



Meole Brace School

Learning - Respect - Success

Applicant Information:

**Assistant Headteacher
(Personal Development & Culture)**

To Start: 1st January 2027





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September 2026

Dear Applicant

Thank you for taking the time to consider applying for the post of Assistant Headteacher.

An exciting opportunity has arisen to join the senior leadership team at Meole Brace School as an Assistant Headteacher, with a focus on strategic leadership of Personal Development and Culture.

We are seeking a passionate and experienced leader to help drive continued improvement and shape the future of our provision. Working closely with both of the Headteachers and the wider leadership team. You will play a pivotal role in the strategic leadership of Personal Development and Culture across Meole Brace School, with a strong focus on supporting the raising of achievement for all.

If you are interested in applying for the post, and want to join a school that is always seeking to improve, through a mixture of hard work, ideas and commitment, then please include in your application a letter (maximum 2 sides) that addresses the following:

- How your experience to date makes you a credible candidate for the role
- How you would enhance and develop our existing provision to secure strong achievement for all
- How you would build on and promote the personal development provision in school and beyond, to deliver high engagement and improved outcomes for all

Please stipulate where you saw the post advertised and when you are available to commence employment.

If you are interested in applying for the post, please complete the application form and return for the attention of Mrs Julie Rogers, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by Wednesday 7th October 2026 @ 12 Noon.

Yours sincerely

Mrs Mary Pope
Co-Headteacher

Headteacher Mary Pope & Hannah Wright

Meole Brace School

01743 235961

Longden Road

admin@meole.co.uk

Shrewsbury SY3 9DW

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self-confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high-quality learning experience for all.

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and wellbeing and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Recent Parent Reviews

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

"My son has just completed 5 years at Meole Brace school and received excellent GCSE results. He has also had a positive experience at the school and made good connections with the teachers who I feel are dedicated, committed and caring toward the children."

"I have two children who have been at Meole and cannot speak highly enough about the school."



Advertisement—Assistant Headteacher : Personal Development and Culture

Job Title: Assistant Headteacher (Personal Development and Culture)

Hours: 1.0 FTE

WPY: 39.00

Pay Range: L11 – L16

Annual Salary: £68,691 - £77,676

Contract Type: Permanent Workplace: Meole Brace School, Shrewsbury

START DATE: 1st January 2027

We are seeking a highly motivated and effective practitioner with excellent subject knowledge to join our ambitious, popular and successful school. You will work alongside the Headteachers, Senior Team and Governors, and you will have a key role building on recent improvements and helping to shape future provision. Our school is a vibrant place to work and always puts high quality teaching and learning at the heart of what it does.

Further information about the school and an application pack visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Wednesday 7th October 2026 @ 12 noon

Interview date: W/c of the 12th October 2026

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices.



Job Description—Assistant Headteacher: Personal Development and Culture

Job Details

Post Title: Assistant Headteacher: Personal Development and Culture

Salary: L11-L16

Hours: 1.0 FTE

Contract Type: Permanent

Reporting to: Co-Headteachers / Deputy Headteacher

Responsible for: Strategic Oversight of Personal Development, PSHE/RSHE, Careers Education (CEIAG), House System, Heads of House, Rewards and Recognition, Student Leadership, Enrichment and Transition

Main Purpose

The Assistant Headteacher will support the Headteachers and Deputy Headteacher in:

- Communicating and promoting the school's vision, values and strategic priorities.
- Providing effective day-to-day leadership and management of the school.
- Contributing to the formulation, implementation and evaluation of whole-school improvement priorities.
- Establishing and embedding systems that secure high standards of achievement, attendance, behaviour, inclusion and personal development.
- Leading, developing and supporting staff to deliver sustained improvement, high-quality provision and strong achievement outcomes for pupils.
- Monitoring and evaluating the impact of provision and driving continuous improvement through evidence-informed practice.

The purpose of the post is to provide strategic leadership for Personal Development and Culture, with a strong focus on supporting the raising of achievement for all. Ensuring that all pupils benefit from a high-quality, inclusive and ambitious educational experience that prepares them well for success in school and beyond.

The Assistant Headteacher will provide strategic oversight of Personal Development, including enrichment, student leadership, PSHE and RSHE, careers education, rewards and recognition, the House System and transition programmes. The postholder will ensure that these areas work together to promote belonging, aspiration, character development, participation and strong achievement for all pupils.

Job Description—Assistant Headteacher: Personal Development and Culture

Duties and Responsibilities

Strategic Leadership

- Provide strategic leadership for Personal Development and Culture across the school.
- Contribute to whole-school improvement planning, self-evaluation and strategic decision-making.
- Lead, support and hold leaders accountable for the quality and impact of provision across the areas within the portfolio.
- Ensure that personal development, culture and inclusion contribute to improved attendance, behaviour, strong achievement, wellbeing and outcomes.
- Monitor, evaluate and report on impact through performance measures, participation data and stakeholder feedback.
- Promote a culture of high expectations, belonging, inclusion and ambition for all pupils.
- Work collaboratively with pastoral, safeguarding, SEND and curriculum leaders to ensure a coherent approach to pupil development to promote strong achievement for all.

Personal Development, Culture and Character

- Lead the strategic development of the school's Personal Development provision.
- Ensure pupils develop confidence, resilience, leadership, integrity, responsibility and Independence.
- Provide strategic oversight of the House System, student leadership and wider opportunities for pupil voice and service.
- Promote a strong culture of belonging, participation and strong achievement across the school community.
- Monitor participation and engagement across all pupil groups, ensuring equitable access to opportunities.
- Evaluate the impact of provision on attendance, behaviour, engagement and pupil achievement.

Job Description—Assistant Headteacher: Personal Development and Culture

PSHE, RSHE and Careers Education

- Provide strategic leadership and quality assurance of PSHE, RSHE and Careers Education.
- Line manage and support relevant staff, including the PSHE and Careers Lead.
- Develop effective partnerships with employers, further education providers, universities and external agencies.
- Monitor curriculum quality, destination outcomes and pupil preparedness for future pathways.
- Ensure pupils receive impartial guidance and are exceptionally well prepared for adult life.

Enrichment, Rewards and Recognition

- Provide strategic oversight of enrichment, extra-curricular provision and rewards systems.
- Line manage and support the Heads of House Team to ensure recognition systems celebrate strong achievement, effort, attendance, leadership and contribution to the school community.
- Ensure a broad, ambitious and inclusive programme that promotes participation, aspiration and personal growth.
- Monitor participation and engagement across all pupil groups.
- Oversee key celebration events and activities that strengthen school culture and community engagement.

Transition

- Provide strategic oversight of the school's transition programme and associated transition pathways.
- Ensure effective transition arrangements from Key Stage 2 to Key Stage 3 through the leadership of designated staff.
- Develop and maintain strong partnerships with feeder primary schools and external providers.
- Monitor the effectiveness of transition support for vulnerable, disadvantaged and SEND pupils.
- Hold leaders accountable for the quality and impact of transition provision.
- Ensure transition arrangements support strong engagement, attendance, belonging and achievement from the point of entry.
- Oversee the school's contribution to post-16 progression and preparation for future pathways.
- Evaluate the impact of transition provision and use evidence to drive improvement.

Job Description—Assistant Headteacher: Personal Development and Culture

The Successful Candidate Will Demonstrate

- A genuine passion for improving the life chances of young people.
- The ability to create a culture in which all pupils feel they belong, have ambition and a desire to succeed.
- A commitment to developing confident, resilient and responsible young people who are well-prepared for their next stage of education, employment or training.
- Strong strategic leadership combined with excellent operational delivery.
- The ability to work collaboratively with colleagues, families, governors and external partners to secure the best outcomes for pupils.



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Person Specification

	Essential	Desirable
Qualifications	• Qualified Teaching Status • Degree or equivalent qualification	
Experience	• Successful teaching experience in a secondary school • Successful middle or senior leadership experience • Proven record of leading and securing sustainable school improvement • Experience of leading whole-school initiatives that improve pupil outcomes, engagement or participation • Experience of developing and managing staff and holding colleagues to account • Experience of using data and evaluation to monitor impact and drive improvement • Experience of working collaboratively with external agencies and stakeholders	• Experience of leading aspects of Personal Development, pastoral provision, inclusion or student support • Experience of overseeing careers education, enrichment, PSHE/RSHE, student leadership or transition provision • NPQSL, NPQH or equivalent leadership qualification • Experience of working with Governors and external accountability processes
Skills and Abilities	• Commitment to securing high achievement, inclusion and positive outcomes for all pupils • Strong understanding of effective Personal Development, provision and its contribution to pupil success • Ability to develop and communicate a clear strategic vision • Ability to lead, inspire and motivate staff and pupils	



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Person Specification

	Essential	Desirable
Skills and Abilities	• Strong analytical skills and the ability to use evidence to inform decision-making • Excellent organisational, interpersonal and communication skills • Ability to build positive relationships with pupils, families, staff and external partners • Ability to lead change and secure measurable improvement • Strong commitment to promoting equality, inclusion, safeguarding and pupil wellbeing • Understanding of school culture, character education and pupil leadership • Understanding of Ofsted expectations relating to Personal Development and Behaviour and Attitudes	• Knowledge of CEIAG and the Gatsby Benchmarks • Knowledge of statutory PSHE and RSHE requirements • Knowledge of effective transition and enrichment programmes • Understanding of rewards, recognition and pupil engagement strategies

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 member of staff who develops a disabling condition. This job description is current in September 2026, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the Department/School Improvement Plan.