



Advert

Role	Assistant Headteacher – Pastoral
School	Weston Secondary School
Hours	Full time
Salary	L12-L16
Closing date	19 th May 2025 midday
Interview date	22 nd May 2025
Start date	1 st September 2025

An exciting opportunity has arisen for an Assistant Headteacher to join our experienced Leadership team at Weston Secondary School, part of Hamwic Education Trust (HET).

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

Our vision is to cultivate a diverse student community characterised by high aspirations and a commitment to personal development. Upholding our values, we aim to provide an enriching curriculum and exceptional teaching that empowers our students to believe in themselves and embrace the courage to pursue their dreams fearlessly.

We are seeking to recruit a highly motivated and experienced leader, who possess drive, energy and a commitment to achieving the very best for our students. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our students at the heart of our decision making.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Can communicate the school’s vision compellingly and support the headteacher’s strategic leadership
- As a member of the Senior Leadership Team can support in the day-to-day management of the school
- Can formulate specific aims and objectives of the school
- Can write/review/update policies for achieving these aims and objectives

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher’s welcome
- Job description
- Person specification
- Application form

These can also be found at www.hamwic.org. Please return the completed Application form to Mrs K Jones, hr@westonsecondary.co.uk

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our students and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Your role

- To be accountable for and provide professional and strategic leadership including day to day management of the pastoral system within school. This enables the school to give every student a high-quality education which promotes the high standards of achievement and social, emotional development and wellbeing.
- Maintain a positive culture and climate based on the school's values; Aspire, Believe, Achieve.
- Embed restorative practice ensuring that language used by all staff and students are in line with the school's values and the Ready to Learn characteristics.
- Quality assures the effectiveness of the behavioural systems and interventions, and develop strategies for school improvement that are realistic, timely and suited to the school's context and emerging needs.
- Monitor the impact of the school improvement objectives to achieve positive outcomes.
- Maintain and update relevant policies specific to your role.
- Manage staff and resources effectively to meet your objectives.
- Demonstrate strong leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community and with all stakeholders.
- Always serve in the best interests of the school's students.

Key Responsibilities

- Support the Headteacher and other Senior Leaders with the day-to-day student facing management of the school.
- Strategically lead pastoral systems across the school.
- Operate as a Deputy Designated Safeguarding Lead (DDSL) and attend safeguarding management meetings with the DSL and the Headteacher.
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Oversee the management and organisation of the SLT Supervision room and the Ready to Learn room.
- Oversee the management and organisation of morning roll call.
- Support across the school with SLT On Call.
- Act as the leading point of contact for Heads of Year and Deputy Heads of Year and co-ordinate and manage sanctions such as whole school detentions, SLT supervision and off-site directions.
- Act as the single point of contact for higher level sanctions such as suspensions in collaboration with the Headteacher.
- Effectively track, monitor and analyse behaviour data for SLT to support whole school improvement.
- To be responsible in consultation with the Headteacher for the school's In Year Fair Access practice with other local schools.
- To be responsible for the school's Off-Site Direction practice with other local schools.
- Attend daily SLT meetings and weekly strategic meetings updating the team with key behaviour information.
- Alongside the Deputy Headteacher for Teaching and Learning, establish and monitor systems which ensure students' attitudes to their education are positive, that they are committed to their learning, know how to study effectively and do so, are resilient to setbacks and take pride in their achievements.
- Work in collaboration with the attendance lead to monitor systems which ensure students have high attendance and good punctuality.
- Establish and monitor systems which ensure relationships among students and staff reflect a positive and respectful culture.
- Establish and monitor systems which ensure staff and students create an environment where bullying, child-on-child abuse or discrimination are not tolerated. If they do occur, ensure that systems are in place to ensure staff deal with issues quickly and effectively.

- Deliver training to staff as required to support effective staff, student relationships and whole school objectives.
- Facilitate the management of whole school briefing collaboratively with the DSL and SENCO.
- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure effective use of budgets and resources.
- Make sure school improvement strategies are effectively implemented.
- Manage staff well, with due attention to workload.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.

Leadership and management

- Support the Headteacher and other Senior Leaders in the daily operation of the school.
- Prepare and review information the governing board is required to publish.
- Contribute to the SIP and whole-school policy if required.
- Identify training needs for staff and how to meet these needs.
- Leading INSET for staff where required.
- Share procedural information, such as the school's Behaviour Policy.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for students with SEN or a disability.

Line Management

- Line manage the Safeguarding and Attendance Lead holding them to account for their work and responsibilities.
- Lead and manage the Inclusion Room Lead holding them to account for their work and responsibilities.
- Lead and manage the Heads of Year holding them to account for their work and responsibilities.
- Lead and line manage the PA to Heads of Year to support effective communication and collaboration.
- Review staff performance on an ongoing basis.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the attitudes, beliefs and values alongside the vision of WSS.
- Contribute as a member of the WSS Team to all aspects of school life which enhance our community;
- Attend and contribute to staff meetings and INSET days as required.
- Take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety policy.
- Uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students.
- Maintain appropriate standards of professional appearance and conduct to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contributing to the safeguarding of all learners.
- Keep their Line Manager apprised of any concerns whilst undertaking this role.

Professional development

As part of your professional development, ensure that you:

- Fully engage in the Professional Development and CPD programme as required.
- Contribute to the setting of your own professional development targets which ensure WSS improvement outcomes are met.
- Regularly review your own practice and set personal targets in consultation with your line manager.

- Take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College).
- Maintain accurate and up-to-date professional development records on your Bromcom file.
- Develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise.
- Disseminate best practice further to CPD opportunities made available to you.

NB.

- All teachers at WSS work within the parameters outlined in the School Teachers' Pay and Conditions Document.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date	
Postholder's signature	
Date	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> Relevant good degree Qualified Teacher Status Professional development in preparation for a leadership role 	✓	
<ul style="list-style-type: none"> Further professional qualification 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> Teaching experience in secondary sector Leadership and management experience within a secondary school Line management experience Ability to communicate a vision and inspire others Ability to build effective working relationships A proven track record of successful and recent class teaching in a secondary school Clear insight into best practice in teaching and learning, to maximise student outcomes Excellent KS3 and KS4 subject knowledge Clear understanding of how effective strategies for managing behaviour within the classroom and beyond impact on wider student performance An understanding of issues related to inclusivity and social mobility within education Ability to assess students' needs and barriers to learning 	✓	
<ul style="list-style-type: none"> Use of assessment and attainment data and information Experience working in a school set in an area of deprivation 		✓
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> High expectations of all students Excellent communication skills A positive role model who creates a good first impression Ability to motivate, inspire and challenge students Confident ICT user Ability to plan, prioritise and organise self and others Commitment to raising standards Calm, adaptable, dependable, resilient and reliable Collaborative and a good team player Commitment to further own professional development A commitment to promoting and safeguarding the welfare of young people Has 'presence' around the school Able to follow direction and accept challenge and feedback in a positive and productive way An understanding that getting better never stops Ability to be flexible and cope with interruptions in workload 	✓	