



CANDIDATE PACK

Assistant Headteacher



Start date:
January 2027

Location:
Queens Road
Walton on Thames
Surrey
KT12 5AB



About Us

Walton Leigh is a maintained special school for young people aged 11 to 19 with severe and complex learning difficulties.

We are a positive, welcoming school and we endeavour to provide a happy and caring environment where your child can flourish.

We will make sure your child is valued and supported in every way. We have a positive ethos, love celebrating achievement and always have high expectations!

We provide excellent opportunities to develop your child's communication skills and personal and social development.

We strive to deliver outstanding teaching and your child's class teacher will support and guide them to be as independent as possible.

WALTON
LEIGH
SCHOOL





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk



Working together to create an environment in a secure, stimulating atmosphere.

Promoting independence where self-esteem and mutual respect are fostered and effort and achievement celebrated in the pursuit of excellence.

Values

Responsibility

Friendship

Happiness

Honesty

Care

Respect

Love

Confidence

Cooperation

Belonging

Thoughtfulness

Patience

WALTON
LEIGH
SCHOOL



Job Description

Job title: Assistant Headteacher

Salary: L13 to L17 on the Fringe Pay Scale

Contractual Hours: 32.5 hours a week

Position Status: Permanent

About our Vacancy

We are seeking an exceptional and inspiring Assistant Headteacher to join Walton Leigh School, a welcoming and ambitious special school for young people aged 11–19 with severe and complex learning difficulties.

The successful candidate will demonstrate a clear passion for inclusive education and an unwavering commitment to improving outcomes for children and young people with complex additional needs. They will be a highly motivated, reflective and compassionate leader who works collaboratively with staff, pupils, families and external professionals to ensure every learner flourishes within a positive, caring and nurturing environment.

You will play a key role in leading teaching and learning, developing staff expertise and embedding consistently high-quality practice across the school. Working alongside the Deputy Headteacher and senior leadership team.

We are committed to investing in our staff and recognise that high-quality professional development is key to achieving the best outcomes for our pupils. We offer a comprehensive and bespoke CPD programme throughout the year, providing opportunities for colleagues at every stage of their career to develop their expertise, enhance their leadership skills and progress professionally within our Trust.

The school provides a nurturing, inclusive and aspirational learning environment where every pupil is supported to develop the skills, confidence and independence they need to achieve their full potential. Walton Leigh School is part of London South East Academies Trust, a member of the Elevare Group, a thriving multi-academy Trust comprising specialist, mainstream and alternative provision schools committed to delivering exceptional education and improving outcomes for all learners.





Job Description

Main purpose of the role:

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement.
- To take responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
- The Assistant Headteacher may have class teaching commitment



Leadership and Management

In cooperation with, and under the direction of, the Headteacher:

- To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development Priorities (SDP) and Self-Evaluation Form (SEF) along with the Headteacher, Academy Board and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan and in agreement with the Headteacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life.
- To be an exemplar of all school policies and practices.
- To actively promote the aims of the school.
- To support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- To support the evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Development Plan.
- To ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- To enable the views of both parents/carers and children to be heard and considered
- To promote opportunities for networking with others schools

Teaching and Learning

- Support the Headteacher to secure and sustain effective Teaching and Learning, monitor and evaluate the quality of teaching and standards of pupil engagement, progress and well-being, including the analysis of performance data;
- Ensure that all pupils have access to a broad, balanced and relevant curriculum
- Support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community, in order to enhance teaching and learning and pupils' personal development

Leading and Managing Staff

- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Take responsibility for specific aspects of the day to day deployment and management, leadership, motivation, support, challenge and development of staff in order to exceptional professional practice
- Support the Headteacher in the implementation of the school's performance management policy.
- To act as line manager and performance manager to staff as directed by the Headteacher

Effective deployment of staff and resources

- Support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Undertake specific responsibilities in the use of resources efficiently and effectively in line with the school's strategic plan and the financial context

Safeguarding

- Undertake regular DSL training and be a Deputy DSL
- Work closely with the Lead DSL, Deputy DSLs, Home School Liaison Worker, nurses and external agencies in monitoring and reporting of safeguarding concerns;
- Ensure that any Child Protection concern is reported appropriately;
- Adhere to the practice and procedures stipulated in safeguarding policies;
- Ensure that all staff are aware of their responsibilities in relation to Child Protection matters

General

- Act as "critical friend" and provide effective professional challenge and support to the Headteacher;
- Provide information and advice to the Headteacher and Trustees and support proper accountability processes throughout the school;
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

This job description may be amended at any time following discussion between the Headteacher and member of staff.

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

Person Specification

Education and Qualifications	Essential	Desireable
Qualified teacher status or QTLS	√	
Evidence of further study or qualification relevant to the post		√
Additional SEN qualification or experience	√	
Knowledge and Experience	Essential	Desireable
Recent, significant and successful experience as a teacher in the specialist education	√	
A thorough knowledge of the special school curriculum, including recent developments and initiatives	√	
In depth knowledge and understanding of behaviour difficulties in children and appropriate strategies for their management	√	
Experience of effective contribution to school improvement as a member of a leadership team	√	
Significant and successful experience of leading aspects of the curriculum at whole school level	√	
Experience of detailed analysis of pupil assessment data to inform teaching and learning	√	



Ability to prioritise competing demands	√	
Experience of developing and leading staff development programmes	√	
The ability to use data to monitor and evaluate the overall performance of the school	√	
The ability to provide professional support to staff	√	
Clear commitment to raising standards of achievement through self-evaluation and the further development of learning and teaching	√	
Skills and Competencies	Essential	Desireable
The ability and confidence to act on behalf of the Headteacher and/or Deputy Headteacher in their absence	√	
Excellent communication skills working with children, parents/carers, colleagues and outside agencies	√	
The ability to develop professional, supportive relationships with parents/carers for the benefit of pupils	√	
The ability to remain calm and confident when dealing with challenging behaviour	√	
Confidence in using ICT to support the curriculum and school management	√	
The ability to lead and work as part of a team	√	

Other Qualities	Essential	Desireable
Be committed to equality of opportunity for all	√	
Maintain professional boundaries at all times and observe / uphold the values and ethos of London South East Academy Trust.	√	
Be highly motivated and able to work under pressure.	√	
Be able to inspire and motivate staff and pupils	√	
Be creative and have the courage to take risks for the benefit of the children / young people.	√	
Have a commitment to the involvement of parents, Trustees and the wider community in the work of the school.	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√	
An understanding of, and commitment to, the School's Equality and Diversity policies	√	
An understanding of, and commitment to, the School's Health and Safety Policies	√	
A commitment to safeguarding and promoting the welfare of children and young people	√	

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

