



# Hunter's Bar Infant School

Information about our assistant headteacher vacancy



Dear Applicant

Thank you for your interest in the post of Assistant Headteacher at Hunter's Bar Infant School.

Following the promotion of our current Assistant Head to Deputy Headteacher, the Governing Board is looking to appoint an inspirational, visionary, and dynamic Assistant Head to work alongside the Head and Deputy, leading the school through its next period of opportunity, growth, and development.

This position is suitable for a school leader with extensive primary experience and a proven track record of promoting success for both pupils and staff. Experience in contributing to whole school improvement is essential.

Most importantly, you will make a genuine difference in the lives of our pupils. Our children are happy, well-behaved, and eager learners, benefiting from a learning environment where creativity, individuality, resilience, and determination are cultivated. Our teachers and leaders remain dedicated to our core mission of providing opportunity, encouragement, and enjoyment for all pupils and staff, equipping our children with the tools and motivation they need to develop into well-rounded, successful individuals. Supporting all pupils, including those who are most vulnerable, is a crucial aspect of the Assistant Headteacher's work.

Our staff are engaged, committed, and highly-

skilled. They fully embrace the values of the school and have demonstrated resilience and dedication during a challenging period for the education sector. It is vital for the Assistant Headteacher to build upon this existing commitment to teamwork and further instill confidence in delivering school improvements. The ability to inspire others and convey enthusiasm and enjoyment will be important personal attributes.

Governors play an active role in school life and bring a wealth of skills and experiences — many are parents, while others are deeply involved in the local community or have expertise in educational roles. They offer strong support and constructive challenge. Committed to their own training, they undertake individual roles to remain well-informed about various aspects of the school's operations and are well-equipped to support and challenge school leaders.

We welcome your interest in this role and hope you view the position as an exciting opportunity to join the leadership team at a truly fantastic school. We encourage you to visit us, so please do get in touch.

Best wishes,

The Headteacher and Governors of Hunter's Bar Infant School

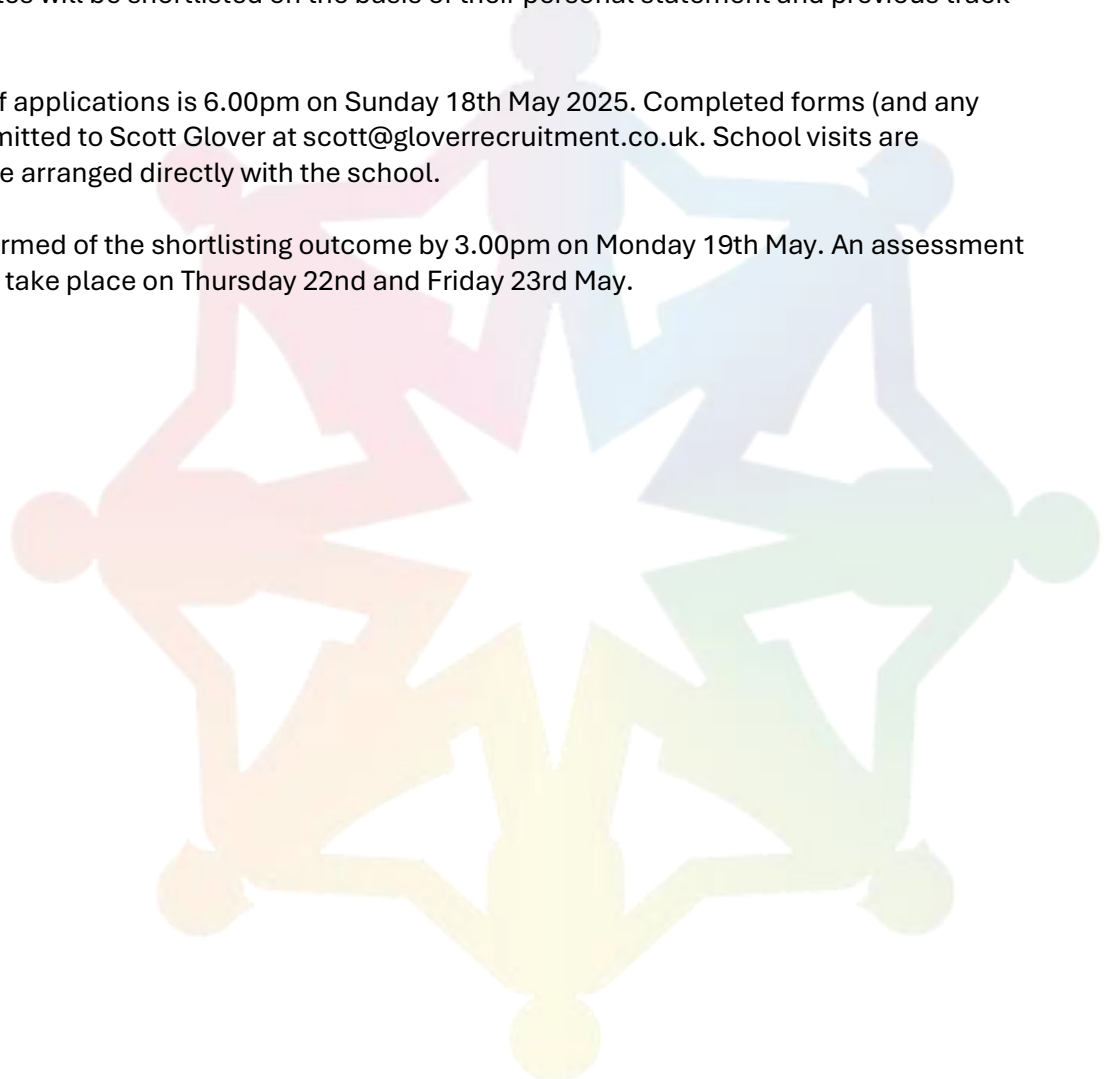


## Guidance for candidates

Please use the personal statement of your application to demonstrate how you meet the various elements set out in the person specification and the advert. Please provide examples, with evidence of outcomes and positive impact. Candidates will be shortlisted on the basis of their personal statement and previous track record.

The deadline for receipt of applications is 6.00pm on Sunday 18th May 2025. Completed forms (and any enquiries) should be submitted to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 3.00pm on Monday 19th May. An assessment centre and interviews will take place on Thursday 22nd and Friday 23rd May.



# Assistant Headteacher & SENDCo

(0.6 Teaching Responsibility)

## Hunter's Bar Infant School

Sharrowvale Road, Sheffield, S11 8ZG

Tel: 0114 266 0541

Email: [enquiries@huntersbar-inf.sheffield.sch.uk](mailto:enquiries@huntersbar-inf.sheffield.sch.uk)

Web: [www.huntersbarinfantschool.co.uk](http://www.huntersbarinfantschool.co.uk)

**L2-L6 (£51,027 to £56,316, starting point dependent on experience)**

**NOR: 270**

**For September 2025**

Due to the promotion of our current Assistant Head to Deputy Headteacher, the Governing Board is seeking to appoint a highly motivated and dynamic Assistant Headteacher with SENDCo responsibilities, who can work strategically alongside the Headteacher and Governing Body.

This is a key leadership role combining strategic school development with dedicated SEND coordination, supporting our commitment to inclusive education and high standards for all pupils.

You will:

- Be an outstanding classroom practitioner with experience in leading SEND provision and inclusive practice.
- Demonstrate substantial leadership skills, with a proven track record in school improvement, performance management, monitoring, and self-evaluation.
- Lead on curriculum development, teaching quality and learning strategies, ensuring all pupils access a broad, balanced and ambitious curriculum.
- Have a strong commitment to raising achievement for all pupils, including those with SEND, within our diverse school community.
- Develop and implement effective systems to support staff development and meet the needs of pupils with SEND.
- Work closely with colleagues to ensure high-quality teaching and learning for pupils with SEN, including overseeing the SEND provision and coordinating annual reviews.
- Lead on teaching pedagogy and have experience of rigorous monitoring, data analysis, and evidence-based practice.
- Be an excellent communicator, demonstrating high emotional intelligence and a strong commitment to working collaboratively with parents, governors, and the wider community.

We can offer:

- A friendly, supportive, and inclusive three-form entry school situated in the vibrant Hunter's Bar community.
- A dedicated and welcoming staff team, enthusiastic children and a committed Governing Board.
- A strong commitment to your professional development, including opportunities through our emerging partnership with Peak Edge Academy Trust, providing access to Trust networks and CPD opportunities.

If you are a committed leader with the passion and expertise to drive SEND provision and school improvement, this could be the ideal opportunity for you.

Visits to school are strongly encouraged and can be arranged by contacting Rachel Donaldson, School Business Manager, on 0114 2660541. For an informal discussion about the role, please contact the current Headteacher, Michael Barnes, on the same number.

Application forms and further details are available as links to the job advert, or from Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk), to whom completed applications, and any queries about the process, should be submitted directly.

**Deadline for applications: 6.00pm on Sunday 18th May 2025**

**In-school activities and assessment centre: Thursday 22nd and Friday 23rd May 2025**



Hunter's Bar Infant School is committed to safeguarding and promoting the welfare and safety of all children; we expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any relevant cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will be conducted for all shortlisted candidates prior to interview.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Candidates are asked to view the [school's safeguarding policy](#).



# **Hunter's Bar Infant School**

## **Job Description**

### **Assistant Headteacher & SEND Co-ordinator**

#### **(0.6 teaching responsibility)**

**Pay Range:** L2-6

**Responsible to:** The Headteacher and the Governing Board

### **Main Purposes of the job**

An Assistant Headteacher, in addition to carrying out the professional duties of a teacher other than a headteacher including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:

- formulating the aims and objectives of the school;
- establishing the policies through which they are to be achieved;
- managing staff and resources to that end;
- monitoring progress towards their achievement;

and undertake any professional duties of the headteacher reasonably delegated by the headteacher

*(based on the School Teachers' Pay and Conditions Document)*

### **The Assistant Headteacher will be expected to work with the Headteacher to:**

- Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- Meet the standards set out in the guidance document National Standards of Excellence for Headteachers 2015.
- Achieve any performance criteria, objectives or targets agreed with or set by the Governing Board in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.

### **In addition, this post includes the following specific responsibilities:**

- To fulfil the role of SENDCo, including to:
- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

# Job Description

Detailed below are the 24 characteristics expected of an excellent school leader, divided into the four 'Excellence As Standard' domains. The Governing Body has identified these as the specific characteristics that are vital for the post to ensure the school is led effectively.

This job description will be subject to annual review as part of the performance management cycle.

Domain One Qualities & Knowledge	Domain Two Pupils & Staff	Domain Three Systems & Processes	Domain Four The Self-Improving School System
1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.	1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.	1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.	2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.	2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.	3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.	3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.	3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively - in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.	4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

## Job Description continued

5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.	5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.	6. Hold all staff to account for their professional conduct and practice.	6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

This job description may be amended at any time after discussion with the Governing Body.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.

# Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. The table below lists whether criteria are **Essential (E)** or **Desirable (D)**.

Qualification and experience		E	D
<b>Candidates should have:</b>			
1	Qualified Teacher Status (QTS)	X	
2	Experience across the appropriate age range(s)	X	
3	Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities	X	
4	Supported whole school strategic improvement to improve pupil outcomes	X	
5	Evidence of recent, appropriate professional development		X

Personal qualities		E	D
<b>Candidates should:</b>			
1	Demonstrate a passion for teaching and learning	X	
2	Communicate effectively and develop positive relationships with all stakeholders	X	
3	Demonstrate excellent interpersonal skills	X	
4	Be decisive, consistent and focused on solutions	X	
5	Demonstrate the capacity to lead others, be reflective, resilient and adaptable	X	
6	Be able to motivate and inspire others	X	
7	Listen carefully and consider the views of others	X	

Skills		E	D
<b>Candidates should be able to:</b>			
1	Support a vision for the school and secure commitment to it from others	X	
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress	X	
3	Support systematic and rigorous whole school monitoring and evaluation	X	
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes	X	
6	Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes	X	
7	Support the development of teaching and learning in school	X	
8	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines	X	

Professional knowledge and understanding		E	D
<b>Candidates should:</b>			
1	Be committed to securing equality of opportunity for pupils in school	X	
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning	X	
3	Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils	X	
4	Maintain high standards of pupil behaviour and attitudes to learning	X	
5	Have experience of supporting vulnerable pupils in school	X	
6	Take a lead in the supporting staff in their professional development		X

Safeguarding		E	D
<b>Candidates should have:</b>			
1	Knowledge of national and local safeguarding guidance	X	
2	Experience of safeguarding and promoting the welfare of children and young people	X	
3	A commitment to work with relevant agencies to protect children and young people	X	
4	Knowledge of best practice and procedures in school for safeguarding children and young people	X	



## **glover recruitment** consultancy

Queries about the application and recruitment process  
should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by  
phoning 07766773682.