

# Assistant Headteacher

Nurture | Educate | Achieve | Transform

Apply before Sunday  
12<sup>th</sup> October 2025

**NEAT** | Academy  
Trust



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# Message from the Executive Headteacher

At the heart of our school are the children, their wellbeing and their learning.

Our dedicated and caring staff work hard to meet the needs of every child, providing a safe, secure and stimulating environment. We are committed to developing positive relationships between children, staff, parents and the wider community. We welcome visitors and will always try and make everyone welcome.

We hope that from reading about West Walker Primary School and NEAT that you feel excited that the next step in your career could be an Assistant Headteacher at our school.

I would welcome visits to the school so you can meet us before deciding whether to apply. I would encourage any visits to be made during the school day and will accommodate any such requests. Please register your interest by contacting our Business Support Manager, Joanne Brown on [j.brown@neatat.org.uk](mailto:j.brown@neatat.org.uk)



**Steve Gittins, Executive Headteacher**

# About NEAT

Our Trust was established in 2017 and currently consists of six primary and two secondary schools located in Newcastle upon Tyne, North Shields and Hartlepool.

We are a “mixed” multi academy Trust as we have three Church of England schools and five schools without a religious character. The Trust is set up to ensure each school preserves its particular status. We work in partnership with the Joint Education Team for the Dioceses of Durham and Newcastle to ensure the Trust has effective governance arrangements and on strategic matters that particularly affect our Church schools.

Newcastle Research School has been selected by the Education Endowment Foundation (EEF) and the Institute for Effective Education to be part of their nationwide network of research schools.

## Our Values



8 schools



£35 million budget



500+ employees



# About NEAT

## Making a difference

Each school is encouraged to have its own ethos and character but to work collectively as one Trust to achieve our shared purpose, vision and strategic priorities.

## Our shared purpose

**We exist to nurture, educate, achieve and transform together.**

### Nurture

**We support and challenge to enable growth.**

### Educate

**We prepare successful, lifelong learners.**

### Achieve

**We strive to be the best we can be.**

### Transform

**We provide experiences and opportunities that enrich and empower.**

## Our Vision

We are one Trust, working with partners, to grow potential.

## Find out more



## Our Governance

The Trust is a charitable company. We have a strong and effective Board of Directors, who are also the charity's trustees. The Board of Directors delegates the operational running of the Trust to the CEO. Headteachers also have a role in making decisions. Each school's Local Governing Committee provides an important scrutiny and evaluation role at local level to provide assurance to the Board about the quality of education and the quality of care provided for pupils, and to engage with stakeholders including parents and carers.

# About West Walker Primary School

West Walker Primary School is a place where everyone is valued, we have a commitment to maximising potential by developing positive attitudes in an atmosphere of mutual respect, inclusion and enjoyment. In our last inspection, West Walker Primary School was judged as Good.

Our welcoming community is built on nurturing relationships, engaging lessons, and an unwavering commitment to helping every child reach their full potential. From vibrant classrooms to enriching outdoor activities, our pupils experience a supportive and inspiring environment where they feel valued and empowered to succeed.

Our Vision:

**W.E.S.T**

**Where**

**Everyone**

**Succeeds**

**Together**



Check out our Welcome Film which captures the heart of our school, showcasing the joy, learning, and community spirit that makes us unique!

[CLICK HERE](#)



Check out our Relational Practice in Action: Supporting Every Child at West Walker Primary School

[CLICK HERE](#)

# The Advert

**Assistant Headteacher**  
**Fixed term covering maternity leave until 31<sup>st</sup> October 2026**  
**Full time**  
**Leadership Pay Range**  
**L3 - L7 £54,393 - £60,144 per annum**

West Walker Primary School is looking for an Assistant Headteacher to join the senior leadership team and contribute to formulating the aims and objectives of the school, from January 2026. This is an exciting opportunity to join our team, teaching in Year 6 and supporting the school in driving forward the English curriculum.

We are looking for a colleague who:

- Has demonstrable experience teaching in Key Stage 2 to improve pupil outcomes.
- Demands ambitious standards and high expectations for all pupils to overcome disadvantage and advance equality.
- A thorough understanding of how young people learn particularly from pre-school to KS1 and the core features of effective curriculum planning, delivery and assessment.
- Current knowledge and understand of national and local education policy, curriculum and management issues relating to Key Stage 2 and whole school priorities.

**Interested in finding out more about this unique opportunity?** We would welcome school visits from potential candidates to arrange a date and time please get in touch with [j.brown@neatat.org.uk](mailto:j.brown@neatat.org.uk)

**Interested in applying?** If you share our passion and believe you can make a difference, please read the accompanying job description and person specification and complete an application form by clicking 'apply now' no later than midnight on Sunday 12<sup>th</sup> October 2025

**Expected interview dates - Monday 20<sup>th</sup> October 2025**



*NEAT is committed to safer recruitment practice and promoting the welfare of children and expects staff and volunteers to share this commitment. This position is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. For shortlisted candidates, we will conduct an online search as part of our screening.*

# Job Description

<b>Job Title:</b>		<b>Assistant Headteacher</b>			
<b>School:</b>		West Walker Primary School			
<b>Date:</b>	May 2021	<b>Status:</b>	Final	<b>Pay Range:</b>	L3 - L7
<b>Responsible to:</b>		Headteacher			
<b>Responsible for:</b>		Designated teachers and support staff			
<b>Job purpose:</b>		<p>As a teacher on the Leadership group pay range, contribute to formulating the aims and objectives of the school, establishing the policies and practice through which they are to be achieved, managing staff and resources and monitoring progress towards their achievement. Within the trust's vision inspire pupils, colleagues, parents, the, stakeholders and the wider community.</p> <p>Key accountabilities: Learner outcomes for designated area / and whole school priority as set out in the School Development Plan.</p>			

## Main responsibilities

The following list is typical of the responsibilities the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Generic responsibilities as Assistant Headteacher:

#### Educational leadership and management

1. Carry out the professional responsibilities of an Assistant Headteacher, in addition to those of a Teacher, as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
2. Assist in the development, monitoring and evaluation of a robust school improvement plan.
3. Develop and implement assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner progress and attainment are met.
4. Enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for all learners.
5. Contribute to an aspirational curriculum that meets the needs of all learners.



6. Support an innovative and effective culture of learning and teaching which embraces evidence-based practice.
7. Lead learning within a designated learning phase by developing and implanting assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner progress and attainment are met.
8. Lead, develop and evidence the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for all learners.
9. Ensure the welfare and safety of all students from all groups, including their safeguarding.
10. Where required, act as Deputy Designated Safeguarding Lead, providing advice and support to staff, liaising with the local authority and working with other agencies to ensure safeguarding issues are dealt with promptly and effectively.

### **Strategic leadership and management**

1. Work with the Headteacher, as a member of the Senior Leadership Team, and with stakeholders to develop a positive, Christian school ethos and culture, leading on specific school priorities.
2. Develop and maintain the values of NEAT.
3. Contribute professionally to the broader NEAT agenda including the development and delivery of strategic plans and priorities.

### **People leadership and management**

1. Line manage a number of staff including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
2. Develop an ethos within the school which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
3. Facilitate a climate of reflective practice and professional development that enables all staff to achieve their best. Participate in, and where appropriate, lead staff training and development and continuous professional development. Contribute to and participate in shared CPD arrangements across NEAT.
4. Assist the headteacher in the management, organisation and running of the school, including contributing to the development and implementation of school aims/objectives, procedures, policies and practices, planning timetables and managing physical resources.

### **Parental, community and sector engagement**

1. Develop strong and effective partnerships with parents.
2. Develop a thriving sense of school community to include present, past and future pupils, local clergy and parents.

3. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
4. Take an active role in developing networks across the education sector including other primary schools and multi academy trusts.

<b>General responsibilities as NEAT employee:</b>
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1. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
2. Promote and implement the trust's equality policy in all aspects of employment and service delivery.
3. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
4. Work to promote the vision and values of the trust.
5. Participate in appraisal, training and development and other activities that contribute to performance management.
6. Attend and participate in regular team and 1:1 meetings.

# Person Specification

<b>JOB TITLE:</b>	<b>Assistant Headteacher</b>
<b>DATE:</b>	<b>October 2024</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. Qualified teacher status.	E	✓		✓	✓
2. Evidence of personal commitment to lifelong learning.	E	✓		✓	
3. Current knowledge and understand of national and local education policy, curriculum and management issues relating to Key Stage 2 and whole school priorities.	E	✓		✓	
4. Thorough understanding of how young people learn particularly from pre-school to KS1 and the core features of effective curriculum planning, delivery and assessment.	E		✓	✓	
5. National Professional Qualification for Senior Leaders (NPQSL) or other post-qualification educational leadership/management qualification e.g. MEd.	D	✓			✓
<b>Experience</b>					
6. Demonstrable experience teaching in Key Stage 2 to improve pupil outcomes.	E	✓	✓	✓	
7. Experience of monitoring and evaluating teaching/learning, analysing data and target setting.	E	✓	✓	✓	

8. Experience of working with stakeholders, parents and the community.	E	✓		✓	
9. Evidence of developing and coaching colleagues.	E	✓		✓	
10. Able to demonstrate holding colleagues to account.	D	✓		✓	
11. Experience contributing to leadership and management in a primary school and managing a core subject.	D	✓		✓	
<b>Skills and competencies</b>					
12. Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity.	E	✓	✓	✓	
13. Demands ambitious standards and high expectations for all pupils to overcome disadvantage and advance equality.	E	✓	✓	✓	
14. Support a culture of self-evaluation and demonstrate commitment, engagement and involvement in the school development planning process.	E	✓	✓	✓	
15. Personal drive to effectively plan workload and set priorities for self and others.	E	✓	✓		
16. Team leader who effectively manages own behaviour and relationships with others to provide appropriate support and challenge.	E		✓	✓	
17. Excellent oracy and communication skills that are effective for a range of audiences including how best to approach difficult or sensitive issues.	E		✓	✓	
18. Committed to working with other professionals to champion best practice and secure excellent outcomes for all pupils.	E	✓	✓	✓	
19. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
<b>Other</b>					
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓



21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	

# Working with NEAT

## Our Benefits

We offer careers that make a real difference to young people's lives. We recognise that our colleagues are central to everything we do and deserve to be rewarded and recognised. See below some of the benefits of working with NEAT Academy Trust:



Access to an Employee Assistant Programme (EAP) delivered by Health Assured – the UK and Ireland's leading wellbeing provider.



Cycle to work scheme offering savings on a range of bikes and safety equipment via salary sacrifice.



Discounts for large national retailers and local businesses in a wide range of categories including holidays, cars, days out, fashion, insurance and much more.



Family friendly schemes such as maternity, paternity, shared parental and emergency dependent leave.



Generous pension schemes through the Teachers and Local Government Pension Schemes.



A Research School that drives continuous improvement through evidenced-based practice.

Scan the QR code to find out more about the benefits of working with us:



# Working with NEAT

## NEAT's commitment to equity, diversity and inclusion

**Our overarching aim is:** To live our mantra of knowing our children and families, community and each other well, we will foster a sense of belonging within and across our organisation, enabling our young people, staff and volunteers to thrive. By becoming a Trust of sanctuary, we will create a welcoming and safe environment for all.

### **This will enable us to progress:**

- our Trust vision of, “One Trust, working with partners to grow potential”;
- ensuring everyone in the Trust shares our value of being inclusive; and
- our strategic priority that, “Diverse voices are represented, valued and shape the vision and strategy of the Trust”.

### **We commit to:**

- developing an increasingly comprehensive range of data and insights;
- deepening the understanding of our workforce and governance volunteers of the diverse characteristics of our community;
- enabling a culture which is inclusive and values diversity;
- recruiting, retaining and developing a workforce and governance volunteers who are more representative of our community;
- engaging diverse voices to ensure we understand and are responsive to a wide range of perspectives;
- developing systems and processes that ensure we actively consider the impact of our decisions on diversity, equity and inclusion.



# Working with NEAT

## NEAT's commitment to safeguarding children and young people

The Trust and our schools are highly committed to safeguarding and promoting the welfare of children and young people.

We want to ensure candidates support this commitment. During the recruitment process we ask all applicants to tell us in confidence about any criminal convictions they have. This does not mean that you cannot work for NEAT if you have a criminal conviction as we will consider the age of the conviction, whether it is relevant to the job you applied for and any mitigating factors before making a decision. The successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS).

You should also expect that we will explore at interview any gaps in your employment history, why you want to work with children and young people and if you are able to keep them safe from harm. We also request information about your suitability to work with children from your referees, one of which must be your current or last employer.





# Living in the North East of England

You can reach our stunning coastline within minutes of leaving Newcastle's bustling city centre. Our region proudly hosts the world's largest half marathon and you'll find world-class sport in iconic venues, live music venues, theatres that attract Broadway shows, child-friendly museums, Michelin star dining and art galleries. Whilst nearby Northumberland countryside is renowned for its rugged beauty. With affordable house prices, the North-East offers an enviable quality of life. You can find out more about our vibrant region and the pride we have for our passionate city here:



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