

**Assistant Headteacher**

**Full-time**

**Closing date: 12 noon, Friday 9th May 2025**

**Interview date: Thursday 15th May, 2025**



Mrs J Peel,

Headteacher

Dear Applicant,

Our school is growing! As we move to become a 3-form entry primary school across all year groups, we are seeking to appoint an additional Assistant Headteacher to take up post from 1st September 2025. You will either have experience of this role, or are an aspiring senior leader, looking for your first step into school leadership.

We are looking for an individual who has a background of being an exceptional class teacher, who places children at the centre of everything they do. You will need to be able to work collaboratively with staff, disseminating support when needed and holding individuals to account. As a practitioner, you must be keen to constantly improve your own practice, to be self-reflective and clear and concise with your communication to others. You need to excel at building positive working relationships with all stakeholders.

Whether you are an experienced senior leader, or taking the step into school leadership, the staff at WTPA support each other to ensure the best possible outcomes for all of our children. Our recent Ofsted inspection (April 2024) highlighted the many amazing features of our school, which we would love you to consider being a part of.

Wixams Tree Primary Academy is situated within a bustling and active community of Wixams. Community is very much at the heart of everything we do and all children and staff thrive within our happy and nurturing environment. Our ethos is very much about developing the whole child and preparing them for future life. As part of the Knowledge Schools Trust, we follow a well-sequenced, knowledge rich curriculum which aims to inspire pupils and plant the seeds for a lifetime of learning.

All of our staff at WTPA work collaboratively as a team (both within our school and as a Trust), supported by highly engaged parents and an active Governing Body. As part of a Trust, we offer high quality CPD and support to all our staff, with staff well-being and workload an integral part of this.

You can learn more about us on our school’s website: <https://wixamstreeprimary.co.uk/>

Once you have read through this application pack, if you would like to speak to us and arrange a tour, then please contact us on (01234) 608960 or via email to: [info@wixamstreeprimary.co.uk](mailto:info@wixamstreeprimary.co.uk)

The closing date for applications is **12 noon**, **Friday 9th May.**

Yours faithfully

Mrs J Peel

**Job Advert**

**Assistant Headteacher – Wixams Tree Primary Academy**

**(Knowledge Schools Trust)**

**Required from 1st September 2025**

**Job Title: Assistant Headteacher (full-time)**

**School: Wixams Tree Primary Academy**

**Location: Green Lane, Wixams. 10 minutes from Bedford town, 20 minutes outside Milton Keynes, 20 minutes from Luton, 20 minutes from Hitchin**

**Salary: Leadership scale**

**Contract: Full-time**

Wixams Tree Academy is a friendly, caring and lively community where children are enthusiastic learners, well-motivated and encouraged to think for themselves. We have an amazing and dedicated school team, with highly engaged parents and a fully supportive Governing Body. We are looking for an individual who shares our passion and love of learning to join our team.

**The successful applicant must be:**

* passionate about providing a high quality and inclusive education for all children
* able to demonstrate excellent interpersonal skills with pupils, staff and parents
* positive, enthusiastic, committed and self-motivated
* able to work effectively as part of a team, accept challenges and motivate others
* able to deliver consistently good and outstanding teaching and learning in order to help all pupils achieve their best
* flexible, resilience, adaptability and commitment to working as part of a team
* able to enthuse and inspiring a love of learning for all
* open to embedding a carefully sequenced, knowledge and vocabulary rich curriculum

**What we can offer you:**

* a high level of support and commitment from our experienced senior leadership team
* a staff that is committed to the children and their development
* children who are eager to learn in our creative and challenging atmosphere
* a vibrant and supportive parent body and community
* a forward-thinking MAT who support schools both within the trust as well as schools externally through our curriculum work and as a DfE appointed English Hub
* a commitment to personalised professional development
* a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

**Visits to the school are warmly welcomed and advised. Please telephone the school office on 01234 608960 to make an appointment to view our school.**

**Please email the school for an application pack:** [**info@wixamstreeprimary.org**](mailto:info@wixamstreeprimary.org) **or from our website:** [**https://wixamstreeprimary.co.uk/vacancies/**](https://wixamstreeprimary.co.uk/vacancies/)

**Job description – Assistant Headteacher**

**Purposes of the post**

To support the Headteacher in managing and leading the school as a member of the Senior Leadership Team

**Professional Duties**

An Assistant Headteacher has the same professional duties as classroom teachers. In addition, an Assistant Headteacher is required to do the following:

1. **Leadership**

* To assist the Headteacher in planning strategically for future developments in the school and implementing the school vision.
* To assist the Headteacher in monitoring and improving the quality of the curriculum and teaching and learning across the school.
* To assist the Headteacher in developing and implementing a programme of school self-review.
* To play a role in the evaluation, co-ordination and implementation of the School Development Plan.
* To attend Senior Leadership Team meetings and contribute to the work of the team, leading projects where relevant.
* To play a full and active part in developing the ethos of the school including leading assemblies on a regular basis
* Alongside the Headteacher, take responsibility for dealing with the behaviour of children, including lunchtimes.
* To promote good staff morale and set an example of professional behaviour for other staff through own conduct while in school.
* To write and manage timetables and rotas to assist the smooth running of the school day to day.
* To take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher.
* To teach and support teachers.
* To take on additional responsibilities that might arise from time to time.
* To support and mentor assigned Phase Leaders and staff.

1. **Safeguarding**

* To be part of the designated safeguarding team as Deputy Designated Safeguarding Lead.
* To take responsibility for ensuring that all staff understand and follow safeguarding policies.
* To ensure that all teaching and support staff are fully inducted in and made aware of the school safeguarding procedure including knowing the names of the designated CP officer (DSL).
* To be responsible for monitoring that all policies and procedures are followed by all teaching and support staff.

1. **Stakeholders**

* To foster good relationships between all members of staff, with parents, the governing body, the local community and outside agencies
* To attend Governing Body meetings, committee meetings and other community meetings, as appropriate.

1. **Specific Tasks**

**Assessment**

The Assistant Headteacher will:

* Assist in leading on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
* Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
* Plan and implement interventions for those pupils who are not progressing
* Provide training and support for teachers and support staff on administering the assessment system effectively

**Pastoral**

The Assistant Headteacher will:

* Establish and implement whole-school systems for pupil wellbeing
* Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
* Provide staff with training and support so they can play a part in enhancing pupils’ personal development
* Promote and evaluate the effectiveness of the school’s behaviour policy and strategies
* Monitor pupil attendance and ensure it is continuously improving

Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

**Oversight of [TBC]**

* To hold a strategic overview for **[TBC]**
* To co-ordinate and support **[TBC]**
* To monitor and evaluate the work of the team in order to maximise children’s attainment
* To work with Phase Leaders, class teachers and support staff to ensure supported lessons providing differentiated material for all students
* To assist staff in the acquisitions and preparation of resources which will facilitate wider inclusion of all students
* To promote a safe and secure learning environment
* To co-ordinate liaison with Schools staff, outside agencies and parents where appropriate
* To input into standards meetings
* To identify CPD gaps and provide training for staff where appropriate
* To liaise with the Headteacher about priorities for the use of resources
* To keep up to date with the relevant legislation and policies
* To work with parents to maintain regular contact to keep them informed of their child’s need and of their progress, and to maintain positive family support and involvement

**5. Other expectations of the role**

* Adhere to the School and Trust’s Safeguarding Policies.
* Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
* Work within the school’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
* Engage actively in the performance review process.
* Adhere to policies as set out in the governors and staff handbook.
* Comply with the Data Protection Act/ GDPR.
* Undertake other reasonable duties related to the job purpose required from time to time.

**6. Review and Amendment**

This Role Outline should be seen as enabling rather than restrictive. Other reasonable requests for support may be made by the Headteacher. The role description will be subject to regular review.

Role Outlines are intended as reference documents which identify main responsibilities and activities.

This Role Outline may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.