



Woking High School
Inspire, Challenge, Achieve



Assistant Headteacher – Teaching, Learning and Assessment

Application Pack

Spring 2025



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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Assistant Headteacher – Teaching, Learning and Assessment

Leadership Pay Scale – L13 to L18 (£68,298 – £77,051), depending on experience

Full time

Permanent contract

Start date – September 2025

Reporting to Senior Deputy Headteacher

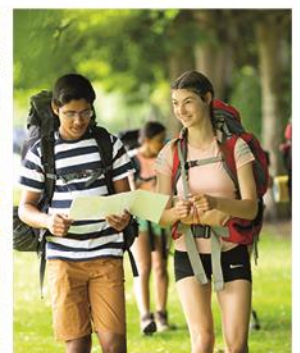
The job description may be amended at any time following discussion between the Headteacher and member of staff, and it will be reviewed regularly. It is anticipated that the strategic and day-to-day nature of the role will evolve over time to reflect the direction of travel of the school.

Job Profile

The Assistant Headteacher will work independently and alongside SLT, in particular the Senior Deputy Headteacher and the Assistant Headteacher for Academic Inclusion, to define, articulate and implement the school's vision and values.

The Assistant Headteacher will work in close partnership with the Senior Leadership Team, SENCo, parents/carers, Governors and external agencies to improve, maintain and monitor high standards of Teaching, Learning and Assessment (TLA) across the school.

We believe that all students can and should achieve excellent outcomes and that this can only be achieved in a calm and purposeful environment where the school community cares and respects each other and approaches all opportunities for learning with a positive attitude and a drive to engage fully in all aspects of learning. Good practice is good practice for all and the AHT for TLA will be the strategic lead for specific aspects of TLA, developing practices which enable all students to access our standard educational provision and achieve in line with their peers of the same ability profile or starting point.





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The AHT will demonstrate passion for quality first teaching and a firm belief that it is the most effective way to ensure that all students learn and progress.

As a leader, the AHT will be inquisitive, and research driven with a critical mind, seeking ways to remove barriers to learning without removing opportunities, and scrutinising data to enable careful planning for success. Delivering high quality training for staff, which advocates reasonable adjustment through adaptive teaching strategies, will be essential as will strategic deployment of resources.

All members of the Senior Leadership Team are expected to be flexible to ensure the most effective organisation and delivery of learning. Other specific duties and responsibilities as part of the Senior Leadership Team are allocated on a needs basis.

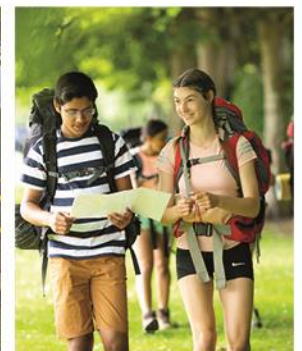
Purpose

Ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

Champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.

Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for the area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.
- Champion the importance of all staff knowing and owning our students to foster a sense of belonging and a joy of learning.





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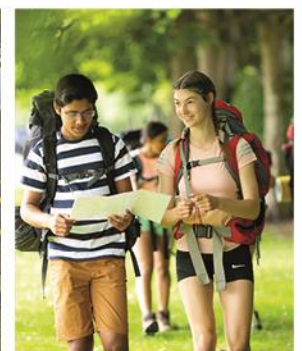
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Key Responsibilities

- Be an excellent practitioner in the classroom, delivering great results and continuing to develop own teaching to benefit students and colleagues.
- Collaborate with all Heads of Department to drive forward the quality of our students' learning experience in the classroom through developing, monitoring and evaluating the quality of TLA provision in the classroom.
- Identify CPD needs across the school in collaboration with the Senior Deputy Headteacher, leading delivery of CPD relating directly to quality first teaching, ensuring that teaching staff develop their pedagogy related to supporting all learners in classroom related activities.
- Lead on the development and delivery of CPD for middle leaders and teachers that supports the implementation of evidence-based interventions, ranging from the delivery of INSET training to team teaching, modelling and coaching/mentoring.
- Work closely with SDHT and the AHT (Academic Inclusion) to ensure that the curriculum supports the development of knowledge and skills to be successful academically and preparing them for further education and life.
- Undertake monitoring of teaching and learning standards regularly across the school through observations, Learning Walks, book scrutinies, etc., responding to under-performance of teaching staff immediately through training, coaching, individual support packages and external support programmes.
- Develop and manage an individual teaching staff CPD programme, maintaining up-to-date records of training undertaken and the impact and benefits for the school, teachers and students.
- Lead the further development and implementation of our staff induction programme across all areas, ensuring that it is of a high quality regardless of start time and experience and allowing new staff to adopt our practices as quickly as possible.
- Oversee the ECT programme, line managing the Head of ITT and ECT programmes, ensuring that we fulfil statutory requirements and ECTs quickly adopt the WHS approach to teaching and engaging with students.
- Lead support for staff who are underperforming, initiating and managing support packages and PIPs, where necessary, in agreement with the HT. Evolve practices and policies in line with national changes, best practice and needs of the school.
- Lead the development and implementation of clear and effective approaches to staff absence procedures, including cover arrangements, daily monitoring of absence and supporting departments and SLT Links with arrangements for long-term absence, working closely with the HR Department and the HT.





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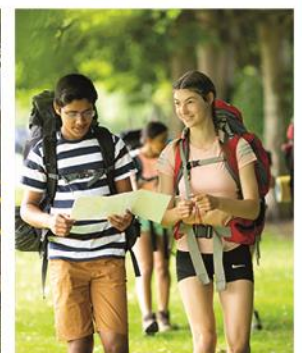
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- Develop and implement the Assessment and Reporting Policy and practices, ensuring that there are opportunities for both formative and summative assessments and that these inform teaching and provide useful data for the school to identify area of improvement and/or support.
- Embed the school's marking and presentation policy to ensure that all teachers provide students with feedback and opportunity to improve their work after tri-weeklies.
- Lead the development, implementation and evaluation of whole school literacy and numeracy policy and practices, ensuring that students are enabled to access their learning.
- Lead on the development of emerging technologies policies and uses in school, especially AI. Ensure that all staff, teaching and associate staff, have high expectations of what students can achieve and always work to ensure students are making the most of their learning opportunities.
- Lead on developing students' ability to retain knowledge and skills, including Homework and Science of Learning, working closely with the AHT for Behaviour and Attitudes in relation to the tutor time programme.
- Support all staff in understanding and embracing the importance of quality first teaching and that everyone must work together to ensure that Teaching, Learning and Assessment are at the core of everything we do. Equip teaching staff with the skills and tools needed to deliver excellent lessons for all students.
- Maintain an up-to-date knowledge of TLA related educational research and key legislation linked to CTLA to inform practice, training staff in research-based teaching and learning strategies.
- Working closely with the AHT in charge of Alternative Provision and PP and the AHT for Academic Inclusion to maximise outcomes for disadvantaged students.
- Review practices and suitability regularly, taking an innovative approach to solving any issues, researching approaches to teaching, and proactively looking forward.
- Encourage staff to improve their own knowledge and skills through continued learning, leading regular CPD opportunities.
- Develop and promote career progression opportunities, including the further development and running of the SILs programme.
- Line manage allocated Heads of Department, supporting them to raise standards and outcomes as a co-pilot.
- Report to the Headteacher or the Governors regularly, attending Governing Body meetings as required.
- Work closely with the DHT for Pastoral and the AHT for Behaviour and Attitudes to develop, promote, implement and evaluate approaches to further improve all stakeholders' attitude to learning.





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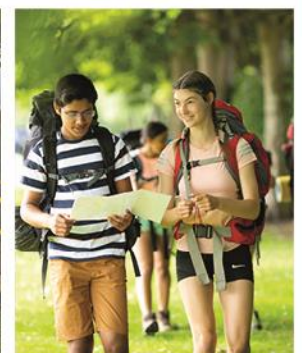
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Whole School Leadership and Management:

- Act as a role model to staff and students through excellent leadership, the delivery of outstanding teaching, continuous professional development and a professional presence in the school.
- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Continuously self-evaluate areas of responsibility, updating the SEF and reporting on progress to the SLT and Governors.
- Effectively use data to celebrate achievement and to challenge staff underperformance.
- Work closely with the Headteacher and Senior Leadership Team in all matters concerning the policies of the school and its strategic development, including the School Development Plan (SDP) and discussions about teaching, learning and assessment.
- Promote high expectations of all students and staff in the school, leading by example by modelling behaviour that ensures that the school's ethos is instilled.
- Be available before, during and after school in order to provide support and guidance to students, parents/carers, colleagues and other stakeholders.
- Keep abreast of the national agenda with regards to developments within education.
- Line manage departments in accordance with the line management procedures.
- Attend, prepare documentation for and present information at Governing Body meetings.
- Promote good behaviour and praise, maintaining discipline in accordance with the rewards, rules and disciplinary systems of the school.
- Regularly reflect on own practices, setting personal targets and taking responsibility for own development.
- Take an active role in promoting the school to ensure the best presentation and reputation of Woking High School in the community, leading relevant presentations and creating high quality publications to highlight provision and achievements.
- Contribute proactively to the day-to-day smooth running of the school, regardless of the area of responsibility.
- Act as a coach to other members of staff.
- Undertake any reasonable duty at the request and discretion of the Headteacher.

Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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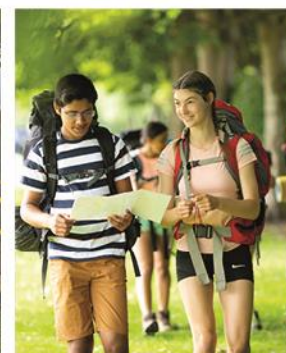
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Person Specification

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

	Essential	Desirable	Evidence
Qualifications and Training			
Good honours degree or equivalent.	✓		A/C
Qualified Teacher Status.	✓		A/C
Further qualification in leadership.		✓	A/C
Further qualification in coaching.		✓	A/C
Commitment to an ongoing professional development with evidence of further training.	✓		A/R/I/C
Teaching and Learning			
Excellent classroom practitioner with a great track record of success in student outcomes.	✓		A/R/I
A strong knowledge of and an ability to consistently demonstrate excellent and innovative pedagogical practice within own teaching.	✓		A/R/I
Experience of personalising learning to provide opportunities for all learners to achieve their potential.	✓		A/I
Outstanding behaviour and classroom management.	✓		A/R/I
Significant experience of utilising new technologies effectively within own practice.		✓	A/I
Experience developing and adapting teaching strategies and resources beyond own lessons.	✓		A/I
Experience of leading CPD within department or whole school.	✓		A/I
Knowledge and Experience			
Knowledge of effective strategies to improve Teaching, Learning and Assessment for students of all abilities and needs, believing in quality first teaching.	✓		A/I
An ability to analyse and interpret data, drawing robust conclusions from it.	✓		A/R/I
Extensive knowledge of current educational issues, theories and thinking.	✓		A/I
Holistic understanding of curriculum drivers and issues.		✓	A/I
Experience monitoring TLA and supporting staff development.	✓		A/I





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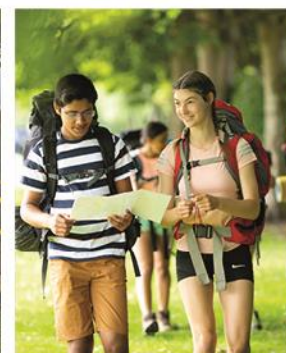
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Personal Qualities and Skills	Essential	Desirable	Evidence
A sharp and analytical mind that can see both the big picture and the detail.	✓		A/R/I
Ability to demonstrate a consistent commitment to high standards.	✓		A/R/I
Creative, imaginative and positive approach to problem-solving - a can-do attitude.	✓		A/I
Ability to demonstrate a high level of organisational skills.	✓		A/R/I
Professional honesty, humanity and integrity.	✓		A/R/I
Good judge of character, situations and processes.	✓		A/I
Listens well and reflects upon information and advice.	✓		A/I
Rigorously professional in everything.	✓		A/R/I
Enthusiastic, determined and insistent on high standards from all, challenging underperformance where it has been identified.	✓		A/I
Strong interpersonal skills with a good sense of humour.	✓		A/I
A willingness to learn and to enthuse others, staff and students, to learn.	✓		A/R/I
Able to work under pressure, prioritising and managing time effectively to meet deadlines.	✓		A/R/I
Generous and flexible with their time - a willingness and drive to support colleagues.	✓		A/I
A commitment to staying fully informed of TLA practices locally and nationally, making best use of these to support progress for all students.	✓		A/I
Self-aware, reflective and resilient.	✓		A/I

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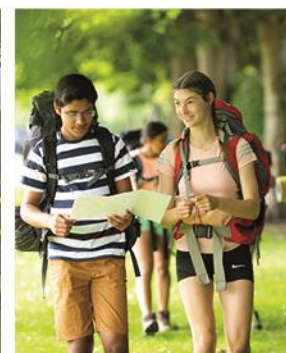
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Leadership and Management	Essential	Desirable	Evidence
Evidence of leading improvement of fellow teachers' teaching and learning	✓		A/R/I
Evidence of leading impactful and innovative staff development programmes		✓	A/R/I
Considerable evidence of successful Subject Middle or Senior Leadership experience	✓		A/R/I
Evidence of the successful development and implementation of key departmental or whole school objectives and plans	✓		A/I
An understanding of effective strategies to lead change and innovation	✓		A/I
Experience of monitoring staff performance, celebrating achievement and addressing underperformance.	✓		A/I
Have a vision for education and be able to realise it, communicating effectively with all stakeholders to inspire and motivate them	✓		A/I
Ability to make difficult decisions and see through complex strategies from concept to conclusion	✓		A/R/I
Ability to have difficult conversations and manage conflict effectively and compassionately	✓		A/R/I
Have the warmth, empathy and patience required to deal with difficult situations fairly, calmly and proportionately	✓		A/I
Evidence of having raised standards in an area of responsibility	✓		A/R/I
Experience of evaluating the impact of areas of responsibility		✓	A/R/I
Communications	✓		A/R/I
Excellent communication (written and oral) skills	✓		A/I
Actively engaging with and involving stakeholders		✓	A/I
Celebrating and promoting school achievements		✓	A/I
Never bringing the school into disrepute	✓		A/R/I

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You are welcome to telephone the school on 01483 716884 for an informal discussion. Application packs can be downloaded from our website www.wokinghigh.surrey.sch.uk

If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

Closing date for applications: Tuesday 18th March 2025

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>. By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index. The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

