

For everyone

the best



**APPLICATION PACK:
ASSISTANT HEADTEACHER**

CHESTERFIELD HIGH SCHOOL

CHESTERFIELD ROAD, CROSBY L23 9YB WWW.CHESTERFIELDHIGH.ORG.UK

Welcome from the Headteacher

Dear Candidate

We are delighted that you have shown an interest in the Assistant Headteacher position at Chesterfield High School, proud members of the Mersey View Learning Trust. Our vision, *for everyone the best*, sits at the heart of our work and reflects our commitment to ensuring every young person receives the very best education and support.



We are proud of the inclusive environment we have created, where every student feels valued and able to thrive. Our high expectations, held with care and ambition, drive the strong outcomes our pupils achieve. In the summer 2025 examinations, 86% of students secured a Grade 4 or above in English and we were recognised as the top performing school in Sefton for outcomes for disadvantaged pupils.

Our commitment to excellence has been acknowledged by several external bodies, including a glowing Ofsted report in May 2023. This year, we achieved Flagship School status through the Inclusion Quality Mark, were awarded the NACE Challenge Award, and were invited to become an Ambassador School in recognition of our rich and ambitious provision for more able and gifted pupils.

Everything we do rests on the strong foundation of our values and ethos. We believe all members of our community should have **PRIDE** in themselves and in everything they do:

P - Presentation - taking pride in appearance and producing excellent work

R - Respect - listening to others and embracing diversity

I - Integrity - being honest and doing the right thing

D - Dedication - attending school every day and working hard

E - Exemplary - demonstrating excellent manners in school and the wider community

We are a welcoming school that genuinely looks after its staff. Wellbeing, professional growth, and a strong sense of belonging matter deeply to us. Staff voice is valued; our calendar and assessment schedules are planned with workload in mind, and we invest heavily in high-quality CPD, including NPQs and subject-specific development. We also prioritise clear communication, opportunities to connect socially and family-friendly policies. This commitment is reflected in our excellent staff retention and a sickness absence rate significantly below the national average.

Student behaviour at Chesterfield is excellent. Lessons are calm and purposeful, supported by clear routines and expectations that are appreciated by both staff and pupils. Chesterfield High School is a fantastic place to work, and we are proud of the culture of respect, focus, and positivity that defines our community.

We are looking for a colleague who will challenge us, inspire us, and stand alongside us as we continue to build a school we can all be proud of. If you share our commitment to excellence, inclusion, and continuous improvement, we would be delighted to receive your application.

Jon Lawes
Headteacher

“Pupils, irrespective of their background, work hard, achieve well and strive to live up to the school’s motto, ‘For everyone the best’.” **Ofsted 2023**

Application Guidelines

Candidates are asked to complete the application form which is available on the Trust website <https://www.merseyview.com/Vacancies/>. Candidates will be required to create a profile, complete the relevant application questions and submit the same.

Your application letter should be structured around the key requirements of the role as set out in this application pack, providing relevant examples.

Key Dates and Information

Closing date for applications: **Friday 8th May 2026 at midday**
Interviews: **Wednesday 20th May and Thursday 21st May 2026**
Start date: **Tuesday 1st September 2026**

If you have any queries or need additional information, please contact recruitment@chesterfieldhigh.co.uk.

In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate. All roles within the Trust carry the responsibility for safeguarding and promoting the welfare of children.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the school to share this commitment.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed [here](#).

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The school may carry out an online search on short-listed candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify any incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

"Staff are overwhelmingly positive about the support that they receive from leaders to look after their own well-being." **Ofsted 2023**

JOB DESCRIPTION

Job title	Assistant Headteacher
Responsible to	Headteacher / Deputy Headteacher
Hours of work	Full time
Salary	L15 - L19

Main Purpose

- Oversee and lead on specific areas of school life, which will be agreed on appointment.
- Lead, manage, motivate and inspire staff.
- Create and develop an ethos and culture in which all staff recognise that they contribute to, and are accountable for, improving the quality of education provided and standards achieved.
- Ensure that constructive positive working relationships are formed and maintained, which includes holding others to account.
- Plan, allocate, support and evaluate work undertaken by individuals, groups and teams, ensuring that there is clear delegation of tasks and devolution of responsibilities.
- Motivate and enable teachers, including senior and middle leaders and support staff, to develop expertise in their respective roles through high-quality continuing professional development.
- To engage in external school improvement work by actively engaging in reviews of our own school and taking part in work designed to support other schools to improve.
- To carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document.

Strategic Direction

- Work closely with the headteacher and other members of the senior leadership team to develop the strategic vision of the school, ensuring that the best interests of our children are at the heart of every decision we make.
- Ensure that the school's vision is communicated and clarified to all stakeholders.
- Contribute to the School Improvement Plan and self-evaluation tools to ensure that the vision, values and priorities of Chesterfield High School, and the wider trust, are met.
- Work with the trust, staff, parents, carers and governors to ensure effective sustainable school improvement and efficient management of school resources.
- Hold and articulate clear values and moral purpose, focused on providing high-quality education for all pupils at Chesterfield High School.
- Provide information, objective advice and support to the headteacher and deputy headteachers to secure effective allocation of resources to promote efficiency and value for money.
- Monitor, evaluate and review the impact of school policies, procedures and priorities through effective quality assurance processes, taking or advising action when necessary.
- Develop clear and robust action plans associated with key areas of responsibility.

Educational Development and Community

- Keep up to date with relevant legislation, research and guidance to advise the Headteacher on issues relating to your strategic areas of responsibility.
- Liaise with other trust schools to create, promote and develop opportunities for pupils and staff from all schools to flourish.
- Develop links and partnerships with other local and regional schools to enhance and share good practice and to foster collaboration in the interests of all children in the local area.
- Work with the leadership team to develop a school culture which continues to promote equality, diversity and inclusion.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, and cultural well-being of our pupils and their families.
- To be aware of, and work in accordance with, the school's child protection policies and procedures to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Specific Responsibilities

Specific areas of responsibility will be dependent on the skills, knowledge and experience of the successful candidate/s and will be agreed upon appointment.

The responsibilities within this job description may change to reflect any changing or emerging strategic priorities of Chesterfield High School or Mersey View Learning Trust.

“Pupils are keen to live up to leaders’ high expectations of their conduct. They behave well.”

“Leaders have created an aspirational culture for all pupils, including for pupils with special educational needs and/or disabilities (SEND).”

“Teachers have a strong knowledge of their subjects... staff are equipped well to design learning that supports pupils to learn the intended curriculum.”

“Their school community is one in which tolerance and respect are highly valued.”

OFSTED 2023

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Be educated to degree or equivalent level.</p> <p>Qualified teacher status.</p> <p>Evidence of appropriate professional development for the role of Assistant Headteacher.</p>	<p>NPQ, Masters or other further qualification.</p>
Skills and Experience	<p>A track record of providing leadership, raising standards and delivering strong educational outcomes.</p> <p>A strong track record of teaching, securing positive outcomes for pupils.</p> <p>Involvement in school self-evaluation, strategic action planning and continuous quality assurance.</p> <p>Experience of successful line management and staff development.</p> <p>Data analysis skills and the ability to use data to set targets and identify areas of development.</p> <p>Effective communication and interpersonal skills.</p> <p>Ability to communicate a vision and inspire others.</p> <p>Strong verbal and written communication skills.</p>	<p>Leadership experience in more than one educational establishment.</p> <p>Experience as an Assistant Headteacher.</p> <p>Experience with post-16 education.</p>
Personal and Professional Qualities	<p>A commitment to our school's inclusive vision.</p> <p>Resilience and the ability to work under pressure.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</p> <p>To have an excellent record of personal attendance and punctuality.</p> <p>Ability to work collaboratively with others towards a shared vision.</p> <p>Honesty and integrity.</p> <p>A role model to staff, students and the wider community.</p>	<p>An interest in educational research.</p> <p>Understanding of financial management in a school.</p>

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