

**Assistant Headteacher L3 – L7 (£52,301 to £57,831)**

**Full Time required from September 2025**

The Leaders and Governors of Manor Lodge Community Primary School are seeking a passionate, dedicated and enthusiastic Assistant Headteacher to join our wonderful school. This position has become available due to the successful promotion of our current Assistant Headteacher.

Manor Lodge Community Primary School is a richly diverse, inner-city school with happy and enthusiastic children; a dedicated staff team; supportive parents/carers and a strong, dedicated governing body. The school has a cultural ethos of belonging and inclusion which supports our children and family’s way beyond the classroom walls. We are a true ‘Community School’ and the heartbeat of our local area. Please visit our website for further information [www.manorlodge.school](http://www.manorlodge.school)

We are seeking a dedicated and visionary Assistant Headteacher to enhance our Senior Leadership Team. The ideal candidate will have a passion for educating students and fostering an environment that promotes academic excellence, professional growth and improvement within our staff team and a passion for strong community engagement.

As an Assistant Headteacher, you will be responsible for Curriculum Overview; Teaching and Learning standards through Key Stage 1 and 2. You will also work alongside the Headteacher to help lead the school’s assessment processes; Pupil Premium strategy and Community Engagement projects. There will be some classroom responsibility with this role, where the successful candidate will have a teaching responsibility for 2/2.5 days per week with exact timings to be confirmed following recruitment.

The school is part of the Sheffield South East Trust (SSET) which was formed in 2016 and unites seven local primary schools. The schools within our Trust work closely together for the benefit of the children and communities they serve. There are many opportunities for support, training and networking between the schools to support the successful candidate’s ongoing professional development and ambition in the teaching profession. This is an excellent opportunity for a candidate to take the next step on their leadership journey, joining a school and Trust with a strong track record of enabling colleagues to progress and develop their own professional credentials in a supportive environment. For Assistant Headteachers, this would include termly meetings with other Assistant and Deputy Headteachers within our locality working on projects such as Budget / HR protocols.

Visits to the school are warmly encouraged and time slots can be booked using the following email address: [recruitment@manorlodge.sheffield.sch.uk](mailto:recruitment@manorlodge.sheffield.sch.uk)

The times and dates available to visit the school are:  
9am and 4.30pm on Thursday 8th May 2025

9am and 4pm Friday 9th May

4.30pm on Monday 12th May

4.30pm on Tuesday 13th May 2025

Candidates will be shown round by the Headteacher and members of the Senior Leadership Team.

**Assistant Headteacher Responsibilities**

* Provide leadership in the development and refinement of our Curriculum.
* Foster a positive school culture that encourages student engagement and promotes high academic standards.
* Support colleagues with ongoing CPD and monitor Teaching Development strategies
* Collaborate with teachers, staff, and parents to create an inclusive environment conducive to learning and progress.
* Work alongside the Senior Leadership Team to plan, deliver and assess effective CPD
* Model excellent teaching and learning and have high expectations for all pupils
* Support in the management of school budgets and resources, for example, supporting subject leaders to invest in excellent resources and manage staffing rotas
* Alongside the Headteacher, monitor student progress through assessments and evaluations, making necessary adjustments to instructional strategies.
* Engage with the community to promote partnerships that enhance educational opportunities for students.
* Address student behavioural issues in a fair and consistent manner while promoting positive behaviour throughout the school.
* Work alongside the Headteacher to ensure strategies to support disadvantaged pupils to progress with urgency

**Teaching Responsibilities of successful candidate:**

* Develop and implement engaging lesson plans that align with the curriculum and cater to diverse learning styles and needs.
* Educate students in subjects spanning the national curriculum - ensuring comprehension and retention of crucial knowledge.
* Create a safe and inclusive classroom environment that encourages student participation and collaboration.
* Monitor and assess student progress, providing feedback to students and parents as necessary within your class.
* Employ effective behaviour management techniques to maintain a conducive learning atmosphere.
* Communicate regularly with parents, colleagues, and school administration regarding student performance and classroom activities.

**Qualifications and Skills Required**

* A recognised qualification in education or a related field is essential, such as Qualified Teacher Status from a University in the UK.
* Previous experience in an educational leadership role is highly desirable, for example, Core Subject Leadership; phase leadership or a serving Assistant Headteacher.
* Strong understanding of curriculum development and instructional strategies that enhance student learning.
* Experience and understanding of Curriculum Delivery of both Key Stage 1 and 2 is desirable
* Excellent communication skills, both verbal and written, with the ability to engage effectively with diverse stakeholders.
* Proven ability to lead teams, manage conflicts, and inspire others towards achieving common goals.
* Commitment to continuous professional development and staying current with educational trends and best practices.
* A passion for educating young minds and fostering a love for learning within the school community.

We offer a supportive, positive working environment; a forward-thinking, committed staff and leadership team; enthusiastic children and parents; wellbeing of colleagues at the heart of our approach.

As an organisation, we are committed to the safeguarding of all children in our care. The successful candidate will be required to complete a DBS Disclosure in line with Section 115 of the Police Act 1997.

If you wish to apply for this post, please request a SSET Trust application pack by emailing [recruitment@manorlodge.sheffield.sch.uk](mailto:recruitment@manorlodge.sheffield.sch.uk) or download a pack from our website.

You are welcome to contact the school directly on 0114 2725054 if you require any further information.

**Closing Date: 9am on Thursday 15th May 2025**

**Interview Day: Thursday 22nd May 2025**