



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**ASSISTANT HEADTEACHER—  
TEACHING & LEARNING**

**APPLICANT PACK**

**APRIL 2026**

# INTRODUCTION

Dear Candidate

We are delighted to welcome applications for the permanent role of Assistant Headteacher - Teaching and Learning at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and our ambition is to make Hartford Church of England High School an exceptional place to learn and work. Almost three years on, we are well on our way to achieving that goal with a learning community where students flourish exceptionally well personally and academically.

The position of Assistant Headteacher - Teaching & Learning is a pivotal role within our Senior Leadership Team, with strategic responsibility for securing and sustaining the highest standards of teaching and learning across the whole school. Working closely with the Headteacher, Deputy Headteacher and other senior colleagues, the postholder will set and drive a clear vision for excellent classroom practice, curriculum implementation and professional development. The successful candidate will lead and support subject and middle leaders to ensure that teaching is consistently adaptive, inclusive and ambitious, that schemes of learning are robust and well-sequenced, and that students' work reflects high expectations and pride. This role is central to the school's continued improvement, combining strategic oversight with a strong presence in classrooms, a commitment to research-informed practice and a relentless focus on improving outcomes for all learners.

The Senior Leadership Team at Hartford Church of England High School is full of enthusiastic and talented individuals who are ambitious for the success of the school and the students. The Assistant Headteacher – Teaching and Learning will have the luxury of working alongside and driving the work of Junior Assistant Headteachers in leading the development of teaching and learning and academic inclusion across the school. They will also line manage the work of Directors of Learning who lead the school's ECT, ITT and teacher development programmes.

Aside from the curriculum, at Hartford Church of England High School we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System and SEND team, provide further depth to pastoral support and enhance our inclusive approach and philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

Across the school campus, we are blessed with exceptional facilities, with a suite of new and modern buildings for students to learn in. We are increasingly popular as the first choice for parents when selecting high school provision in the Northwich area and have been oversubscribed this year. This means that the children who join us are enthusiastic to learn and are great to teach. It also means that we have hugely supportive parents who contribute to our school community alongside committed staff and expert governors.



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Our extensive CPD programme offers regular opportunities for mentoring, coaching, and professional growth, enabling continued development along a member of staff's career pathway. Professional development is a key part of our culture, and we are committed to supporting all staff in achieving their goals.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, the local authority and colleagues in other schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience as an Assistant Headteacher, we want to hear from you!

Should you choose to apply for the role of Assistant Headteacher - Teaching and Learning, I look forward to receiving your application. If you would like to tour the school in the meantime and see more of what working at Hartford Church of England High School has to offer, we are running tours for perspective candidates on Friday 1st May and Tuesday 5th May at 4pm. Please contact Sara Morris, our Business Manager: Personnel, to book your place. If you cannot attend these tours but are keen to apply to work at the school, please do not worry, all applications will be considered on an equal basis whether we have met prospective candidates previously or not – it's the quality of the application that counts!

I look forward to welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

**Headteacher**



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## KEY INFORMATION

**Job role:** Assistant Headteacher—Teaching & Learning

**Starting Date:** 1st September 2026

**Salary:** L11—L15

**Contract Term:** Permanent

**Closing Date:** 12:00noon on Thursday 7th May 2026

**Interviews:** Monday 11th May 2026

**How to Apply:** Please complete the school application form and include a letter of application no more than 2 sides of A4. Completed applications should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk)

### Benefits:

There are a range of benefits for staff who work in our school community. These include:

- Membership of the Teachers' Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.
- Ample free staff car parking including electric car charging spaces



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# JOB DESCRIPTION

## ASSISTANT HEADTEACHER – TEACHING AND LEARNING

Salary range L11-15

The role of the Assistant Headteacher - Teaching and Learning, at Hartford Church of England High School is to provide strategic vision, leadership and management, working in close partnership with the Deputy Headteacher. It is expected that they will lead by example as an outstanding teaching and learning practitioner. They will be responsible for the implementation of the school's curriculum, ensuring that the curriculum is fully implemented in lessons. Working with other members of the Senior Leadership Team, they will oversee the quality of teaching and learning across the school, ensuring that the standard of all aspects of Teaching and Learning continues to evolve and improve. In particular, they will line manage the work of the Lead Practitioners, leading a team of skilled and creative teachers to drive pedagogical improvement across the school.

The Assistant Headteacher will be a highly successful and experienced teacher in their subject specialism, who is able to enthuse, motivate and inspire young people. Prior to their appointment, the Assistant Headteacher will have demonstrated excellent leadership at a middle and/or senior level with notable impact. They will have outstanding management and communication skills possessing the ability to effectively drive forward change whilst bringing key stakeholders (staff, parents, students) on board. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success. They will be innovative with an ability and determination to develop Hartford Church of England High School as a centre of excellence in all areas leading to high quality outcomes for all students.

### Shaping the Future

The Assistant Headteacher will work closely with the Headteacher, Deputy Headteacher, Governing Body and leadership team, to create a shared vision which inspires and motivates all members of the school community. In particular, they will significantly contribute to:

- Developing the strategic vision and direction for the school which is based upon a detailed understanding of the school's needs and relevant external influences.
- Implementing the strategic vision effectively so that practices become consistent across the school.
- Communicating the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.
- Demonstrating the impact of the implementation of the strategic vision for the benefit of all stakeholders.



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- Maximising the opportunity afforded by being a Church of England and grant-maintained high school.
- Creating an organisational structure which maximises both the school's finances and resources, and which reflects the school's values and vision.
- Playing an active role in maximising the expectations, aspirations and ambitions of our students, their families and carers and the local community.
- Leading by example to create a culture of respect and tolerance and valuing of others in accordance with the Christian foundation of the school, fostering positive relationships across the school community.
- Keeping up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the school.

### **Teaching and Learning**

The Assistant Headteacher is responsible for ensuring that the highest standards of teaching and learning are provided across the whole school. Whilst working alongside the Headteacher, other senior leaders and key staff, the Assistant Headteacher will:

- Set the strategic direction for teaching and learning across the school
- Lead a team of Directors of Learning, implementing the strategic direction for teaching and learning and ensure teaching and learning is at the forefront of school development
- Have a deep and accurate understanding of the school's effectiveness and a desire to develop a range of strategies for improvement
- Design and implement a strategy to drive, evaluate, improve and develop the effectiveness of teaching across the school
- Secure and sustain excellent teaching and learning through structures monitoring, analysis and review processes
- Lead the evaluation and improvement cycles for the quality of teaching
- Ensure schemes of learning support and drive the strong implementation of the school's teaching and learning priorities
- Lead subject leaders in quality assuring schemes of learning, ensuring resources meet the needs of all students, are centrally produced and instil strong attitudes to learning
- Lead subject leads in the implementation of their curriculum(s) so that students' knowledge and skills are developed and their books are excellent revision resources
- With the Deputy Headteacher and Senior Assistant Headteacher - Curriculum, Data and Assessment, ensure that the curriculum has clear end points and teaching is adaptive
- Maintain a relentless focus on students' books and work across the school, reinforce expectations and maintain high standards of work produced - particularly where students have additional needs or are disadvantaged



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- With the Assistant Headteacher – Academic Inclusion, oversee a strong revision programme for all students in all year groups
- Ensure teachers are well supported so that they, in turn, support all students well
- Ensure that parents and carers know how to support their child with their schoolwork at home
- Lead other Senior colleagues in devising and implementing the overall strategy for home learning and remote learning to ensure that strategies are in place to monitor its consistent application, review its impact and to make any necessary changes in order to ensure better outcomes for students
- Ensure that displays related to learning are current and that there is diversity of celebration of beautiful work across the school
- Lead whole school approaches to learning environments
- Lead on marking and feedback ensuring it is consulted on with staff and informed by the latest research
- Devise and implement the overall strategy for marking and ensure that strategies are in place to monitor its consistent application, review its impact and to make any necessary changes in order to ensure excellent outcomes for students.
- Work with the Senior Assistant Headteacher - Curriculum, Data and Assessment and the Deputy Headteacher to triangulate evaluations about the quality of teaching on students' learning and ensure judgements about teaching and learning match student outcomes
- Work with the Senior Assistant Headteacher - Curriculum, Data and Assessment and the Deputy Headteacher to quality assure Department Development Plans to ensure that each department is focused on the correct priorities
- Work with the Senior Assistant Headteacher - Curriculum, Data and Assessment, ensure that students' books/work evidence accurate ongoing assessment
- Work with other schools to share good practice and develop our educational offer both within the school and externally
- Participate in and lead aspects of the recruitment process for teachers
- Model outstanding practice in the planning and delivery of their own lessons and be able to demonstrate and share this practice, and the thinking behind it
- Where there is underperformance in teaching, act to address this and support teachers to improve
- Continually evaluate innovative teaching practices so that colleagues are provided with professional support and performance improves
- Ensure the school has strong links with University providers and other research hubs and associations so that it both benefits from and contributes to educational research areas
- Ensure the school has the opportunity to share its learning across a range of different audiences, including at local conferences
- Ensure that different forms of technology, such as Office 365, are used across the school to promote better practice in all areas



- Develop and facilitate a teaching and learning group with other leaders which comprises teaching staff, associate staff, students and other stakeholders, including governors
- Lead on reviewing and refining the school's model for teaching in a continuous loop
- Establish a rolling programme of quality assurance for schemes of learning whereby middle leaders hold each other to account

## **CPD**

The Assistant Headteacher is responsible for ensuring that the highest standards of continuous professional development are provided across the whole school. Whilst working alongside the Headteacher, other senior leaders and key staff, the Assistant Headteacher will:

- Work with other members of the senior leadership team to ensure that opportunities for staff development and improvement result in highly effective teaching and learning across the school
- Oversee the implementation of the Early Careers Framework including the in-house CPD programme
- Lead whole-school teacher training and CPD
- Make decisions on external CPD and ensure this is tightly mapped to the school development plan
- Create a climate in which staff are motivated and are encouraged to develop their practice
- Ensure that teacher subject knowledge is secure and that there are continued opportunities for its development
- Work with subject leads to design and run experiences which develop teachers' subject knowledge and have systems and processes to capture impact
- Work closely with individuals and teams to support them in developing their learning resources, schemes of work and classroom practice to ensure high quality teaching, learning and assessment across the curriculum and strong student outcomes
- Lead subject leads in quality assurance processes so that pedagogy and teaching match the needs of all students and CPD supports excellent teaching practice
- Lead middle leader CPD sessions to strengthen schemes of learning which are based on teaching and learning priorities
- Continue to develop a culture of reflection which considers how different approaches to teaching are impacting on student learning and knowledge and skill development. This involves both teacher and student reflections on learning
- Generate professional learning opportunities for all staff by ensuring professional reading, promoting involvement with appropriate educational associations, and encouraging attendance at applicable conferences and workshops is widely and equitably circulated
- Be an in-school lead and mentor for colleagues on external leadership qualifications such as Teaching Leaders



## Other Senior Leadership Responsibilities

The Assistant Headteacher will contribute significantly to the leadership of the school by:

- Playing a full part in the life of the school community, supporting the Christian distinctiveness of the school, and contributing to the school's vision, values and ethos in and out of the classroom
- Supporting the school in meeting its legal requirements for collective worship
- Taking assemblies in line with the ethos and values of Hartford Church of England High School
- Creating and fostering an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development, displaying high standards of professionalism.
- Developing and maintaining a culture of high expectations, aspirations and ambitions for themselves and others.
- Presenting relevant evaluative and summary reports to key stakeholders including governors.
- Leading by example as a teacher, (with a teaching commitment in line with Assistant Headteacher status) achieving high standards of student attainment and progress, behaviour and motivation.
- Actively engaging in the School Appraisal process
- Mentoring and supporting colleagues
- Challenging under-performance at all levels and ensuring corrective action and follow-up.
- Making a significant contribution to the development and maintenance of school policies and practices, ensuring their consistent application
- Planning, chairing, organising and attending meetings as appropriate
- Representing the school at external meetings
- Sustaining effective, positive relationships with all staff, students, parents/carers, governors and the local community.
- Leading or attending staff, student and parent voice sessions to gauge the views of all stakeholders, acting on the outcomes of these appropriately.
- Attending school events
- Managing budgets in line with areas of responsibility
- Undertaking duties at break, lunchtime, before and after school ensuring that students are observed and safeguarded between lessons and during social times
- Complying with all policies and procedures with specific awareness of those relating to child protection and safeguarding, health and safety, security, confidentiality and data protection
- Contributing to support programmes for students and staff that may, on occasion, include weekends and holiday periods
- Any other reasonable duties as requested by the Headteacher.



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Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as the Leadership Team evolves but equally as any government guidance changes or comes into force too.

### **Policies and Documents**

- Teaching and Learning Policy
- Marking and Feedback Policy
- Teaching and Learning reports
- Early careers framework reports and documentation
- Teaching and Learning, marking and feedback policies plus contributions to others
- Teaching and Learning documentation
- Support Plan documentation
- Relevant contributions to the SEF and School Development Plan
- Relevant reports to Governors and attendance at Governors' meetings in accordance with specific areas of responsibility.

### **Line Management of:**

- Junior Assistant Headteachers as appropriate to the role
- Directors of Learning with whole-school responsibility
- Head of Department(s) as appropriate to the role

### **Responsible to:**

- Deputy Headteacher



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# PERSON SPECIFICATION

## Assistant Headteacher - Person Specification

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Teaching qualification</li> <li>• Successful teaching experience, including the teaching of subject to GCSE level.</li> <li>• Record of excellence in the classroom</li> <li>• Strong track record of one's own continuing professional development</li> <li>• Evidence of delivering improvement through others</li> <li>• Previous Middle Leader experience</li> <li>• Experience of managing and leading others</li> <li>• Successful experience of leading effective CPD</li> <li>• Substantial knowledge of recent developments in areas of responsibility</li> <li>• Evidence of essential knowledge of Pedagogy and research and how this applies in practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Senior Leader experience</li> <li>• Post-graduate certificate</li> <li>• Relevant in-service training e.g. relevant NPQ</li> <li>• Experience of working in more than one school</li> <li>• Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain outcomes in area of responsibility</li> <li>• Recent evidence in developing and successfully designing and implementing strategies which have resulted in significantly improved outcomes for all</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Ability to effectively lead a team to ensure the best outcomes for students</li> <li>• A secure understanding of line management and appraisal and experience in both</li> <li>• Ability to successfully deploy, lead and train on a wide range of effective Teaching and Pedagogical strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching to Advanced Level</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>



	Essential	Desirable	Evidence
Leadership and Management (cont..)	<ul style="list-style-type: none"> <li>• Successful experience that demonstrates the ability to confront and resolve problems and effectively innovate and manage change</li> <li>• Experience in the effective management of finances and deployment of resources</li> <li>• Ability to innovate and implement ideas</li> <li>• Demonstration of the understanding of curriculum and how this role impacts on the whole school curriculum</li> </ul>		
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Fully committed to the Christian ethos of the school</li> <li>• Inspirational</li> <li>• Ability to forgive and move on</li> <li>• Ability to challenge and support students and staff</li> <li>• Excellent spoken and written communication skills</li> <li>• Ability to establish excellent working relationships with staff, students, parents/carers and other stakeholders</li> <li>• High expectations</li> <li>• Commitment to school improvement</li> <li>• Team worker</li> <li>• Independent worker</li> <li>• Resilient under pressure</li> <li>• Excellent attendance</li> <li>• Flexible</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>



	Essential	Desirable	Evidence
Safeguarding	<ul style="list-style-type: none"> <li>• Willingness to consent to apply for an enhanced disclosure DBS check</li> <li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people including the mental health of young people</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>



# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



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