



Ashlawn School  
Key Stage 4 Lead



ASHLAWN  
SCHOOL

Job Description and Person Specification

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Principal**

# About the Role

Thank you for your interest in the position of Key Stage 4 Lead at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Ashlawn School is recruiting a Key Stage 4 Lead. The person in this role will provide outstanding leadership and achievement at Key Stage 4 and to be part of the Extended Leadership Team. They will work closely with the Heads of Year and Subject/Faculty leaders to ensure that progress is closely tracked and appropriate interventions are in place to ensure positive outcomes for all students in all year groups.

The core purpose of this role is to monitor and improve student progress, ensuring all students achieve their full potential, particularly in the lead-up to their GCSE exams. This is a strategic role that blends academic oversight with pastoral care.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Key Stage 4 Lead
<b>Salary:</b>	L7 – L11
<b>Contract:</b>	Full-Time (plus teaching allocation) Permanent Teacher T&Cs
<b>Start Date:</b>	January 2025
<b>Responsible to:</b>	SLT Link
<b>Key relationships/Liaison with:</b>	Heads of Year Assistant Principal: Culture and Learning Vice Principal: Behaviour and Attitudes and DSL Key Stage 3 Lead and DDSL
<b>Job purpose:</b>	<p>To provide outstanding leadership and achievement at Key Stage 4 and to be part of the Extended Leadership Team.</p> <p>To work with Heads of Year and Subject/Faculty leaders to ensure that progress is closely tracked and appropriate interventions are in place to ensure positive outcomes for all students in all year groups.</p> <p>The core purpose of this role is to monitor and improve student progress, ensuring all students achieve their full potential, particularly in the lead-up to their GCSE exams. This is a strategic role that blends academic oversight with pastoral care.</p>
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<b>Academic Mentoring and Intervention:</b>	
<ul style="list-style-type: none"><li>• Analyse student performance data to identify underachieving students and groups</li><li>• Plan and implement targeted intervention strategies, such as one-to-one mentoring, small-group support sessions, or after-school booster classes</li></ul>	

- Set and track ambitious academic targets for students and work with teachers and Heads of Faculty to ensure these are met
- Lead on initiatives to improve teaching and learning within the key stage

**Pastoral and Behavioural Support:**

- Create and promote a culture within the Key Stage where students experience a positive and enriching school life
- Ensure that there is a culture of rewards and recognition in KS4
- Lead and inspire students and staff within the key stage
- Review attendance data and plan strategies to improve punctuality and attendance across the key stage and with target students
- Ensure that the Key Stage Personal Development Curriculum is effectively delivered and monitored including whole school systems that promote student wellbeing
- Attend Team Around the Child meetings, contributing strategically to the pastoral support and academic intervention programme for children who are under-performing and who may not be meeting behaviour expectations in order to remove barriers to learning, such as poor attendance or social-emotional issues
- Ensure that high expectations regarding uniform and preparedness for school are promoted and reinforced every day
- Identify at risk students, including those at risk of not being in education, employment or training and work with others to put proactive measures in place to ensure that they have positive educational outcomes
- Work collaboratively with the Inclusion Team to promote inclusive practices for all students, and in particular with those who face the greatest barriers to learning in order to develop and monitor pastoral support programmes for individual students
- Plan and lead assemblies which engage students and meet the needs of the personal development programme
- Support Heads of Year with strategy development with a view to reduce repeated incidents
- Liaise both within the school and with outside agencies to ensure a tailored programme of support
- Attend multidisciplinary forums such as reintegration meetings, manage move reviews and daily behaviour meetings as appropriate
- Support the accuracy and rigour of information in helping track and assess the welfare of students

**Strategic Leadership and Management:**

- Establish and oversee systems and processes to ensure that all policies in school are implemented effectively
- Coach and manage Heads of Year effectively to ensure systems are followed with a positive impact on students
- Conduct student voice surveys to ensure that they feel happy and safe in school, championing the importance of student voice to all staff
- Provide staff with training and support so that they can play a role in enhancing students' personal development

- Review student conduct data and plan strategies to improve behaviour and attitude to learning
- Lead on KS3 into KS4 transition, working with the Vice Principal for Quality of Education on the options process
- Supporting with the transition from KS4 to KS5, working with the Assistant Principal for Sixth Form
- Work with subject leaders and other staff to enhance pedagogy and improve outcomes for all
- Promote the work of the Key Stage in assemblies, staff briefing and, in the information, sent out to parents
- Develop and implement strategies for working with parents and/or carers of students in the Key Stage who struggle to engage with school
- Ensure Key Stage specific events/activities are well organised and delivered effectively

**Other duties and Responsibilities:**

Carry out other duties that the Principal and/or line manager may reasonably request.

Transforming Lives Educational Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment.

This Job Description is in addition to that of a Teacher Main Scale teacher.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Key Stage 4 Lead  
**Responsible to:** Assistant Principal Culture and Learning

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Educated to Degree level</li> <li>• Professional development in preparation for a leadership role</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification</li> <li>• Safeguarding training, DSL or similar</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience (minimum of 5 years' experience)</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience of pastoral support of students</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of a year group or large department</li> <li>• Experience with working with challenging stakeholders</li> <li>• Experience in working with outside agencies</li> <li>• Experience in working with staff across a large secondary school to implement effective strategies for students support</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of Behaviour for Learning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Ability to work well with and establish excellent professional relationships with students and parents</li> <li>• Knowledge of the relevant safeguarding and child protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of student support processes, including transition, mental health and inclusion practices</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Calm, patient and consistent demeanour</li><li>• Enthusiastic about students of all abilities and ages</li><li>• Enthusiastic about education with a strong desire to pass that passion on to students</li><li>• Keenness to improve teaching and learning</li><li>• Desire to thrive for constant improvement</li><li>• Enthusiasm to contribute to the extracurricular activities of the school</li></ul>	<ul style="list-style-type: none"><li>• Willingness to be part of the various working parties of the school</li></ul>
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# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 21 November 2025
- **Closing date:** 08 December 2025 (9am)
- **Final shortlisting:** TBC
- **Final panel process:** TBC