



# **Applicant Information Pack**

**Assistant Headteacher**

**L8-L12**

**Dear Applicant,**

Thank you for your interest in the Assistant Headteacher position at Willow Bank School. We are delighted to welcome you to our recruitment process, and we are excited about the potential for you to join our school community.

### **The Importance of the Role**

The successful candidate will be a key figure in leading the culture and ethos of our school, ensuring that pupils are motivated to learn. This role entails leading on systems, interventions, and staff development to secure excellent standards of pupil behaviour, engagement in learning and personal development. As our new Assistant Headteacher, you will demonstrate your commitment to excellence inside and outside the classroom. We are seeking a natural leader who is highly experienced in pastoral support, has a positive approach to behaviour management, and the creativity and tenacity to achieve positive outcomes for pupils who may have previously disengaged with education.

### **Our School's Vision**

To be a centre of best practice for pupils with SEMH needs, providing a safe space to engage in a culture of learning, personal growth, achieving to the best of our abilities and working together as part of the Willow Bank Community.

### **We believe that:**

- Learning to respect ourselves, others, and the school environment is the foundation of preparedness for adulthood (**LEARN**)
- Every step of personal growth is a victory, no matter how small (**GROW**)
- All children love to learn, and once we've captured their interest, we can support them to achieve to the best of their ability (**ACHIEVE**)
- Every child is an individual, and developing a trusting, positive relationship with each pupil is the key to engagement in education (**TOGETHER**)

Our aim is to enable pupils to have a positive and exciting experience of education and equip them for their future. Our pupils all have very different needs, and we work hard to ensure that we provide the support they need to feel valued and respected, so that they can engage in rich learning experiences and prepare to be active citizens who contribute positively to society.

### **The Applicant Pack**

We encourage you to review all the materials included in the applicant pack thoroughly and engage in a visit to the school. These documents and visits are designed to give you a comprehensive understanding of the school, the role and what we stand for. This is an exciting opportunity to become a part of a school community that values growth and collaboration.

Thank you once again for considering Willow Bank School. We look forward to potentially meeting you and discussing how you can contribute to our school community.

Yours sincerely



**Nicola Laughton**  
**Headteacher**

## Application Process

We strongly encourage visits to school prior to applying to ensure that you understand our setting and pupils. We will be offering tours of our school with the Headteacher on:

- Thursday 24<sup>th</sup> April 10:15am – 10:45am
- Friday 25<sup>th</sup> April 9:30am – 10am
- Wednesday 30<sup>th</sup> April 2pm – 2:30pm
- Friday 2<sup>nd</sup> May 9:00am – 9:30am

Please email Mrs Rachel Savage (Business Manager) to book a place via [willowbank@sthelens.org.uk](mailto:willowbank@sthelens.org.uk)

### How To Apply:

- Complete the online application form through the job vacancies section of the St Helens Council website: [www.sthelens.gov.uk](http://www.sthelens.gov.uk)
- You must also submit a letter of application, addressed to the Headteacher, in which you exemplify how you demonstrate the skills, knowledge and qualities outlined in the person specification for our Assistant Headteacher role. Please attach a copy of your application letter as a supporting document on the St Helens Council online application form.

Applications will only be accepted from candidates completing the appropriate application form. Please complete all sections of the application form as clearly and fully as possible. CVs will not be accepted in place of a completed application form.

**Closing Date for Applications:** 9am, Wednesday 7<sup>th</sup> May 2025

**Proposed Interview Dates:** It is anticipated that interview process will take place in the week commencing Monday 12<sup>th</sup> May.

## Additional Information

### Interview Process

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and supporting statements within your letter of application, so please read the Job Description and Person Specification carefully before you complete your application.

All candidates invited to interview should bring the following documents:

- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach current/previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

As part of the shortlisting process and in line with KCSIE, Willow Bank School will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of right to work in the UK
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as QTS Status, NPQSL/NPQH (if completed)
- Satisfactory completion of a Health Self-Assessment
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate pre-employment checks, including enhanced DBS checks.

Candidates should be aware that all posts in Willow Bank School involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bindovers, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

# Job Description



## Assistant Headteacher

Pay Scale: L8 – L12

Reports to: The Headteacher

### Job Purpose

To provide strategic and operational leadership of the school

### Core purpose of Assistant Headteacher:

- To lead and model the highest standards of education and learning
- To lead and model the highest standards of behaviour management and inclusive practice
- To operate as a member of the senior leadership team
- To provide professional strategic and operational leadership for identified aspects of the school
- To promote and safeguard the welfare of children and young persons
- To maintain a culture that promotes excellence, equality and high expectations for all pupils
- Actively seek and promote positive and creative solutions to challenges and opportunities
- To ensure equality of opportunity for all
- To ensure implementation of the School's policies and procedures
- To contribute to the sustaining, development, and review of policies, practices and structures that drive forward the school's improvement
- Implement the areas of the School Strategic Improvement Plan for which they are responsible
- To use resources efficiently and effectively to ensure outstanding quality of provision that meets the needs of all pupils
- To use leadership to clearly direct improvement and promote the wellbeing of all learners, and staff, through high quality care and inclusive education
- To create a common sense of purpose among staff and stakeholders
- To attend and contribute to meetings of the Senior Leadership Team and other school meetings, preparing information, documents and reports as required
- To organise, set agendas, chair strategic meetings and produce minutes as required within designated area of responsibility
- To support, attend contribute to whole school events e.g. Assemblies, Transition and Open Evenings, Parent Meetings etc.
- To attend meetings of the Governing Body when requested and to prepare information, presentations and reports as requested
- To prepare evaluative/impact reports for the Headteacher, full Governing Body, and other committees/meetings as required by the Headteacher
- At all times to have a high profile proactively modelling the highest professional standards and presence around the school
- To lead on production, monitoring and evaluation of policies related to areas of responsibility
- Work with the SLT and curriculum leaders to ensure the curriculum meets the needs of our pupils

- Promote and secure good teaching, effective learning, high standards of achievement, good behaviour and conduct within a safeguarding culture
- Support staff in managing behaviour effectively, including modelling high expectations and restorative approaches
- Any additional responsibilities as agreed with the Headteacher.

### **General Senior Leadership responsibilities**

- Support SLT and colleagues' decisions, respecting the confidentiality of information where required to promote and actively seek positive working relationships with partners and outside agencies for the benefit of the school
- To undertake strategic planning which will aid the production and implementation of the School Improvement Plan
- To undertake monitoring and evaluation functions (including internal evaluations) which will:
  - Highlight teachers' professional strengths and areas for development
  - Identify strengths and successes in provision
  - Track developments in provision and evaluate their effectiveness
  - Contribute towards improvements in school structures, systems and policies
  - Identify areas where further development or improvement is needed
  - Enhance the quality of pupils' engagement in learning and improve pupil attendance and attainment
- To hold other identified staff, including leaders and managers/post holders, to account against standards and agreed targets
- To respond to unplanned situations which arise in the daily running of the school
- To maintain excellent pupil conduct and support staff, especially in dealing with unexpected incidents or sudden crises and emergencies

### **Personal and Professional standards**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

#### **All staff are to:**

- support the aims and ethos of the school
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, pupils, all staff, contractors and suppliers and other visitors
- actively contribute to the school's culture by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

## **Other Specific Duties**

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) or as requested by the Headteacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Local Authority and School policies and procedures

## **Generic duties relevant to all members of staff**

It is expected that all staff work collaboratively as members of the School to share good practice, resources, and ideas and realise the School's visions and aims. All staff should act with professional integrity at all times, following the Employee Code of Conduct.

## **Equality and Inclusion**

Willow Bank School is dedicated to creating an environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the School provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the School, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

## **Safeguarding**

Willow Bank School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by relevant School policies. Any safeguarding or child protection issues must be acted upon immediately in accordance with School safeguarding and child protection policy and procedure.

## **ICT**

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the School's Acceptable Use Policy. Staff are also expected to ensure that they follow School policies with regard to professional conduct when using ICT systems or School ICT equipment.

## **Health and Safety**

Employees are required to work in compliance with the Local Authority and School Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in school premises or during off-site activities controlled by the School.

## **Teaching and Learning**

This is our core business and therefore it is an absolute priority. Leaders should be able to demonstrate excellent classroom practice, providing credibility for the role they have. You will maintain a teaching allocation and be expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**The Assistant Headteacher role will involve specific focus areas of whole school responsibility.**

Agreed operational duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

This job description forms part of the contract of employment of the person appointed to the post.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher and the Governing Body. This job description indicates the way the post holder is expected and required to perform and complete the agreed duties and responsibilities of the post.

This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

## Person Specification: Assistant Headteacher



		Essential	Desirable	Where measured
<b>Knowledge</b>	Has a sound understanding of the qualities of good teaching and effective learning and how these can be applied to raise pupil attainment	/		A/I
	Understands the effective planning and delivery of a balanced curriculum	/		
	Understands how to support EHCP targets through quality first teaching	/		
	Understanding of current education legislation, priorities and trends, including statutory processes		/	
	Sound understanding of, and ability to demonstrate, positive approaches to pupil behaviour management	/		I
<b>Skills/Abilities</b>	Ability to deal sensitively with people, negotiate effectively, influence and resolve conflicts	/		A/I
	Able to set, maintain and actively promote high standards of pupil behaviour	/		
	Able to enthuse, inspire and motivate pupils to engage in learning	/		
	Good self-management skills and the ability to meet deadlines	/		
	Good decision-making skills and the ability to identify and implement solutions to problems	/		
	Able to deliver excellent outcomes for pupils who may have previously struggled to engage with learning	/		
	A willing team player with strong inter-personal skills	/		
	Excellent self-awareness, with an ability to remain calm and communicate effectively when faced with challenging behaviours	/		
	Able to collate clear, concise and evaluative impact reports on key performance indicators within an agreed area of whole school responsibility	/		
Strong ICT skills and the ability to learn new systems and software as required	/			
<b>Experience</b>	Substantial experience of working with children who have SEMH as their primary need	/		A/I
	Substantial teaching experience	/		
	Experience in a pastoral team and monitoring attendance	/		
	Experience of teaching and/or leading in more than one educational setting		/	
	Knowledge and experience of positive behaviour management strategies with a focus on de-escalation	/		

	Evidence of working with external agencies to maximise resources made available for pupils		/	
	Appropriate level of safeguarding training	/		
	Experience in ensuring that the statutory responsibilities regarding pupils with an Education Health Care Plan are carried out		/	
	Participation in, or the chairing of, multi-agency meetings to support the welfare and progress of pupils		/	
	Awareness and oversight of Health and Safety responsibilities related to a leadership role within an educational setting		/	
<b>School Leadership and Management Experience</b>	Substantial experience in a senior or middle leadership role	/		A/I
	Demonstrable effective leadership of a team/key stage/curriculum area/department	/		
	Successful experience of planning for school improvement, with a clear commitment to review and monitoring, including self-evaluation strategies	/		
	Successful development and implementation of a whole school initiative	/		
	Has had responsibility for policy development and implementation		/	A
	Experience of and ability to provide impactful staff development (e.g., coaching, mentoring, INSET for staff)	/		A/I
	To be able to effectively analyse and evaluate data to inform target setting to raise standards and address weaknesses	/		
	Ability to delegate responsibility effectively	/		
	Evidence of supporting and challenging colleagues through performance management	/		I
	Evidence of advising the headteacher of priorities for the deployment of staff, and utilising resources with maximum efficiency		/	A/I
	Experience of prioritising and allocating financial resources and school assets appropriately, ensuring efficiency, effectiveness and probity in the use of public funds		/	
	The ability to lead and manage effectively in a pressurised environment; be willing and able to work long hours when necessary and be able to manage time effectively	/		I
	Understand how to achieve all of the above whilst maintaining a good sense of humour and work/life balance, underpinned by the energy, enthusiasm and determination which will undoubtedly be needed to ensure the continued and future success of Willow Bank School	/		I
<b>Qualifications</b>	Degree/PGCE achieved	/		A
	Qualified Teacher Status (QTS)	/		A
	Evidence of continuous professional development including Leadership training	/		A/I
	NPQSL achieved, or a willingness to complete NPQSL upon commencement of the role	/		A
	A commitment to ensure that all pupils achieve their full potential	/		A/I

<b>Educational Philosophy</b>	A commitment to the vision, values and aims of Willow Bank School	/		
	A commitment to safeguarding all young people and staff	/		
	A commitment to keeping updated on developments in education	/		I
<b>Other</b>	A willingness to contribute to the wider life of the school	/		
	A clear vision and strong commitment to inclusion and how this can be achieved for pupils	/		A/I
	To have a sense of humour and an ability to keep things in perspective	/		I
	Personal resilience, energy and enthusiasm	/		A/I
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	/		I
	The application form must be fully completed and legible	/		A
The supporting letter of application should be clear, concise, and related to the specific post within Willow Bank School				

A: Application I: Interview