



Assistant Headteacher September 2026

Information for applicants

Ryvers School is committed to safeguarding and promoting the welfare of children and young people. The school complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education' (KCSIE) guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants including the requirement to be shown a DBS and will undertake the necessary online searches.

A message from the Head of School and the Executive Headteacher

Thank you for the interest you have shown in the vacancy we have at Ryvers School. We hope that, after reading this information pack, you will feel able to apply for the post. We would also strongly recommend you take a look at our website, notably our Sway Newsletters, to get a better understanding of our whole school ethos.

We strongly encourage you to visit the school, please do not hesitate to contact the school office to arrange an appointment.

We look forward to receiving your application. In the meantime, if you need any further information, please do not hesitate to contact us.

Best wishes,

Nikki Price

Pete Rowe

About Ryvers School

Our school is often described as diverse, open and welcoming. Visitors frequently comment upon the warmth of the environment and the professionalism of our staff as well as the excellent manners and behaviour that our children display. Our parents are very pleased with our commitment to work in partnership with them. They value all our staff and our determination to be a centre of excellence for teaching and learning. We are proud to be a school that is learning centred; we truly believe in learning for life, for everyone.

Children come to Ryvers to be happy and successful. At Ryvers we are dedicated to developing confident, self-assured, positive young people who love to learn, to contribute and to achieve.

The staff at Ryvers are ambitious for our pupils and we hold high aspirations for their futures. Every child deserves to be successful and we recognise that all children have talents and abilities to celebrate, and a part of our role is to help them discover and develop these. We are committed to developing the knowledge, skills, attitudes and understanding that allow our children to enjoy learning, achieve success and to feel content and fulfilled.

At Ryvers we do not just provide a broad and balanced learning experience for our children, we also provide one with depth, challenging them to become curious and independent learners who are inspired by our rich and varied curriculum.

We encourage a strong community spirit, where we show respect and consideration for each other; understanding and celebrating differences and upholding kind and well-mannered behaviour.

At Ryvers our children become self-confident learners with a love of learning that will stay with them for life.

The Advertisement

Assistant Headteacher (may involve a small teaching commitment) September 2026 - Full time and Part time applicants will be considered (L6-L9 + Fringe Allowance)

Can you complete our leadership team and help make our good school even better?

Our senior leadership team needs an outstanding, ambitious and energetic key leader with vision and dedication to make a significant impact to Ryvers School at this exciting stage in our development. In return, we will make a commitment to provide you with a professional and vibrant working environment with plenty of opportunities.

The successful candidate will:

- *be an outstanding, inspirational teacher with an excellent record of classroom practice*
- *have high expectations for everyone - always*
- *be passionate about teaching and learning to the extent that you can't stop talking about it!*
- *demonstrate strong leadership and interpersonal skills*
- *be able to think strategically and creatively and support the Headteacher and Governing Body to take forward initiatives in the next stage of the school's development*

For further information and to arrange a visit, please contact the school office.

Ryvers School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

Closing Date: Monday 13th April at Midday
Interview Date: Friday 24th April

About the post

The Assistant Headteacher (and the successful applicant) will complete the senior leadership team, along with the Executive Headteacher, Head of School, second Assistant Headteacher and our Head of Business and Finance.

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| POST: | Assistant Headteacher |
| GRADE: | L6-L9 + Fringe allowance |
| RESPONSIBLE TO: | Executive Headteacher |
| RESPONSIBLE FOR: | To suit the successful candidates' interests/strengths |
| PATTERN: | As per School Teachers' Pay and Conditions Document |

DUTIES AND RESPONSIBILITIES

This appointment has responsibilities in addition to those set out in the job description of a class teacher.

Core Purpose

The AHT shall assist the Executive Headteacher in whole school development planning, review and evaluation. They shall work as a member of the school's leadership team and provide support in determining the overall strategic direction of the school, making a significant contribution to the development and implementation of policies, ensuring these are applied in accordance with the school's aims and objectives.

The AHT shall assist the headteacher in relation to all matters of continuing professional development, appraisal, self-evaluation, induction and initial teacher training to ensure these effectively support the strategic priorities of the school and motivate staff to deliver the highest standards in education provision. They shall assist the headteacher and governors in formulating an appropriate curriculum for the school, so that pupils are given a broad, balanced curriculum that reflects the school's ethos.

The AHT shall assist the headteacher in promoting safer recruitment and in securing appropriate child protection and safeguarding policies.

Key Areas of Responsibility

Strategic direction and development – in cooperation with and under the direction of the Executive Headteacher/Head of School to:

- Lead in the development of the vision, ethos and policies of the school and promote high levels of achievement
- Contribute to the strategic direction of the school
- Lead in the creation and implementation of the school development plan
- Contribute to whole school self-evaluation
- Evaluate the effectiveness of the school provision
- To secure effective learning and provide high standards of achievement
- Take responsibility for the development and monitoring of areas of school provision
- Monitor the quality of teaching and children's achievements, including the analysis of data
- Promote the pastoral care of children throughout the school, promoting independence and good behaviour at all times, in accordance with school policies
- Develop and implement strategies for ensuring that parents are fully involved in their child's learning and development and well-informed about the curriculum, their child's individual targets, progress and achievement
- Design and implement effective strategies to support the transition of pupils into and out of the school

Leading and Managing Staff

- Establish positive working relationships within the staff team
- Contribute to weekly SLT meetings and half termly SMT meetings
- Lead training and development activities for staff and evaluate outcomes
- Act as a reviewer in the professional development (appraisal) process as required and use this process to develop personal and professional effectiveness
- Lead induction and appropriate supervisory support for staff

Effective deployment of staff and resources

- Support the Executive Headteacher/Head of School in the deployment of staff and support those staff in their duties
- Assist the Head of School in organising and managing cover for absent staff
- Work with the Senior Leadership Team to establish priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources

Teaching and Learning

- Be responsible for teaching classes or groups of children as directed by the Head of School
- Contribute to the design and implementation of the school's curriculum
- Ensure that all children are able to learn to the best of their ability
- Work with colleagues in devising individual teaching programmes including for those children with special educational needs
- Support colleagues in providing positive and developmental feedback to all children to enable them to understand where they are in their own learning and what their next steps are
- Encourage children to take responsibility for their own learning
- Provide feedback to parents including termly parent meetings/annual reviews etc...
- Implement programmes advised by other professionals
- Ensure that the learning environment is set up to meet the high expectations of Ryvers School
- Ensure that resources are regularly cleaned, cared for and maintained to a high standard
- Complete risk assessments as and when required

Professional development

- Ensure own continuing professional development by keeping up to date with current thinking and developments in practice through training and development opportunities and professional reading
- Liaise with external agencies, as appropriate, and assist the Senior Leadership Team in identifying opportunities for collaboration with other local primary and secondary schools
- Attend staff meetings, Governor's meetings (as required) and INSET days
- Participate in Professional Development cycles
- Act as a role model and mentor for Early Career Teachers (ECTs), students on placements, volunteers etc...

Communication and Community Links

- Fully support the life and work of the school
- Develop and maintain positive and effective relationships with parents, the local community and Governors
- Develop and sustain strong links with local secondary schools
- Ensure that parents are well-informed through the website and other whole school methods

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

Particular attention is drawn to Section 66 *'Teachers with leadership and management responsibilities are entitled, as far as is reasonably practical, to a reasonable allocation of time within school sessions to support the discharge of their responsibilities'*.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description indicates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff members participate in the school's Professional Development cycle.

Ryvers School, Trelawney Avenue, Langley, Slough, SL3 7TS

Telephone: 01753 544474

Email: office@ryvers.slough.sch.uk

Website: www.ryversschool.com

About the person we are looking for (Person Specification):

Qualifications

| Essential | Desirable | Notes |
|--|---|------------------|
| <ul style="list-style-type: none"> Degree with honours – 2nd class or above Qualified Teacher Status Evidence of involvement in continuing professional development activities | <ul style="list-style-type: none"> Evidence of involvement in leadership training i.e. completing an NPQ or equivalent Level 3 Safeguarding trained | Application form |

Experience

| Essential | Desirable | Notes |
|---|--|---|
| <ul style="list-style-type: none"> Successful teaching experience of at least 4 years within the Primary age range Experience as a middle and/or senior leader Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of children. Knowledge of current curriculum developments Experience of effecting change in teaching and learning, curriculum or personal development either at class, phase or whole school level Successful experience of mentoring, supporting and developing staff Effective involvement with parents Evidence of making a positive contribution to school ethos and wider school life | <ul style="list-style-type: none"> Experience of teaching across phases Experience of more than one stage of the Primary curriculum Experience of implementing professional development for staff Experience of engaging in school-to-school collaboration and contribution to leadership in the wider education system. | Application form Letter of application References Interviews |

Knowledge and Understanding and Skills

| Essential | Desirable | Notes |
|--|--|---|
| <p><u>Knowledge and Understanding</u></p> <ul style="list-style-type: none"> • Strong supportive commitment to the vision of the school • Knowledge of different models of effective leadership and organisational structures • Knowledge of strategic planning processes, tools and techniques. • Understanding of leading change, creativity and innovation. | <p><u>Knowledge and Understanding</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of developments in education at local, national and global levels. • Strategies to develop, empower and sustain individuals and teams • Understand methods of applying effective practice and research evidence to improve outcomes. • Understand flexible and comprehensive learning opportunities for all students. | <p>Application form</p> <p>Letter of application</p> <p>Demonstration of teaching ability</p> <p>References</p> <p>Interviews</p> |
| <p><u>Skills</u></p> <ul style="list-style-type: none"> • The ability to think strategically, analytically and creatively. • Evidence of the ability to hold people accountable whilst maintaining constructive relationships • The ability to maintain confidentiality • The ability to analyse and use comparative data effectively to assess whole school performance and progress • Anticipate, lead and manage change • Inspire, challenge, motivate and empower others to attain challenging outcomes • Excellent inter-personal skills • Develop and maintain effective relationships with parents • Promotion of positive behaviour | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Model the vision and values of the school. • Work strategically with the governing board. | |

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| <p>strategies and constructive handling of problems</p> <ul style="list-style-type: none"> • The ability to deliver lessons that are consistently good or better • Demonstrate equality and diversity in teaching and learning. | | |
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Other

| Essential | Desirable | Notes |
|--|---|--|
| <ul style="list-style-type: none"> • Commitment to equal opportunities • Understanding of the expectations in the new Ofsted Framework • Promotion of inclusive education • Celebrate achievements and acknowledge excellence • Commitment to safeguarding children • A positive, reflective and organised professional • An enhanced DBS is required | <ul style="list-style-type: none"> • Experience of being a Designated Safeguarding Lead (or part of the whole school safeguarding team) • Develop and sustain a safe, secure and healthy school environment. • Create a working environment which takes account of workload and work life balance. | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> |

What to do next

Please do not hesitate to contact the school to arrange an appointment to look around or find out more about the post.

Complete the application form and pay particular attention to the personal statement, making sure that you address the person specification above. We do realise that the perfect candidate does not exist. Please don't worry if you don't match the specification precisely. Please state your strengths.

Send the completed application to the school, marked for the attention of Pete Rowe (Executive Headteacher) and/or Nikki Price (Head of School). Candidates not invited to interview will only be informed by letter if a self-addressed envelope is enclosed with the application.

Closing Date: Monday 13th April at Midday
Interview Date: Friday 24th April

We look forward to receiving your application.