





Assistant Headteacher Application Pack

Woodthorne Primary School

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Assistant Headteacher
Application Pack



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About PHMAT



Perry Hall Multi-Academy Trust has a singular, clear and unwavering purpose: to improve outcomes for all children across the Trust regardless of their starting point in life.

This is achieved by delivering a world class education, by ensuring pupils perform above national expectations, by providing holistic support to our pupils and their families and by adding value to the pupil experience at every given opportunity.

We safeguard and protect all of our schools, providing a platform from which we can grow and succeed together.

Our ethos is to support, collaborate and empower our schools to succeed. We celebrate their individuality and cherish their respective identities. Every one of our schools is different, with unique challenges, opportunities and personalities. We recognise that as a strength and something to be celebrated.

School to school support and staff CPD is provided by the PHMAT Training and Development team and creates an environment wherein all our schools work together to prosper and share best practice. It also provides a number of opportunities for staff to enhance their careers and share their specialist knowledge to others who are able to benefit from it, resulting in better outcomes and experiences for our children.

Values and Vision Statement

Personal Growth
Honesty
Mutual Respect
Ambition
Teamwork

We aim to provide outstanding education to enable every child to succeed at all levels. Through a clear vision which drives strategic direction, we endeavour to be recognised as a Trust that retains and grows robust leaders and governance by suitably equipping them to make substantial improvements at pace, putting the children's well-being, safety and education at the heart of every decision.

By establishing a sustainable framework for continuous improvement and professional growth, we will provide learning of the highest quality for all stakeholders, enabling success for everyone.

Trust Safeguarding Statement



Perry Hall Multi-Academy Trust schools first priority is the welfare of our children. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

In our Trust Schools, we aim to:

Together We Succeed

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

Please refer to our Academy SEND policy to view our procedure on early identification and intervention of additional needs.

Everyone working with our children should be aware that:

- Their role is to listen and note carefully any observations that could indicate abuse
- They should not attempt to investigate once initial concern is raised

About Woodthorne Primary School



‘Inspiring a love of learning to last a lifetime’.

All of the children at Woodthorne Primary receive a well-rounded education that prepares them for their future lives, this is of upmost importance to all staff within Woodthorne Primary School.

Our children learn and explore through a wide variety of activities and challenges in an environment where they feel safe and happy. Our dedicated and hardworking team of staff continuously encourage pupils to try their absolute best in everything they do and to treat those around them with upmost respect.

Our Core Values

Woodthorne's Core Values communicate our school's story – its mission, standards and desired outcomes. They provide the foundation for building the type of atmosphere we want to foster. They are the terms of practice that clearly define how everyone will work together to achieve Woodthorne's vision and carry out its mission. Our core values underpin everything we do at Woodthorne Primary School. The values of Courage, Ambition, Respect and Excellence spell out the acronym 'Care'; we are a caring school and demonstrate this by showing compassion and understanding towards each other – within our community and beyond.

All members of Woodthorne Staff will embody our school values and ethos. Staff will model the expectations of behaviour, communication, excellence, kindness and respect that we expect from the children we nurture. Staff will look out for each other, communicate respectfully, demonstrate emotional intelligence in challenging situations and above all, work together as a team.

In the same way that we ensure each and every child at Woodthorne is valued, we too ensure that all staff feel this way. We regularly review staff workload, promote the importance of striking a work-life balance and create a positive working environment with a culture of collaboration and teamwork. Our open-door policy applies to staff, children and families alike. Leaders welcome feedback and ensure that all staff feel listened to and heard.



Together We Succeed

Training and Development



We believe that what ultimately leads to the best possible education for our pupils is continual, life-long learning through the provision of support and training to both new and more experienced leaders and teaching staff.

It is vital that staff development is ongoing, collaborative and experimental which is why our Trust deliver a range of bespoke training courses and support programmes which are tailored to the needs of those we are delivering them to. We understand fully that 'one size doesn't fit all' and that every school has its own individual needs and challenges.

PHMAT is proud to have a team of specialist leaders of education and expert practitioners who provide a high standard of support and training to both PHMAT schools and those outside of the Trust. The team has a shared goal – to improve the learning experience of all pupils in the Trust and provides a great number of CPD opportunities for staff across our Trust.

Job Description

JOB DESCRIPTION – Assistant Head Teacher

A person appointed Assistant Head Teacher in a school, in addition to carrying out the professional duties of a teacher other than a Headteacher (as described in Part XII) including those duties particularly assigned to his/her by the Head or Executive Team, shall:

Play a major role under the overall direction of the Headteacher and or Executive Team in:

- (a) Formulating the aims and objectives of the school.
- (b) Establishing the policies through which they shall be achieved.
- (c) Managing staff and resources to that end.
- (d) Monitoring progress towards their achievement.

Undertake any professional duties of the Assistant Head Teacher reasonably delegated to him/her by the Head and or Executive Team.

Undertake to the extent required by the Head and or Executive Team, PHMAT Trust Board, the professional duties of the Head in the event of his/her absence from the school.

Ensure that they uphold the vision, values and ethos of the Trust at all times.

Be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

With additional responsibility for:

See job specification below.

Purpose of post

PRINCIPAL RESPONSIBILITIES:

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching with a responsibility for Teaching and Learning in English and phase responsibility.

Safeguarding

Everyone who works within the Trust schools has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of Trust policy and procedures regarding Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses required.
- To ensure that Level 1 safeguarding training is completed.
- To report all causes for concern to the DSL.
- To ensure the safety of all children in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:-

Teaching & Learning

- Lead high-quality teaching across the school through evidence-informed practice.
- Monitor teaching and curriculum delivery through regular review processes.
- Model excellent teaching and provide developmental feedback to staff.
- Work with subject leaders to support curriculum consistency and depth.
- Raise standards by identifying and addressing barriers to progress and pedagogy.

Coaching & Staff Development

- Develop and model a school-wide coaching culture built on trust and professional growth.
- Mentor and coach individual teachers and teaching teams.
- Oversee induction, mentoring and support for ECTs and new staff.
- Support underperformance with clear, supportive structures and coaching.
- Lead CPD sessions that reflect the needs of the school and ambitions of the team.

Phase Leadership (Flexible, with KS2 Desirable)

- Lead a phase team (e.g. KS2) operationally and strategically.
- Oversee pupil outcomes within the phase through data and progress meetings.
- Coordinate planning, moderation, assessment and curriculum alignment.
- Lead appraisal/performance management for staff in the phase.
- Provide a visible leadership presence and first point of contact for phase staff.

English Leadership

- Lead the strategic development and implementation of the English curriculum across the school.
- Monitor and evaluate the impact of English teaching, including reading and writing outcomes.
- Support staff in delivering high-quality English teaching through modelling and coaching.
- Ensure consistency, progression and ambition across all year groups in literacy.
- Lead English subject reviews and work with other leaders to align literacy across the wider curriculum.

Leadership Conduct

- Model the CARE values in all leadership actions and decision-making.
- Work closely with the Headteacher to drive whole-school improvement.
- Represent the school with integrity and positivity at all times.

Personal Specification

Essential	Desirable	Evidence
Qualifications <ul style="list-style-type: none">• Qualified Teacher Status• Educated to degree level• Evidence of continued professional development	<ul style="list-style-type: none">• Evidence of personal commitment to continuous professional development• Leadership course attendance within past two years	Application form
Experience <ul style="list-style-type: none">• Excellent teacher• Understanding of how children learn in a high achieving and successful school• Responsibility for leading a core subject area across the school• Building and sustaining effective working relationships	<ul style="list-style-type: none">• Former responsibility at phase or whole school level for raising standards• Experience of leading teams to achieve a specific outcome for children• Evidence of the development of policy or curriculum schemes of work	Application form Selection day interview

<p>with staff, governors and parents in the wider community</p> <ul style="list-style-type: none"> • Experience of leading a phase • Experience of coaching/mentoring colleagues • Experience leading CPD or professional learning • Experience of staff appraisal/performance management 	<ul style="list-style-type: none"> • Successful teaching experience in more than one phase • Experience carrying out performance reviews • Experience of leading English across a school • Experience in whole-school planning, self-evaluation or leadership qualifications (e.g. NPQ) 	
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Positive ethos - Ability to build positive relationships with all members of the school community, showing positive attitudes towards them • Ability to plan lessons effectively for all pupils in a class setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues • Pedagogical knowledge of effective teaching and learning and how to develop that in others • Clear understanding of curriculum and pedagogy • Excellent knowledge of the curriculum • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues • Ability to coach and mentor individuals to achieve specific outcomes • Ability to challenge and inspire colleagues • Strong ICT skills including use of interactive whiteboard for teaching • Clear understanding and commitment to safeguarding procedures • Ability to analyse data and pinpoint key issues in order to inform staff re way forward 	<ul style="list-style-type: none"> • An understanding of the skills and attributes involved in effective leadership • Evidenced experience of raising standards within key whole schools priorities • Evidence of understanding of strategic management in a large school • Understanding of New OFSTED framework regarding learning and teaching and leadership and management. • Understanding of use of data to raise standards • Experience in Key Stage 2 (incl. SATs) • Experience in whole-school planning, self-evaluation or leadership qualifications (e.g. NPQ) 	<p>Application form Selection day interview</p>

<ul style="list-style-type: none"> • To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines • Ability to communicate effectively and engage parents • Experience of monitoring teaching and supporting improvement 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> • To relish challenge and perform efficiently in this significant key role • Ability to take responsibility for others' performance • To be able to lead by example • Tenacity and commitment while working under pressure • Ability to think strategically • Ability to organise, prioritise and delegate • Ability to manage difficult relationships in a positive way. Hold staff to account for their conduct and practice • The ability to synthesise information quickly and effectively whilst maintaining an intensive workload • Ability to manage time effectively and work to deadlines • Good team player • Ability to enthuse and motivate others • Good communication skills both orally and in writing • Strong communication and emotional intelligence • A leadership style aligned with our CARE values 	<ul style="list-style-type: none"> • A commitment to providing extra-curricular activities and an understanding of its impact upon school ethos 	<p>Application form Selection day interview</p>
<p>Other</p> <ul style="list-style-type: none"> • Commitment to inclusive practice • Commitment to pupils • Good attendance and punctuality record • Proven impact on improving teaching and learning 	<ul style="list-style-type: none"> • Governance experience/involvement with governors 	<p>Application form Interview</p>

Post Information

Role: Assistant Head Teacher

Salary: Leadership Group Pay Range, L5-9, £57,137 – £63,070 per annum.

Closing Date: 5.00pm, 30th September 2025.

Interview Date: Friday 10th October 2025

Start Date: January 2026

Employee Benefits:

Trust staff are entitled to the following:

- Yearly well-being day or two half days
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Access to a salary sacrifice scheme which allows you to lease a new vehicle
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Christina Watts at c.watts@wtps.perryhallmat.co.uk or by calling 01902 921160.

Applying:

Please complete our application form which can be found on the Wolverhampton City Council website.

Safer Recruitment:

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Perry Hall Multi-Academy Trust use information about individuals who apply for post within our Trust. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”.

Under data protection law, individuals have a right to be informed about how we collect, use and share personal data in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at DPO@PerryhallMAT.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2023.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process.

We will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

We will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

We will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website: <https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your Information Rights

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer (see details in 'Contact' section below).

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

Your Other Information Rights:

- The right to know how your information is being used – We uphold this by publishing Privacy Notices and letting you know how your information will be used when we collect it.

- The right to have inaccurate information amended - We uphold this right by asking you to review the information we hold on record and updating information if you provide evidence to show it has changed
- The right to have information removed or deleted from your records – We uphold this right by removing or deleting your information that we are no longer required to keep
- The right to temporarily restrict how your information is used - We uphold this right by not using information until we have confirmed what is accurate, unless it is necessary to do so
- The right to object to us using your data for certain purposes – We uphold this by asking for your consent or permission to use your information for these purposes (including direct marketing and for scientific/historical research and statistics)
- The right for important decisions about you not to be made solely by automated systems that use your information (like computer algorithms and AI) – We uphold this right by letting you know if these systems are used and giving you a choice for these types of decisions to be reviewed.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent or the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Trust directly in writing.

If you would like to exercise any of these rights or request copies of your personal data, please let us know by contacting our Data Protection Officer (see details in 'Contact' section below).

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance.

You also have the right to contact to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: DPO@PerryhallMAT.co.uk , or in writing to: For the attention of the Data Protection Officer, Perry Hall Multi-Academy Trust Business Team, PO Box 7177, Greenacres Avenue, Wolverhampton, WV1 9DB

Contact Details

Address

Woodthorne Primary School
Woodthorne Road South
Wolverhampton
WV6 8XL

Call

01902 921160

Email

woodthorneprimaryschool@wolverhampton.gov.uk

Visit

www.woodthorneprimary.org



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