do’ mentality; and an ability to inspire others and translate a vision into reality.

Lawnswood School will offer you a professional challenge and a rewarding opportunity, working with a collaborative leadership team that’s passionate about the progress and development of every student. The specific responsibilities of the post will be agreed with the successful candidate and will be linked to our school improvement priorities.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

For further information about the role and to download an application form (teacher version), please visit [Lawnswood School - Vacancies](#) and send your completed application with a covering letter (no more than two A4 sides) addressed to Mrs J. Bell, to hr@elawnswood.co.uk.

Interviews are scheduled for the week commencing 18 May 2026.

JOB DESCRIPTION

Assistant Headteacher

Working time

Full-time, 32.5 hours per week

MAIN (CORE) DUTIES

All members of the Leadership Team will have the following general duties:

- Carry out the general and specific professional duties as set out in the current *School Teachers' Pay and Conditions* documents.
- To actively support and contribute to the ethos of the school.
- Play an active role in the School's Senior Leadership Team, ensuring the school's sense of purpose and pride is maintained, evaluated and developed.
- Share the vision, ensuring senior and middle leadership recognise and understand their participation in the learning process and provide appropriate training and support.
- Lead the development and implementation of relevant aims, objectives and policies for the school.
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility.
- Provide clear direction and establish a systematic monitoring and evaluation programme to evaluate initiatives.
- Line manage key middle leaders and areas of school within agreed school systems.
- Scrutinise and monitor the performance and effectiveness of key middle leaders and meet regularly to discuss / review / evaluate progress. Keep records of formal meetings.
- Undertake the appraisal of identified staff.
- Assist the Headteacher in identifying areas of underperformance and in the implementation of any support programmes or formal procedures to ensure a collective responsibility in implementing school improvement and to provide accurate, detailed records to support this process.
- Take a lead role in maintaining discipline around school, ensuring the implementation of the school's Behaviour and Relationships Policy, supporting staff when appropriate.
- Take a lead in implementing the school's policies and procedures on Safeguarding and Child Protection.
- Contribute to the writing and implementation of the School Improvement Plan.
- Contribute to the writing and implementation of the school's Self Evaluation Form, ensuring areas of responsibility have accurate data and information.
- Identify and celebrate areas of success for individual members of staff and areas of school.
- Develop and maintain effective methods of communication with the Headteacher, SLT colleagues, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
- Assist in the school's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.
- Prepare and deliver school assemblies at all key stages.
- To participate in the review cycles as required.

- To carry out regular lesson observations, learning walks, drop in sessions and book scrutinies as part of the school's quality assurance framework.
- To promote high standards of conduct and enforce school rules.
- To contribute to the day-to-day running of the school e.g. lunch queue, break duty and bus duty.
- To liaise with parents over matters of concern regarding their children.
- To advise on the appointment of new staff and assist with selection as required.
- To present to governors' meetings as required.
- Chair staff meetings / working parties as required.
- Keep a high profile around school, taking command of areas at change of lessons and being visible and active during non-structured time.
- Support staff in achieving a healthy work-life balance.
- Be a high profile presence at school events.
- Deputise when required for the Headteacher and Deputy Headteachers.

Other Specific Duties

Specific responsibilities will be discussed and agreed throughout the recruitment process to establish the best fit of individual strengths across the Leadership Team members.

Our school is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online.

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.

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 by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2026

PERSON SPECIFICATION

Assistant Headteacher

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • QTS and good Honours degree • Middle leadership experience • Further formal Professional Development • Outstanding classroom practice that inspires students and adds value to their progress • Proven track record of having significant impact in current post 	<ul style="list-style-type: none"> • Further professional qualification • Experience of teaching and leading in more than one school 	Application form, letter & references
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of different approaches to school improvement • Good knowledge of standards and the ability to use this to improve outcomes for all students • Knowledge of safeguarding and child protection • Ability to accurately judge the quality of teaching, learning and progress overtime • Skills in coaching & improving the performance of staff • Experience in developing and leading strategies to improve key areas of the school (teaching and learning, pastoral care, attendance, outcomes) • Ability to work as a member of a team and independently • High level of ICT skills and knowledge of applications of ICT to teaching, learning and management • Knowledge of and experience of following and developing Health and Safety procedures 		Letter, references & selection process

Personal qualities and skills

- Enthusiastic, sensitive, flexible, hardworking and the ability to remain calm
- Ability to translate vision into reality
- High level skills of effective communication (both verbal and written) with all stakeholders, time management and prioritisation
- Ability to keep confidences
- Excellent interpersonal skills and organisational skills
- Ability to support and challenge
- Ability to inspire, motivate and influence others
- Excellent attendance record
- Willingness to participate in the extracurricular life of the school

Letter, references & selection process

HOW TO APPLY

To apply for this vacancy, please download the Teaching Application Form from our website - [Lawnswood School - Vacancies](#).

Please complete this as fully as possible, and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk



LAWNSWOOD
— SCHOOL —

📍 **Lawnswood School**
Ring Road, West Park
Leeds
LS16 5AG

☎ **0113 284 4020**

✉ **@lawnswoodschool**

✉ **hr@elawnswood.co.uk**

🖱 **www.lawnswoodschool.co.uk**