

Merstham Park School

Taynton Drive, Merstham, Redhill, Surrey RH1 3PU



Assistant Headteacher

GLF Leadership Range - L12-16 (Fringe)

Start Date: 1 September 2025

Interview Date: TBA

Closing Date: 16 May 2025

Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible

About Merstham Park School

At **Merstham Park**, our **ethos** is simple - **igniting** a **passion** for learning. We are **proud** to be a **values driven** school which encourages its students to **embrace** these **values** in all that they do. This approach provides all students with the **opportunity to exceed their** potential. We have a team of **passionate** staff who are **committed** to providing all of our students with the very best educational **experience**. We **recognise** the importance of academic **success** whilst **embracing** our wider role in **preparing** our students for their adult life beyond the formal examined curriculum.

Learning is central in our ability to succeed and prepare students effectively for tomorrow's world. We encourage our students to strive to achieve beyond their potential, allowing their academic achievements to open doors for them, while gaining a secure understanding of the skills required to be responsible citizens in our modern world.

We offer a broad and balanced curriculum that is tailored to meet the needs of our students. As a school we encourage each student's particular abilities to ensure that no child slips through the net. We provide our students with outstanding resources and support in every aspect of school life from small class sizes, to well planned responsive lessons, to staffing and subject specific expertise. In September 2022 we opened our brand new state of the art building that encompasses facilities that benefit both our students and the community as a whole. Our new build is tailored to enable our students to develop unique skill sets in a truly first class educational setting through the creation of inviting, interactive and inspirational learning environments.

Our school is committed to the safeguarding of children, so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy to always request references prior to an interview.

Thank you for your interest in working at Merstham Park School and I look forward to welcoming your application.

Cullum Mitchell
Head of School



A Values Driven School

Our vision here at Merstham Park is simple:

*We are proud to be a **values driven** school that works closely with our **community**. We broaden students' **aspirations** by providing a **culturally rich** learning environment where all students are **valued, safe and successful**.*



At Merstham Park School we pride ourselves on being a values driven school. This means we not only have a list of values on our website but we encourage our students and indeed staff to embody them in all that they do. The five values that we model at Merstham Park are:

Our School Values



INCLUSION

- We strive to meet each child's needs through a personalised, bespoke curriculum
- We respect each other for our unique characteristics and embrace equality for all
- We actively strive to support those members of our community who need our support

COLLABORATION

- We promote leadership skills in our students through involving them in all aspects of school life
- We promote teamwork and recognising the power of working together
- We encourage our students to be independently minded whilst respectful of others within the community

RESILIENCE

- We inspire a 'can do' attitude in our students to support them to overcome challenges
- We prepare and equip our students for their future, encouraging them to grow, learn and flourish
- We promote courage and resilience in all members of our community

RESPECT

- We promote an understanding of others views and show consideration towards them
- We value our learning opportunities and approach them positively
- We demonstrate respect to all members of our community

SUCCESS

- We encourage all our students to achieve their aspirational goals
- We have high expectations of our learning community
- We promote the celebration of shared successes

Igniting a passion for learning



CURRICULUM INTENT

Our whole school curriculum intent is linked to our school values and sets out the core principles of our curriculum.

Our intent is that the MPS curriculum:

provides a broad and balanced curriculum that is truly comprehensive, accessible to all students and promotes opportunities to develop cultural capital and student kindness.	INCLUSION
grows confident lifelong learners through the skills identified in our MPS learner profile; enquiring, reasoning, questioning and creating .	COLLABORATION
provides experiences for all students to overcome challenges , realise future aspirations , and support their personal development, including how to stay safe and healthy.	RESILIENCE
has clear links to the wider community to help students see their role in society developing them as well rounded responsible citizens in our modern world.	RESPECT
provides opportunities for all students to develop a high level of literacy, numeracy and oracy, igniting a passion for learning in all.	SUCCESS

Staff Welfare

The welfare of our staff is of the utmost importance. The list below details some examples of how we support the wellbeing of all of our colleagues.

Culture and Values

- A core focus on Learning and Teaching: it is the most important thing we do
- A culture of distributed leadership
- Trust: a leadership team that trusts you and is not 'Ofsted focused'
- Transparency: autonomy is given to teachers - no random 'check-ups'
- A school that values everyone and firmly believes that a culture of positive relationships should be the bedrock of an organisation; we want you to love teaching and our students to love learning
- A history and culture of staff development within a caring multi academy trust, including opportunities to collaborate and progress within GLF - taking on a wider role across the Trust
- Expectation of 7am-7pm communication etiquette with no replies expected outside of these hours

Learning and Teaching

- No written reports; we want you planning great lessons not doing paperwork
- No formal lesson plan formats or rules about submitting them
- Well planned meetings which focus solely on key school topics
- Designated PPA time: your time is precious and we want to protect it
- Low Stakes observations that focus on development and enhancing teaching practice
- Chromebooks supplied for every teacher with full access to Google Drive and Apps
- Fully research based Learning and Teaching strategy - not just the latest 'gimmicks'
- A sensible marking policy in which the entire book does not need to be marked
- Number of data drops carefully considered and calendared appropriately to support staff

Training and Development

- Comprehensive CPD: we invest in your professional learning
- Senior and Middle Leader programmes to develop teachers into future school leaders
- Regular career development opportunities, both pastorally and academically, in a growing forward thinking school
- An appraisal system focused on professional learning and developing high quality teaching; all within an embedded culture of collaboration and sharing best practice
- A comprehensive development programme for trainee teachers and NQTs
- Frequent external CPD and training through our MAT programmes
- Career development meetings with the Head regularly offered
- A culture of coaching - staff collaborate, support and develop one another

Staff Benefits

- A designated Staff Association to ensure staff feel valued and supported, also allowing opportunities to give critical feedback
- Access to an external counselling and support service for mental health and well being
- Staff offers and discounts through the 'Wider Wallet' scheme
- Vehicle collection and drop off offered by a local garage if you choose to MOT your car with them
- One fully paid emergency family day per year if needed
- Staff social events and a variety of whole staff celebration evenings throughout the year
- MA offered with contribution to funding

Teacher Tapp Staff Survey



- Do your school leaders listen and respond to staff concerns?
 - 87% all or most of the time (MPS)
 - 49% all or most of the time (similar schools)
- I feel I am supported by my senior leadership team:
 - 94% agree (MPS)
 - 82% agree (similar schools)
- I have confidence in the decisions made by the leadership team at my school:
 - 97% agree (MPS)
 - 76% agree (similar schools)
- My school treats all employees fairly:
 - 94% agree (MPS)
 - 71% all or most of the time (similar schools)



State of the Art New Build



Merstham Park School is a new 6FE (900 pupil) Secondary Free School (aged 11-16) and is part of the GLF family of schools. In September 2018, the school opened in temporary accommodation on the site with one year group and then moved to its state of the art new build facilities in September 2022.

The school's motto is 'igniting a passion for learning' and the school aims to encourage every single student to succeed. This is achieved through the delivery of a broad and balanced curriculum with clearly considered curriculum intents. The curriculum supports the needs of the community and provides opportunities for the development of both locally and globally focused enterprises.

For further information on our facilities, please explore our website:

[Welcome to Merstham Park School](#)

Job Profile

Job Title	Assistant Headteacher	Job Reference	
Location	Merstham Park School	Travel required	Occasionally
Core purpose			
<ul style="list-style-type: none"> The Assistant Headteacher will work as a member of the Senior Leadership Team to provide professional, strategic leadership and management to the school. To be responsible for ensuring and supporting the educational success of the school, leading on aspects of the development plan. To achieve success for all members of the school community within a culture of continuous innovation and rigorous review, the Assistant Headteacher will help to shape the school's future through their vision, leadership and direction and promote excellence, equality and high expectations of all children in academic, personal and extra-curricular achievements. To offer the best and most effective teaching and learning strategies and practices, utilising educational research to ensure that students get the very best offer. It is the duty of the Assistant Headteacher to deploy resources effectively to assist in achieving the schools aims and to support and develop its distinctive ethos of 'igniting a passion for learning'. To drive improvement and create trust, enthusiasm and a genuine sense of what it means to be inclusive, collaborative, resilient, respectful and successful in a truly mixed secondary community school. 			
Key Accountabilities			
Strategic leadership			
<ul style="list-style-type: none"> Collaboratively working with the SLT to develop the shared vision and strategic plan for Merstham Park School, which inspires and motivates children, staff and all other members of the school community. Developing a nurturing environment where every child is supported and challenged to meet their full potential. Promoting the school's vision and values within all aspects of the school, primarily those of inclusion, collaboration, resilience, respect and success. Leading and developing colleagues' performance so as to maximise the progress of all children/students. Creating, maintaining and enhancing effective working relationships amongst all members of the school community. Setting targets, monitoring performance and reviewing the progress of staff according to the school development plan and strategic aims. Leading curriculum initiatives that support the development of enriching and innovative experiences. Providing CPD through modelling best practice, coaching and INSET. 			
Senior Leadership Responsibilities			
<ul style="list-style-type: none"> To work alongside the SLT to identify areas for school improvement through its self-evaluation and quality assurance processes. 			

- To work as part of the SLT to develop strategies and actions to address the areas identified for improvement.
- Ensure that teaching and learning is at the centre of the school's decision making.
- Teach excellent lessons within the framework of the school's expected practices.
- Ensure a consistent and continuous focus on students' achievement.
- Promote a culture of challenge and support for all children to enable them to achieve success and become engaged in their own learning.
- Implement and support strategies that secure high levels of behaviour and attendance.
- Ensure safeguarding practices are adhered to throughout their areas of line management.
- Ensure you are a visible presence around the school site and in classrooms.

Securing accountability

- To account for and support the efficiency and effectiveness of the school to the rest of the SLT, school standards board and GLF.
- Build and develop a school ethos which enables everyone to work collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
- Provide support to the SLT, teaching and support staff as directed by the Headteacher.
- Implement and monitor positive behaviour management strategies to support all students' social and emotional development.
- Lead on specific areas of the school development plan as agreed with the Headteacher.
- Contribute to the self-evaluation of the school.
- Line manage middle leaders/ non-teaching colleagues as appropriate.

Strengthening community

- Work effectively with other educational institutions locally, including those in the Trust, and further afield, building effective partnerships.
- Drive a focus on developing our extra-curricular offer.
- Build and maintain effective and productive relationships with parents, carers, partners and the community that enhance the education of the students and the wider community and our reputation as a new and exciting school.

Operational responsibilities

- Provide support to the Deputy Head and Headteacher on effective organisation and management of the school and identify ways of improving organisational structures and functions based on self-evaluation.
- Ensure compliance with education statute and employment legislation.
- Ensure safeguarding of students and health and safety of all children and staff.
- Assist with the implementation of a student support (pastoral care) system that focuses on each learner and supports school improvement.

Accountability

- The Assistant Headteacher will report to the Deputy Head and Headteacher, who have the overall responsibilities for standards within the school.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

Assistant Headteacher	Essential	Desirable
Qualifications		
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of commitment to continuing professional development	✓	
Willingness to undertake NPQH		✓
Experience		
Successful teaching and curriculum experience	✓	
Experience of management at a senior level	✓	
Recent and relevant leadership experience		✓
Knowledge of primary principles and practice	✓	
Successful experience of raising standards for all with measurable outcomes	✓	
Experience of working in collaboration other educational bodies and the wider community to develop positive relationships		✓
Evidence of highly developed performance management skills	✓	
Understanding of quality in learning and teaching and how to achieve excellence	✓	
Knowledge of key considerations in effective management and deployment of people and other resources	✓	
In-depth knowledge and experience of Child Protection and Safeguarding procedure	✓	
Skills		
Ability to lead change	✓	
Ability to communicate effectively orally and in writing to a range of audiences	✓	
Ability to think creatively to anticipate and solve problems	✓	
Ability to formulate a vision and strategy for the school and secure commitment to it from others	✓	
Ability to drive for improvements and challenging underperformance	✓	
Ability to establish and sustain appropriate structures and systems and monitor them	✓	
Ability to motivate, challenge and influence others to attain higher goals	✓	
Ability to develop and empower individuals and teams	✓	
Ability to use new and emerging technologies to support improvement	✓	

Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community	✓	
Personal attributes		
Values aligned with the school's mission statement and GLF Schools core values	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respects and confidence	✓	
Reflective and keen to develop yourself and others	✓	
Ability to communicate effectively	✓	
The ability to maintain and form appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	✓	