

. THE HOLT SCHOOL

Holt Lane
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Assistant Headteacher Leadership of Student and Community Engagement Required September 2025

L11-18

Required for September 2025, an outstanding, energetic and well-qualified teacher, who has the ambition and drive to join our Senior Leadership Team and to develop and deliver an ambitious vision for student and community engagement.

We are looking for a middle leader or existing senior leader with a proven track record of excellent leadership within their department, year group or area and who is ready to move on to the next stage of their career.

The successful applicant's main role will be to lead student and community engagement. The ideal candidate will be able to demonstrate how their initiative and ability to lead teams along with their involvement in student engagement has contributed to the life of the school. They will understand the needs of young people and the pressures and choices they face, and they will inspire our students to be the best they can be.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Katie Warner HR manager for more information about this post and to arrange a visit.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing Date: 9am on Thursday, 6th March 2025

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Assistant Headteacher	Name:	
Reports to:	Co-Headteacher	Issued/Reviewed:	
Pay Scale:	L11-18	FTE	1.0
Employment Status	Permanent		
Allowance:			

To be line managed by:

1. Teaching and Learning: (18/50teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are “on report”, for ‘round robins’ or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school’s B4L policy to maintain the highest standards of behaviour at all times

2. Senior Leadership Responsibilities

- To lead discussion on areas of responsibility and to actively participate in weekly SLT meetings
- To take part in the quality assurance programme across departments and year groups
- To run after school detentions and to cover lunchtime detentions when necessary.
- To meet and greet staff on morning briefings with tea and coffee,
- To lead a weekly duty team

- To lead the interview and selection process for vacancies linked to line mgmt. areas of responsibility
- To keep abreast of current issues in education and to disseminate to staff where appropriate
- To keep up to date with education research on pedagogy, leadership, curriculum and assessment.
- To plan and deliver assemblies.

- **Leadership of assemblies programme**
 - Calendar for assemblies
 - Weekly TftW and bulletin. .
- **Leadership of Student voice**
 - Student council
 - Student surveys
 - Youth Parliament
- **Leadership of Charity**
 - Wade
 - Non uniform days
 - Christmas fair
 - Harvest
 - House charity events – oversight
- **Leadership of extra-curricular**
 - Termly timetable
 - Termly survey to assess participation
 - Liaise with HOYs and staff taking the clubs.
 - Monitoring the quality of student led clubs
 - Checking in on clubs three lunchtimes/afterschool a week to show appreciation to staff running them, recognising the students attending and having an overview of the extent of participation.
- **Leadership of the House system**
 - Hold the Head of House team to account so that their attitudes and actions reflect the ethos and expectations of the leadership team.
 - Coordinate the eight Heads of House – create agendas and chair half termly meetings
 - To write HOH appraisal comments.
 - Identify the training needs and coordinate training for Heads of House.
 - Oversight of Department House events – liaise with HODs
 - Oversight of Interhouse competitions- coordinating whole school events eg Christmas doors, Harvest displays, noticeboards
 - Sports Day - liaise with PE department and Heads of House
 - Biennial Culture Day – liaise with student leadership team

- Reporting to governors through BA&PD committee

- **Community Engagement**
 - Actively seek out and coordinate community engagement opportunities as they arise.

Line Management

- Two departments and one Year group – TBC

Pastoral support

- To line manage HoY
- To be Senior Leadership link for a Year group
- To communicate with Pastoral Team and to ensure quality assurance across the year team
- To support HoY with any serious disciplinary issues
- To undertake weekly duty with Head of Year
- To attend Year group pastoral meetings.
- To attend assemblies / activities undertaken by this Year group

Engagement with Governors

- Attend FGB meetings
- Write reports for governors as required

3. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

4. Life of School

- To support the ethos of the school through the Mission Statement.
- To attend meetings that form part of the directed time.
- To comply with the School’s Health and Safety Policy
- To carry out duties as published

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the co-headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher