

Assistant Principal

Teaching & Learning and
Staff Professional Development

Start Date – September 2026

Haileybury Turnford

Mill Lane

Cheshunt, Herts EN8 0JU

01992 308333

www.haileyburyturnford.com

April 2026

Ambition · Pride · Success

Dear Candidate

I am delighted that you are considering applying for the post of **Assistant Principal** at Haileybury Turnford. This is either a full-time position as a member of the school's Senior Leadership Team or could be a 0.8 contract (four days per week) for the right candidate. Staff wellbeing is very important to us as a school and this is reflected in our approach to flexible working arrangements for staff.

Haileybury Turnford is a great place to work and offers an exceptional opportunity for the successful candidate to make a real difference to our students. This role provides an excellent opportunity for an existing middle or senior leader to further develop their career within a supportive and collegiate environment, alongside excellent professional development opportunities.

We are seeking an enthusiastic and highly motivated **Teaching and Learning, and Staff Professional Development Lead** to drive whole-school excellence in teaching and learning, and who is passionate about improving classroom practice and committed to achieving impactful, sustainable change across the school. Candidates can have any subject expertise.



"The school is a calm and orderly environment."

The successful candidate will:

- Model exemplary classroom practice, demonstrating outstanding pedagogy and setting high standards for teaching across all key stages which is inclusive and ambitious for all students, including for students with SEND and those eligible for Pupil Premium funding.
- Adopt a research-informed, evidence-based approach, using current educational thinking to shape strategy and practice.
- Act as a dynamic and inspirational leader who motivates and supports colleagues, fostering a culture of continuous professional development.
- Lead teams effectively, implementing change with clarity, purpose, and measurable impact on teaching and learning outcomes.
- Play a key role in driving whole-school improvement, ensuring consistency, innovation, and excellence in teaching practices.

It would also be desirable for the successful candidate to have experience of leading external professional development or working with external training providers to deliver high-quality professional development.

We are a school on the up – we were rated 'Good' by Ofsted in March 2022 and are oversubscribed in all year groups. It is an exciting time for our school as we continue to make meaningful improvements for our students. This link provides more information about our journey as a sponsored academy over the past 10 years, working in partnership with Haileybury:

[Haileybury Partnership](#)



I have been Principal at Haileybury Turnford since September 2016, and we are in the process of transforming the school into an exceptional learning environment. Some faculties moved into new accommodation in September 2021, and we are working with the Department for Education to rebuild the rest of the school over the coming three years, to provide us with world class facilities for all faculties.

"The school helps pupils to become better citizens. Teachers support pupil well, but pupils also support each other."

Recruitment Pack

Our recruitment pack, alongside our website, gives you a flavour of our school to support your application.

Your application

We appreciate the time and effort required to prepare an application, so thank you. In your letter of application, please explain how your experience has prepared you for this role (maximum two sides of A4). Applicants are requested to read the information carefully, especially the job description and person specification for specific roles.

Please submit your application by **12 noon on Wednesday 29th April** to Jayne Jarvis, HR & Wellbeing Manager, at: jarvisj@haileyburyturnford.com. Interviews will take place on **Thursday 7th May and Friday 8th May**.

Further information about our school is available on our website. If you would like to visit us prior to making an application, or wish to speak about the role informally, please contact Jayne Jarvis by email or telephone, who will make arrangements with you.

We look forward to receiving your application.

Yours faithfully



Robin Newman
Principal





Robin Newman, Principal



On behalf of Haileybury Turnford we would like to thank you for taking an interest in applying for a role at our school. We are rated Good in all categories by Ofsted and we are making a real difference to the lives of our students. This is an exciting time to join our staff team with new state-of-the-art buildings in the pipeline to provide a first-class learning environment for our community.

Haileybury Turnford is an oversubscribed six form entry, 11-19 mixed academy that opened on 1st September 2015. Our new school launched a change in aspirations, drive and standards of achievement for our students and the wider community. Our students have a strong sense of belonging, and they know they have the opportunity to thrive and flourish, and leave us with the qualifications, skills and qualities that will ensure they progress confidently to college, university and employment.

“Pupils love the fact that their school is friendly and welcoming. They say that it is a school where they can be themselves. This is because it is a very tolerant community. Pupils feel very safe.”



We are an Equal Opportunities employer and wish to attract and select candidates from a wide, diverse talent pool. Haileybury Turnford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to employment checks and a satisfactory enhanced DBS check.

We already have one new building that opened in September 2021 and replace the old existing English & Humanities and small Science blocks. It also includes a large new library for our students. We will have further state-of-the-art new buildings coming soon, benefitting all students and staff.

Exam Results – Sustained improvements and best ever results

In 2025, our students achieved the school’s best ever GCSE results in English and Maths with strong achievement across the subject range, and our Year 13 students achieved the best ever exam results in vocational qualifications. In 2024, the progress our A-Level students made put us in the highest 8% of schools and colleges nationally.

In 2023 our Year 11 students achieved the school’s best ever Progress 8 score at +0.3 and this placed us in the top 26% of schools nationally for progress. Our Progress 8 for Maths was in the top 11% of schools nationally and our Progress 8 for English was in the top 25% of schools nationally.



Sixth Form students continue to secure destinations of their choice, including in very competitive degree apprenticeships and at UK universities including at the University of Oxford, Imperial College London, the University of Warwick and the University of Nottingham, studying a wide range of subjects at degree level.



Staff Wellbeing and Benefits

Looking after our staff is very important at Haileybury Turnford and we want all staff to love working here. The school offers all its staff a range of benefits.

Professional Development Opportunities

We offer excellent induction and training to support professional development to all teaching and support staff. We have programmes in place for Early Career Teachers, as well as aspiring Middle Leaders and Senior Leaders. There are also opportunities to work with teaching and support staff at our sponsor, Haileybury. Support staff are also well catered for with specific training to support individual roles. There are also additional coaching and research opportunities available to help support our teaching and learning culture in the school. We work with a range of different teacher training providers which gives mentoring opportunities to a number of our staff.

“Leaders have brought improvements to many areas of the school since the previous inspection, including behaviour and the curriculum. Parents are very appreciative of the way the school has changed.”

Wellbeing

Staff wellbeing is very important at Haileybury Turnford. Our Staff Wellbeing Charter highlights the central importance of this commitment to all staff, building on the work carried out in recent years. We are a happy, cohesive staff, and we believe this teamwork makes Haileybury Turnford an excellent place to work.

Free flu jabs and other wellbeing support, advice, confidential information and counselling is provided. Our Staff Room has been fully refurbished. There are also regular Wellbeing Wednesdays and we do all we can to ensure we have the best possible working environment for all staff.

Free Family Swimming and Gym use

Available at Haileybury for all staff, including at selected times at weekends and in the school holidays.





Feedback from our Parents

- *I have been nothing but happy and impressed with HT since my son started in September.*
- *Keep up the great work. We are growing from strength to strength.*
- *It was our first Parents' Evening. We found all the teachers we saw very enthusiastic and passionate about their subject and were very positive about our son and how he is getting on at the school.*
- *So happy with this school.*
- *I could not be happier with the school – absolutely fantastic – thank you to all the staff. My daughter is doing amazingly and loves school!*

SSAT Framework for Exceptional Education

Congratulations to

Haileybury Turnford

who have been accredited for transforming practice in **climate for learning** within SSAT's Framework for Exceptional Education

This award recognises that their practice is amongst the most exceptional nationally

Sue Williamson

Sue Williamson
Chief Executive

This certificate is valid from July 2022 – June 2023

ssat the schools, students and teachers network

Leading Edge
The national network for high performing schools

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Sue Williamson
Chief Executive

This certificate is valid from April 2026 – March 2029

ssat the schools, students and teachers network

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Further information about our staff professional development opportunities:

[Professional Pathways - Teaching staff.pdf](#)

[Professional Pathways - Support Staff.pdf](#)



Haileybury Turnford and Haileybury: A Strong Educational Partnership

Haileybury Turnford is proud to be part of an Academy Trust sponsored by Haileybury. As the sponsor, the Trust oversees all aspects of Haileybury Turnford's development. It sets the school's strategic vision, ensuring that our students' needs are fully met, high standards are upheld across all areas of school life, and that we remain financially secure.

Haileybury is a co-educational independent school for boarding and day pupils aged 11–18. Set in 500 acres of beautiful Hertfordshire countryside, it has over 150 years of educational excellence. Haileybury offers a rich, rewarding education that nurtures curiosity, encourages personal growth and prepares young people for the future with the skills and confidence they need to thrive. In recognition of its exceptional provision, Haileybury was named *Boarding School of the Year* in the 2024 TES Awards.



Since being approved as Haileybury Turnford's sponsor in 2015, Haileybury and Haileybury Turnford have built a strong and lasting partnership. This collaboration enhances learning across both schools and creates exciting opportunities for pupils and staff alike.

Enriching Opportunities for Students

Haileybury Turnford students benefit from a wide range of learning experiences that enrich the curriculum and provide access to excellent facilities and expertise. For example:

- Latin staff from Haileybury teach Latin to Haileybury Turnford's Year 7 - 9 students.
- Our joint Year 7 STEAM programme (Science, Technology, Engineering, Arts and Maths) is delivered in the SciTech Centre, offering young people from both schools the chance to collaborate.
- Sixth Formers receive additional support with university preparation, including advice and interview practice.
- Beyond the classroom, Haileybury Turnford students regularly participate in a range of joint co-curricular activities:
- Sixth Formers take part in the Model United Nations and join the Combined Cadet Force.
- HT Sports teams compete in inter-school events and have use of the sports facilities at Haileybury.
- HT dancers take part in the annual Dance Showcase.
- The annual Carol Service is held in Haileybury's beautiful Chapel.

Supporting and Growing Together

Our partnership extends to our staff, with a focus on shared professional development and collaboration. Teachers benefit from:

- Joint training events and professional networks.
- Peer-to-peer coaching and shared learning opportunities.
- Staff book groups exploring educational research and best practice.

At the heart of our partnership is a shared belief that collaboration makes us stronger. Together, we are committed to evolving this relationship and to continue providing an exceptional education and preparing our young people for the future.





Haileybury Turnford

Haileybury Turnford - Assistant Principal Job Description

| | |
|------------------------|---|
| Job Title: | Assistant Principal |
| Band and Point Range: | Leadership Scale (London Fringe) L12 – L16 |
| Responsible to: | Principal/Vice Principal |
| Job Purpose: | To lead Teaching and Learning, and Staff Professional Development across the school |
| Key Areas: | <p>The post holder will:</p> <ul style="list-style-type: none">Model exemplary classroom practice, demonstrating outstanding pedagogy and setting high standards for teaching across all key stages which is inclusive and ambitious for all students, including for students with SEND and those eligible for Pupil Premium funding.Adopt a research-informed, evidence-based approach, using current educational thinking to shape strategy and practice.Act as a dynamic and inspirational leader who motivates and supports colleagues, fostering a culture of continuous professional development.Lead teams effectively, implementing change with clarity, purpose, and measurable impact on teaching and learning outcomes.Play a key role in driving whole-school improvement, ensuring consistency, innovation, and excellence in teaching practices.Coordinate, plan and implement the school's annual Staff Conference. <p>The Assistant Principal is also subject to a generic staff job description as appropriate to this level of appointment. Additional roles and tasks will be identified and determined by the Principal.</p> |
| Core Responsibilities: | <p>Leadership</p> <ul style="list-style-type: none">To communicate and consult with staff, students, parents and other stakeholders as necessary.To manage staff and resources, ensuring that policies and procedures are adhered to and implemented effectively.To contribute to the overview and review of student behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Senior Leadership Team. <p>Teaching & Learning</p> <ul style="list-style-type: none">To consistently teach lessons that lead to strong progress for students over time.To lead whole school staff professional development for teaching and support staff and have the capacity and skills to support individual teachers.To monitor and evaluate the quality of teaching through learning walks, lesson visits, data analysis and other quality assurance processes.To liaise with external training providers to support the school's professional development offer to staff. |

Pastoral Management and Student Wellbeing

To maximise levels of achievement for all students in the school.

To identify, plan and implement the aims of the school with the rest of the Senior Leadership Team.

To help develop the wider school curriculum to promote the development of the whole child.

Staff Management

Liaise effectively with relevant colleagues, including the Principal, as part of the wider leadership and management team of the school.

To attend and participate in Governors' meetings as required.

Student Management

Establish and model for all staff positive relationships with the students based on high expectations, trust and respect.

Set the highest expectations of standards of achievement and behaviour through personal example and clear leadership.

Support the work of all staff in the identification of students' individual needs, liaising with appropriate staff, outside agencies and parents/carers to ensure that these needs are met.

Celebrate student successes at every opportunity.

Other responsibilities

To be responsible for expenditure from budgets where directed by the Principal.

To assist in the allocation and monitoring of the school's finances, as part of the school's Senior Leadership Team.

This job description will be reviewed at least annually as part of the Staff Appraisal process to reflect changing school and individual needs, and should be read in conjunction with the Person Specification for this role.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.

Haileybury Turnford - Assistant Principal Person Specification

E = Essential

D = Desirable

A = Application

I = Interview

| | E/D | A/I |
|--|----------------------------|---|
| Qualifications, Experience and Professional Development <ul style="list-style-type: none"> Qualified Teacher Status Relevant degree Relevant professional/management qualifications e.g. National Professional Qualification, Master's degree | E E D | A A A |
| Leadership and Management Experience <ul style="list-style-type: none"> Substantial experience as a successful Middle Leader Successfully led, planned, managed and evaluated change which has had a significant impact at department and/or whole school level Demonstrated the ability to work strategically and successfully at a middle or senior leadership team level Worked successfully with other education partners and providers, such as a Teaching School Hub or Initial Teacher Training Provider | E E E D | A A/I A/I A/I |
| Teaching Experience <ul style="list-style-type: none"> Demonstrated outstanding, sustained and successful experience as a teacher in a secondary context | E | A/I |
| Shaping the Future <ul style="list-style-type: none"> Understands the values and vision of the school and is able to inspire, challenge and motivate others to lead school improvement Proven track record of contributing to the raising of educational standards at departmental/pastoral and/or whole school level Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent vision Has successful experience of curriculum development work or leading teaching and learning developments along with an understanding of supporting students with different needs, including those with SEND Experience of improving the quality of teaching and learning, including promoting excellence and challenging poor performance Experience of monitoring and evaluating the effectiveness of teaching and learning or curriculum provision, including its outcomes in terms of standards, achievement and personal development and wellbeing Promotes positive behaviour management and develops a student focused, inclusive and effective learning environment | E E E E D E | A/I A A A A/I A/I A/I |
| Developing Self and Working with Others <ul style="list-style-type: none"> Shows commitment to own and others' professional and self-development Proven track record in leading and managing staff, including building a successful team and delegating effectively | E E E | A/I A/I A/I |

