



Applicant Information Pack

Assistant Headteacher



From the CEO

Dear Applicant,

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owlter Brook and Whiteways Primaries.

Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us, please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of:

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

Our Principles

In our schools we will ensure:

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

High Quality Provision

- High quality teaching and learning in all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

Our Schools

Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

Whiteways Primary School

At Whiteways Primary School, we envision a dynamic and inclusive learning community where every child is empowered to achieve their fullest potential. Our commitment is to nurture a love for learning, foster creativity, and instil values of respect, responsibility, and resilience. We strive to create a safe and supportive environment where diversity is celebrated, and every child is prepared to thrive in an ever-changing world. Together with families and the broader community, we aim to inspire lifelong learners who are confident, compassionate, and equipped to make positive contributions to society.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.



Assistant Headteacher

As the Headteacher, I would like to thank you for your interest in the post of Assistant Headteacher at Whiteways Primary School. We are thrilled that you are considering joining our dynamic team in this important role.

Whiteways is situated in the north of Sheffield. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be. Our school is truly a wonderful place, where all children are loved, cherished and nurtured. It is a vibrant, multi-cultural school where children are happy, confident and enthusiastic in their learning.

At Whiteways, we strive for a culture of excellence and impact. We endeavour to bring our curriculum alive through quality first hand experiences within a tailored and personalised curriculum for all our children, giving them opportunities to visit new places and experience residential visits. We ensure every child has a positive learning attitude, and captures a life-long love of learning; setting strong foundations for their future.

As a school, we are committed to excellence in all aspects of our work; and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey with us.

I hope that the information provided will give you a flavour of what we are aiming to achieve.

I encourage you to explore our website, read about our school's values, and learn about our vibrant community. If you share our passion for education and our vision for a brighter future, we invite you to apply for the Assistant Headteacher post at Whiteways.

Thank you for considering Whiteways as your potential workplace. We look forward to receiving your application and the opportunity to welcome you into our Whiteways family.

A handwritten signature in black ink, appearing to read 'Anna Ross'.

Anna Ross, HEADTEACHER





Assistant Headteacher

Permanent Post

Full-time – 32.5 hours per week

Salary: Leadership Scale 7-11 £60,145 - £66,368

We are seeking a passionate and skilled Assistant Headteacher with a specialism in teaching and learning to build on our culture that empowers teachers to succeed, and enables every pupil to flourish.

As our Assistant Headteacher, you will draw on up-to-date research and best practice to lead with purpose, drive whole-school improvement, and make a lasting difference in the lives of our children.

We recommend you read our recent Ofsted report to understand the diverse needs of our community, and how our dedicated and ambitious staff team support our children to succeed. Our school is rated good, with KS2 outcomes at or above national.

The Role

- Lead the development of teaching and learning ensuring consistency innovation and high standards.
- Work with staff to model outstanding practice, deliver professional development and encourage reflection.
- Use evidence and collaborative discussion to guide staff in refining their teaching and raising achievement.
- Contribute to the school and trust leadership, working collectively to drive ongoing school improvement.

We are looking for:

- An exceptional teacher and leader, with a track record of improving practice and outcomes.
- Commitment to inclusion and high expectations.
- The capacity to collaborate with others through coaching, CPD and reflective practice.
- A leader with integrity, who is able to value and build on the skills and expertise of our staff in a nurturing and supportive way.

Cascade Multi Academy Trust is seeking to appoint an Assistant Headteacher. The successful applicant will initially be employed at Whiteways Primary School with 1 day teaching commitment and 4 days leadership capacity.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted, with two new schools joining in the new year.

The successful candidate will be:

- An expert at coaching and supporting staff in delivering high-quality adaptive teaching
- Able to build effective relationships with staff, parents, governors, and external agencies to support school priorities
- Leading specific curriculum areas, monitoring teaching quality, and supporting staff professional development
- Supporting the Headteacher in strategic planning and whole-school improvement
- Tracking and analysing pupil performance data to inform interventions and raise attainment
- Promoting positive behaviour, ensuring high standards of conduct, and upholding safeguarding responsibilities.

For all your hard work, we provide:

- A successful and visionary team to support you
- A supportive and committed staff team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form and provide any information that would make them unsuitable to work with children prior to interview. Any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the school, please contact **Beth Callaghan** via email at recruitment@whitewaysprimary.co.uk.

You can download the word version of the application form from Cascade's website – [Recruitment | Cascade MAT](#)

Please do not use Sheffield City Council application form

Your completed application should be emailed to recruitment@whitewaysprimary.co.uk.

Closing Date: Monday 29th September 2025
Selection Process: Observation of teaching in own school. Date TBC
Day 1: Wednesday 8th October 2025 in school activities
If successful, you will proceed to day 2.
Day 2: Thursday 9th October AM 2025 Interview

Job Description

Based on the National Standards for Headteachers as defined by the Training and Development Agency

JOB PURPOSE: Working with the Headteacher, to provide leadership for the school which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements.

ACCOUNTABILITIES: To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the teachers standards document.

RESPONSIBLE TO: The Headteacher of the school.

RESPONSIBLE FOR: Teaching and support staff of the school and its children and young people.

Shaping the Future

Working with the Headteacher to:

- Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community as part of Sheffield and in its wider context.
- Translate the vision into clear objectives that promote and sustain school improvement.
- Ensure that the school moves forward for the benefit of its pupils and the wider community.
- Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.

Learning and Teaching

Working with the Headteacher to:

- Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
- Ensure a school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.
- Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

Developing Self and Others

Working with the Headteacher to:

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities and partnerships.
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.
- Set high expectations for all and address underperformance.
- Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.
- Support the Headteacher in the implementation of performance management systems that ensure high quality education provision.
- To act as a role model for the highest professional standards within the framework of the school's expectations.

Managing the Organisation

Working with the Headteacher to:

- Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, develop, retain and deploy staff appropriately.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To deputise for the Headteacher as necessary
- To undertake any professional duties of the Headteacher, as delegated, or in the event of their absence from school.

Securing Accountability

Effective fulfilment of all roles and responsibilities outlined in this document.

Provide information, advice and support to the Headteacher and Governing Body to enable them to meet their responsibilities for securing:

- effective teaching and learning
- high standards of achievement
- efficiency and good value for money

and enabling them to present full, clear and accurate accounts of school performance to a range of audiences including the Children's Service Authority, OFSTED, the local community and others.

To assist the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.

To assist the Headteacher in ensuring all parents are well informed about:

- curriculum attainment and progress
- realistic and challenging targets for improvement and to make a fully informed contribution to achieving them.

Strengthening Community

Working with the Headteacher to:

- Manage effective relationships with all stakeholders and partners.
- Co-operate and work with relevant agencies and partners to ensure the well-being of children.
- Build a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- Create and promote positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.

Person Specification

Qualification and Experience Requirements	Application form	Assessment Centre	Interview
<ul style="list-style-type: none"> ▪ QTS (Qualified Teacher Status) ▪ Evidence of regular and appropriate professional development ▪ Evidence of recent leadership development ▪ Evidence of recent leadership experience demonstrating a substantial contribution to: <ul style="list-style-type: none"> - Developing and implementing a school ethos - Planning, developing, monitoring and assessing the whole school curriculum - Raising standards through systematic target setting and monitoring, including within the processes of OFSTED - Developing community involvement ▪ Experience of leading CPD ▪ Experience of implementing school improvement initiatives 			
<p>Assistant Headteachers should be able to demonstrate their ability in:</p> <ul style="list-style-type: none"> ▪ Collaborative and flexible leadership in close partnership covering <ul style="list-style-type: none"> - Planning, development and monitoring whole school curriculum provision - Planning strategically and operationally ▪ Effective management, decision making and organisational skills, including: <ul style="list-style-type: none"> - Communication skills (oral and written) - Consultation and negotiation skills - Ability to delegate - Ability to motivate staff and pupils ▪ Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the school community and partners ▪ Active and effective internal school liaison work, including the promotion and development of team working ▪ To plan and make decisions that take full account of equal opportunities ▪ Performance review: a sharp focus on school self-evaluation, with particular regard to assessment and pupil progress 			
<p>Assistant Headteachers should be able to demonstrate their knowledge, experience and understanding of:</p>			
<p>Shaping the future</p> <ul style="list-style-type: none"> • Local, national and global trends in education • Communication strategies both within and beyond the school • New technologies, their use and impact 			
<p>Leading teaching and learning</p> <ul style="list-style-type: none"> • Strategies to raise achievement and achieve excellence • Strategies to ensure inclusion, diversity and access • Strategies to develop effective teachers 			

<ul style="list-style-type: none"> • Models of learning and teaching • Principles of effective teaching and assessment for learning • Models of behaviour and attendance management • Curriculum design and management 			
Developing self and others <ul style="list-style-type: none"> • Strategies to promote self and team development 			
Managing the organisation <ul style="list-style-type: none"> • Equal opportunities policy in service delivery and employment • Legal issues relating to managing a school including Equal Opportunities, Race Relations, Disability, Human Rights and Employment Legislation 			
Securing accountability <ul style="list-style-type: none"> • Relevant education legislation • Principles and practice of quality assurance systems, including school review, self-evaluation and performance management • Data collection and analysis tools • Performance monitoring and evaluation techniques • Statutory educational frameworks, including governance • Public service policy and accountability frameworks, including self-evaluation and multi-agency working • Use of a range of tools (including performance data) to support, monitor, evaluate and improve aspects of school life 			
Strengthening community <ul style="list-style-type: none"> • Current issues and future trends that impact on the school community • Strategies to encourage parents and carers to support their children’s learning 			
Safeguarding and promoting the welfare of children <ul style="list-style-type: none"> • To ensure policies and procedures are in place and acted upon to make sure all children are safe 			

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

The Appointment Process

These notes are intended to guide you when making an application.

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an Interview and Task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@whitewaysprimary.co.uk

Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>