

St. Crispin's
Excellence for all



Excellence FOR ALL

Applicant Information Pack:
Assistant Headteacher

Closing date: 9am, Friday 24th April

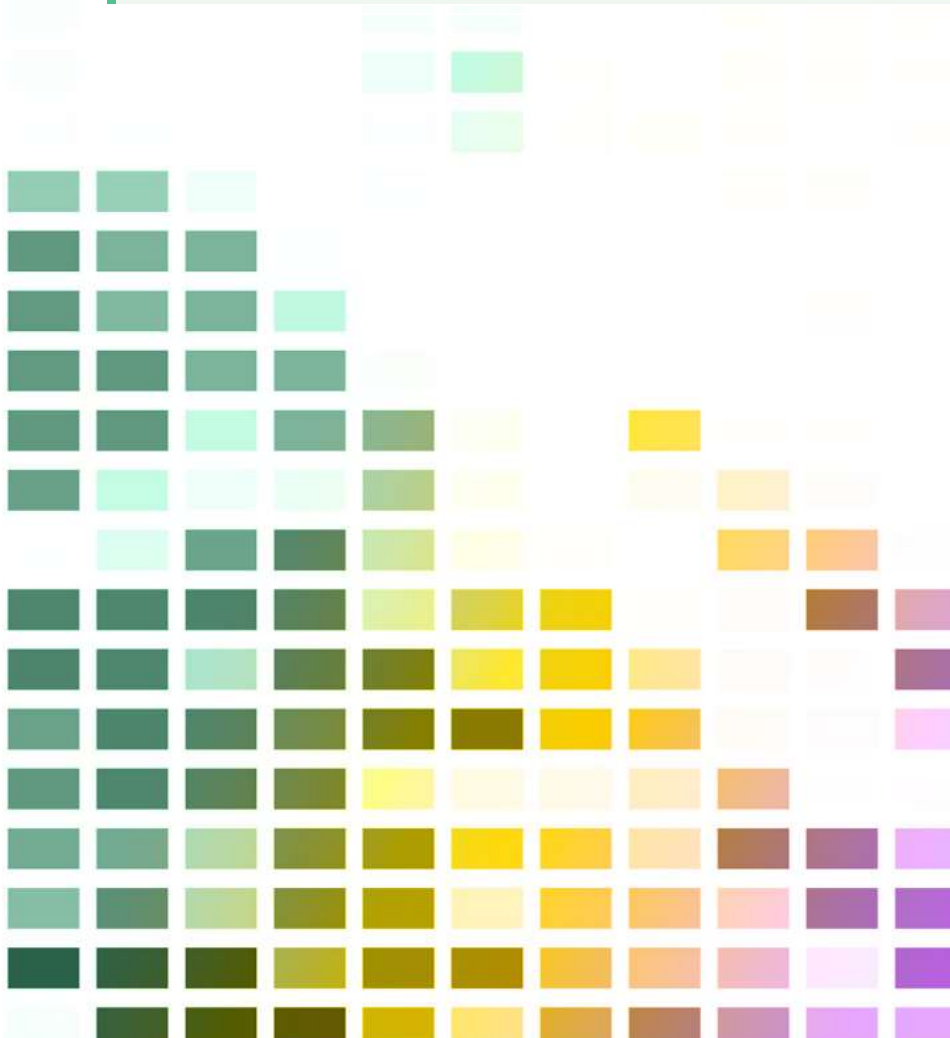
Applications can be made by completing the [application form](#)

To arrange a visit or return completed forms contact
Sarah Hales - hales@crispins.co.uk tel. 0118 978 1144



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Keen to further develop your leadership skills at a high attaining school with outstanding leadership and student behaviour described as exemplary by Ofsted?

For September 2026 | Full time | Permanent | Leadership Pay Scale 10-14

As a dynamic, effective influencer with strong interpersonal skills and sound judgement who thrives in a fast-paced, changing environment, you will share our ethos of 'Excellence for All' which encapsulates our commitment to do the very best for both students and staff.

Our Assistant Headteacher will:

- Work in partnership with other members of the Senior Leadership Team to provide high level strategic, management and operational direction for the school
- Share the responsibility for setting, maintaining, monitoring and improving standards in the school
- Maximise the collaborative opportunities across the schools who form part of The Circle Trust.

In return, we offer:

- A welcoming, supportive and friendly work environment
- The flexibility to develop responsibilities that reflect your unique experience skills and interests
- A dedicated and talented staff who share our vision of 'Excellence for All'
- A highly committed and engaged governing body, staff, and parent community who are all strongly focused on the success of our school
- An ethos of valuing and caring for all members of our school community
- A commitment to continuous improvement and your professional development.

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk | Tel: 0118 978 1144

Applications can be made by completing an [application form](#)

Closing date: 9am, Friday 24th April | **Interview:** Friday 1st May

Please note, we will be reviewing applications daily and reserve the right to close the advert early, should we receive sufficient applications.

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this document.



Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can achieve, thrive, and feel a sense of belonging.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN) for Year 7	210
NoR	1551
Ofsted	Good (2022)
% SEND Students	16
% EAL Students	28
% Pupil Premium Students	12

Results

Attainment 8	51.94
English and Maths GCSE	58% 5+
A Levels	B-





Headteacher's welcome

Thank you for your interest in the Assistant Headteacher position at St Crispin's School. I am delighted to extend a very warm welcome and to share with you a sense of what makes our school such a vibrant, ambitious, and rewarding community to be part of.

St Crispin's is a thriving mixed comprehensive school in Wokingham, and I hope that as you learn more about us, you gain a genuine understanding of our core values and what a special place this is for young people to excel. While this pack provides a helpful insight, I would strongly encourage you to visit us in person. Only by walking our corridors and talking to our students and staff can you truly appreciate what we stand for and the purposeful, supportive atmosphere that defines us.

At the heart of our work is our vision of **"Excellence for all."** We believe that every single student deserves the opportunity to be successful, and our aim is to help each of them become the very best version of themselves. Our students are happy, engaged, and ambitious, and they frequently express how much they value the excellent support they receive from our dedicated team of staff.

We take pride in focusing on the fundamentals of a great education:

- high-quality teaching and learning,
- a safe, disciplined environment, and
- an ethos that nurtures aspiration and personal growth.

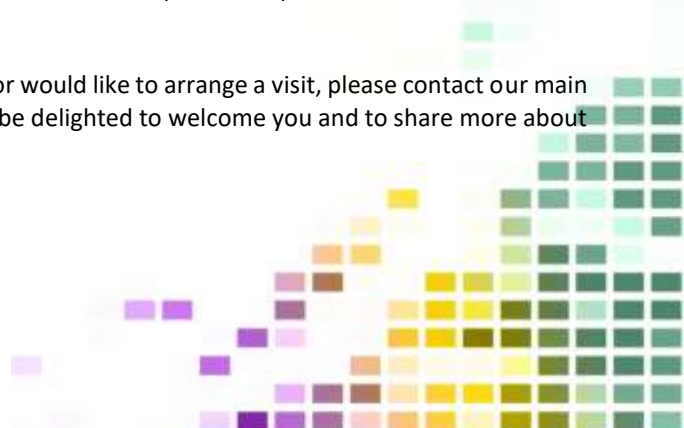
While strong academic outcomes are crucial in opening doors for young people, we also place great importance on developing the whole person. We want our students to leave us as confident, respectful, well-rounded individuals who are equipped to thrive in life beyond school.

I am privileged to lead a committed, talented team of professionals who consistently go the extra mile. Our teachers are passionate about their subjects and dedicated to delivering stimulating, engaging lessons. Equally, our support staff work tirelessly to ensure that our students receive the best pastoral care and educational experience possible.

St Crispin's offers a wide range of extra-curricular activities that enable our students to broaden their horizons and pursue new interests outside the classroom. We are proud of the rich opportunities we provide and the positive impact these have on students' confidence, wellbeing, and enjoyment of school.

Thank you once again for considering joining us. If you have any questions or would like to arrange a visit, please contact our main office on **0118 978 1144** or by email at **contact@crispins.co.uk**. We would be delighted to welcome you and to share more about our vision for the future.

Yours sincerely,
Peter Griffiths
Headteacher





Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes for every learner is paramount



Preserving the unique identity and ethos of all partner schools is essential



To be anything but utterly inclusive is non-negotiable



Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further



What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental



Our Trust promotes collaborating with others and being outward looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owismoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Job Description

Salary	Leadership Pay Scale 10-14		
Contract	Full-time, Permanent	Start Date	September 2026

Aim and main purpose of the job:

- To work in partnership with other members of the Senior Leadership Team (SLT) in providing a high level strategic, management and operational direction for the school
- To share with other members of SLT the responsibility for setting, maintaining, monitoring and improving standards in the school

Specific Accountabilities:

- Roles and responsibilities for Senior Leaders are reviewed each academic year in consultation with the Headteacher

General Accountabilities:

- To act as a role model in leading all staff in own excellent leadership, delivery of teaching and learning, continuous professional development and professional presence in the school
- To contribute to the creation and implementation of the Annual School Improvement Plan, Strategic Plan and the School Vision
- To contribute to the setting, monitoring and evaluating of pupil attainment targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets
- To contribute to curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme
- To contribute to the review of teaching and learning, monitoring the progress of all pupils including those identified as requiring additional support (SEN) or challenge (Most Able) to ensure all pupils are engaged in their learning and achieve success
- To undertake a continuous and systematic review of the standards of leadership, teaching and learning across the school, consistent with the procedures in the school self-review policy
- To contribute to the oversight and evaluation of the school budget to ensure the budget is spent in line with learning priorities and best value principles
- To share with the SLT in the operational work of the school specifically in day-to-day discipline, emergencies, parent contact, governor liaison and public relations

- To ensure the best presentation of St. Crispin's School in the community
- To act as a Departmental Line Manager providing regular feedback for staff in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning
- To act as a Pastoral Line Manager actively implementing the key aspects of the school's behaviour and inclusion policies
- To follow statutory guidance and school policies e.g. Child Protection
- To attend, prepare documentation and present information to Local Advisor meetings
- To be a Statutory Duty Team Leader
- To deliver assemblies within accordance of the devised rota

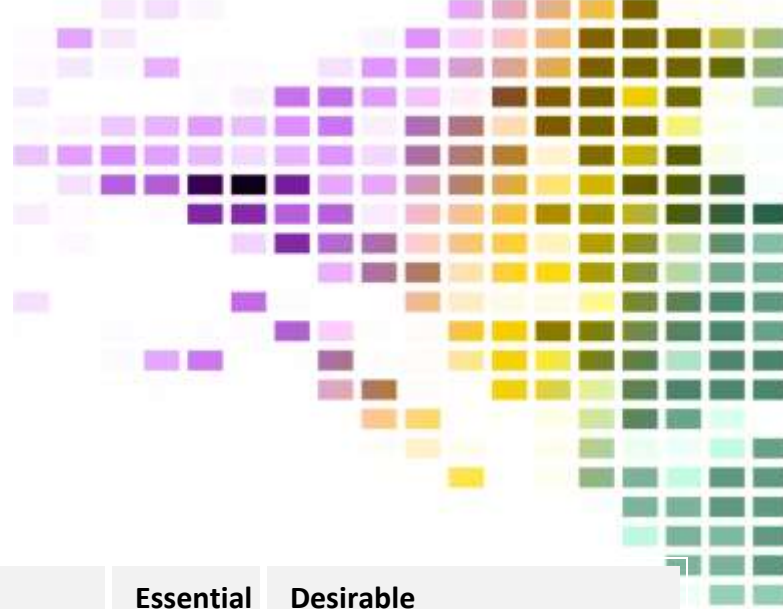
Details of Line Management:

- The post of Assistant Headteacher is line managed by the Headteacher
- As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the Teacher's Conditions of Employment
- This description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post
- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of the SLT are expected to be flexible to ensure the most effective organisation and delivery of learning.

Notes:

- Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title





Person specification

Criteria		Essential	Desirable
Qualifications and training			
1	Degree	X	
2	Teaching Qualification	X	
3	Higher qualifications e.g. MA or PHD		X
4	Leadership training such as NSCL courses		X
Competence Summary (knowledge, abilities, skills, experience)			
5	Substantial and successful experience of Middle Leadership	X	
6	The ability to present to staff	X	
7	Recent experience of initiating and managing a significant change through to a successful conclusion	X	
8	The experience and ability to build positive working relationships with staff and students	X	
9	The ability to represent the school in a professional manner	X	
10	Proven leadership of a team	X	
11	Ability to maintain confidentiality and loyalty to a corporate decision	X	
12	High levels of communication skills (including ICT)	X	
13	Willingness to accept significant delegated responsibility	X	
14	Possession of a clear sense of direction and purpose, with the ability to implement and sustain decisions made	X	
15	Experience of leading or significantly contributing to whole school initiatives		X

Work related personal requirements

16	Excellent interpersonal skills when dealing with students and parents	X	
17	Sound judgement	X	
18	Ability to be sensitive to other colleagues' opinions with ability to express own opinion in professional manner	X	
19	The capacity and commitment to contribute to whole school life	X	
20	Committed to equality of opportunity	X	
21	Able to respond flexibly and adapt to changing and challenging circumstances	X	
22	Ability to persuade, negotiate and influence others	X	
23	Ability to maintain strict confidentiality of information received and processed as part of the job role	X	

Other work requirements

24	Attend meetings of the Trust	X	
25	Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development	X	



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this document.

Visits to the School

Visits to St. Crispin's are warmly welcomed.
To arrange a visit, please contact Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144

Application form

Please complete the [application form](#). This is the only form of application that will be accepted. You should ensure that your personal statement is no more than two pages of A4.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunity monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is **9.00am, Friday 24th April**. Applications can be made using our [application form](#).

Please send your application to Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on 0118 978 1144
Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

Interview

Friday 1st May

Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by telephone



How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.





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Excellence for all



St. Crispin's School
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RG40 1SS

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The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.