

# Shevington High School

## Assistant Headteacher

### Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that "life is what I make it!"



## Ofsted 2022

*"Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning."*

**Life is what you make it!**

# WELCOME TO OUR SCHOOL

Thank you for your interest in this post. We hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a successful, popular and outward-facing high school, with a strong reputation within the local community. Over the last few years, the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school. We have 178 students in all years and are currently oversubscribed with a waiting list in Year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very strong examination results over recent years, and we pride ourselves on a relentless drive for improvement as we continue our journey towards excellence.

We pride ourselves at Shevington in putting the student at the centre of learning through the delivery of high-quality teaching that enables all pupils to learn effectively. The school has a clear and well-articulated vision for curriculum and pedagogy, grounded in current national and international research.

This approach is informed by over nine years of work on Student Agency in Learning in partnership with Kunskapsskolan Schools (Sweden), for which we have been recognised as a KED-inspired school.

The school has a robust teaching and learning strategy incorporating digital devices and using Google Classroom to enhance student learning. A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 5-6 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.



Shevington is a fantastic school with a well-deserved reputation for educational innovation and standards. In 2022 Shevington was judged by Ofsted to be a Good school. But more importantly, our students are happy, they feel they belong here, they feel safe and achieve many successes in all kinds of fields - we are immensely proud of them! Staff and students nurture wonderful relationships that help students to achieve.

At Shevington, we seek to work with students and parents to ensure that each individual achieves their full potential. We want all our students to feel challenged, but supported. Our aim is to guide all students so that they gain qualifications and life experiences.

School should be about opportunities, new experiences and special memories!

### **Why Work at Shevington?**

Shevington High is a fast-paced, driven and forward-thinking school, with a determination to give our students the best possible life chances. We have the highest expectations of our students' behaviour, engagement and academic outcomes. Our students come to school ready and excited to learn.

Our enthusiastic and dedicated team of teaching staff, support staff, leadership staff and our trainees come together every day of the academic year with one collective goal; to help every one of our students enjoy, thrive and flourish at their school.

### **Our Students**

The opportunities on offer at Shevington are incredible; multiple sports teams, annual drama productions, music celebrations. All students have the chance to take part, whatever their level. We also offer trips abroad to France and Spain to help the learning of a modern language, opportunities to go Skiing, snowboarding or, closer to home, participate in the Duke of Edinburgh's award and explore our beautiful county. We believe this balance of academic study and life experience is integral to getting the most out of school.

### **Our Staff**

Our teachers, support staff and governors play a huge part in our community. Every one of them helps in daily support, encouragement, teaching and development of each and every one of our students.

### **Investing in Your Career Development**

Shevington High School is committed to developing all staff and providing career opportunities and pathways. It is vital that we encourage staff to be reflective and then assist them in becoming outstanding practitioners.

Staff have a CPD Profile and all teachers conduct Action Research as part of a commitment to their own professional development. As a school we invest time into CPD for all staff including providing access to a full range of NPQ courses.

We are looking to appoint talented individuals who can build on our current success and support our ambitious vision for the future. If you are interested in joining our team please submit an application.

We look forward to hearing from you.

# **Assistant Headteacher**

**Required from September 2026**

**Salary: L11-15**

**Closing date: 24<sup>th</sup> February 2026**

**Interviews: TBC**

We are seeking an Assistant Headteacher to join our Senior Leadership Team at an exciting point in the school's development. This post represents an expansion of the current team and comes at a time when the school has already made significant progress. We are therefore looking for a colleague who will both recognise and build upon these successes, and who is excited by the opportunity to help shape the next stage of the school's development as we strive to become exceptional. The precise areas of responsibility will be shaped around the strengths of the successful candidate, complementing those of the existing leadership team.

We need a strong, effective practitioner and leader who will bring their passion for education and school leadership to this exciting role.

- To play a key role in the leadership and management of the school.
- To support students to achieve the highest standards of attainment and progress that they are capable of, and to develop their independence as learners, enabling them to access their chosen next destination.
- To contribute to the culture of academic innovation and enrichment.
- To support, develop and hold accountable Curriculum Leaders in empowering all their students to achieve or exceed their potential.
- To lead and develop a key area of the school's improvement strategy (depending on the strengths and skills of the post holder).
- Be mindful of staff and student workload and wellbeing while fulfilling all aspects of the role.
- As part of the Senior Leadership Team, contribute to whole school Leadership and Management.

**The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**

As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2025.

Application forms to be returned to Mrs L Thompson [ltompson@shevingtonhigh.org.uk](mailto:ltompson@shevingtonhigh.org.uk)



## Job Description

### Assistant Headteacher

<b>Job purpose:</b>	<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>Undertake the professional duties of the Headteacher and Deputy Headteacher in the event of his/her absence, as required.</p> <p>To strategically manage the agreed area of school.</p> <p>Help to formulate and review the aims and objectives of the school.</p> <p>Establish policies to promote high standards.</p> <p>Manage staff and resources</p> <p>Monitor and evaluate the progress of policies.</p> <p>Undertake professional duties of the Headteacher as delegated.</p> <p>Provide leadership to ensure high quality education for all and improved standards of learning and achievement</p>
<b>Reporting to:</b>	The Headteacher and Deputy Headteacher
<b>Liaising with:</b>	Headteacher, senior leadership team; managers; teaching and support staff; LA representatives, external agencies, parents and members of the community
<b>Responsible for - Staff</b>	Responsible for – Members of ML identified by the Headteacher
<b>Salary:</b>	Leadership Spine L11 – L15
<b>Working Hours</b>	Full time as specified in the STPCD Full Time
<b>Disclosure level</b>	Enhanced



## **Teaching**

Undertake an appropriate programme of teaching in accordance with the duties of an assistant headteacher.

## **Strategic/ Operational Planning**

- Support the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development.
- Support the Headteacher and Senior Leadership team in ensuring that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
- Support the Headteacher and Senior Leadership team in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of the school.
- Support the Leadership Team of the day-to-day management within school, including the effective deployment of staff and physical resources.
- Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher, Governors and other audiences.
- Provide information, objective advice and support to the Headteacher and Governing Body.

## **Curriculum Provision**

- To take responsibility for the Analysis of key School Performance Data
- Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- Be accountable for the development and delivery of curriculum areas as delegated by The Headteacher.

## **Staffing**

- Lead professional development of staff through example.
- Motivate and enable staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.
- Lead, support and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as appropriate.
- Assist the Headteacher and Deputy Headteacher in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction.

- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement performance management arrangements in line with school policy.
- Participate in the interview process for posts and undertake the duty of the Headteacher and Deputy Headteacher in the event of his/her absence.
- Support the Headteacher and Deputy Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- Take responsibility for own professional development, including time management issues.

### **Quality Assurance**

- Support the Headteacher and Deputy Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality control systems.
- Contribute to the school procedures for lesson observation.
- Implement school quality procedures and to ensure adherence to those as delegated by the Headteacher.
- Support the Headteacher and Deputy Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.

### **Management**

- Support the Headteacher to recruit staff of the highest quality.
- Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.
- Establish staff and resource requirements to meet the needs of students with regard to the strategies.
- Advise the Headteacher and the leadership team of likely priorities for expenditure.
- Allocate resources to meet the objectives of the school and the policy to maximise students' achievements and ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.
- Co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students
- Seek and use national, local and school data, Ofsted evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Ensure the maintenance of accurate and up-to-date information on the management information system.
- Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- Assist in the use of performance data analyses and evaluations.
- Produce reports on the analysis of examination performance, including the use of value-added data.



- Provide the Headteacher and the Governing Body with information relating to delegated areas of responsibility concerning to performance and developments.
- Produce appropriate reports of the effectiveness of the delegated areas of responsibility to the Headteacher, Governing Body and other relevant stakeholders.

### **Communication and Liaison**

- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.  
Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Assist the Headteacher and Senior Leadership team in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.
- Contribute to communication and liaison events.

### **Care and Guidance**

- Support the Headteacher and Senior Leadership team in ensuring that effective mentoring systems are in place to support student progress and achievement.
- Support and manage teams of managers to develop and implement care, guidance and support systems.
- Contribute to the Personal Development Curriculum according to the school policy..
- Assist in the implementation of the behaviour management policy so that effective learning can take place.

### **School Ethos**

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



# Person Specification / Selection Criteria

## Assistant Headteacher – Leadership

Selection Criteria	Essential	Source Source A = Application I = Interview R = References T = Task/Observation
<b>Qualifications</b>		
Qualified Teacher status with a good honours subject degree (or equivalent)	✓	A
Evidence of sustained and relevant professional development, including leadership development (e.g. NPQ or equivalent experience)	✓	A
<b>Experience</b>		
Recent experience of working with students across the secondary age range incl GCSE/Cambridge National	✓	A R
Proven experience of raising student attainment and progress at classroom, departmental or whole-school level	✓	A R I
Experience of contributing to whole-school improvement planning and implementation	✓	A R I
<b>Knowledge and Skills</b>		
An outstanding practitioner with a passion for learning and teaching	✓	A R I
A clear commitment to, and ability to articulate, the school's vision and values	✓	A R I
Strong understanding of curriculum design, assessment and pedagogy, including meeting the diverse needs of learners	✓	A R
Understanding and awareness of current educational developments and the implications of relevant educational legislation	✓	A I
Ability to lead, motivate and inspire staff, students and parents	✓	A R I
Ability to work strategically and collaboratively as part of a Senior Leadership Team	✓	A R I
Strong analytical skills, including the effective use of data to drive improvement	✓	A I T

Excellent communication skills, both written and oral, with a range of audiences	✓	A R I
Ability to manage and develop effective systems and processes	✓	A R I
High level of ICT competence to support leadership, teaching and learning	✓	A R I
<b>Corporate Responsibility</b>		
Commitment to upholding and promoting the school's policies, ethos and values	✓	A R
Commitment to ongoing professional development and reflective practice	✓	A
Commitment to staff development, wellbeing and workload	✓	A I
Commitment to raising standards for all staff and students	✓	A I
Commitment to inclusion, equality and safeguarding	✓	A I
Willingness to contribute fully to the wider life of the school	✓	A
<b>Personal Qualities</b>		
Integrity, professionalism and emotional intelligence	✓	R I
Resilience and the ability to lead positively through challenge and change	✓	R I
Deal sensitively with people and resolve conflicts	✓	R I
Ability to empower others and build strong, trusting relationships	✓	R I
High levels of motivation, energy and commitment	✓	A R I
Ability to work under pressure, manage competing priorities and meet deadlines	✓	A R I
Ambition and capacity to achieve challenging professional and leadership goals	✓	A I
<b>Application</b>		
Accurate completion of school application form	✓	A
Supporting statement clearly addressing the person specification	✓	A
High standards of written communication (spelling, punctuation and grammar)	✓	A
Legally entitled to work in the UK	✓	A