

VACANCY DETAILS			
Post applied for:	Assistant Headteacher	Closing date:	Thursday 11 th December, 9am
School/Department:	Nancealverne School	Interview date:	Monday 15 th December 25
Hours	Full-time	Salary details	L6 – L12
Contract	Permanent	Starting Date	23/02/2026 or as soon as notice period allows.

“Children flourish and shine at Nancealverne School”

Nancealverne School is an inclusive, forward-thinking community committed to helping every student thrive. We are seeking an Assistant Headteacher (Pastoral Care) to lead our pastoral systems, ensuring pupils receive exceptional care and support to flourish academically and personally. This is an exciting opportunity for a dynamic, compassionate leader from either specialist or mainstream settings.

Key Responsibilities:

- Lead safeguarding as Designated Safeguarding Lead (DSL) and ensure compliance with statutory guidance.
- Drive whole-school pastoral strategy, embedding trauma-informed practice and promoting wellbeing.
- Oversee attendance and behaviour systems, using data to implement effective interventions.
- Champion inclusion and personal development in line with Ofsted 2025 framework.
- Build strong partnerships with families and external agencies to support pupils holistically.
- Support staff wellbeing, lead HR processes, and contribute to recruitment and induction.
- Deputise for senior leaders and play an active role in school improvement planning.

We are looking for someone who:

- Has proven experience in pastoral leadership and supporting pupils with special educational needs.
- Holds QTS and DSL (or willing to train as), with strong safeguarding knowledge.
- Is an inspiring leader with excellent communication, organisational skills, and resilience.
- Demonstrates compassion, commitment to inclusion, and ability to manage HR processes.
- Is flexible, proactive, and committed to continuous professional development.

What we offer:

- A collaborative, supportive environment with professional development opportunities.
- Generous benefits package: 37 days paid holiday, health and wellbeing support, retailer discounts, gym memberships, Bike2Work scheme, and long-service rewards.

As a member of the Special Partnership Trust, you will be part of a network of specialist schools across Cornwall committed to collaboration, development, and inclusion.

**Apply via: www.nancealverne.org.uk - Return applications to: Jessica Jackson
jjackson@nancealverne.org.uk**

We are committed to safeguarding children. An enhanced DBS check and online search will be required for all shortlisted candidates.