



OVERTON GRANGE SCHOOL

ASSISTANT HEADTEACHER

(Fixed Term Contract for the Autumn term)

Recruitment Pack



Overton Grange School, 36 Stanley Road, Sutton, SM2 6TQ

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Letter from the Headteacher

Thank you for your interest in applying for the fixed term position of Assistant Headteacher. This role is a key position in the school, its growth and future developments. The successful candidate will join a team of highly motivated and talented colleagues across the rest of the school.

This is an exciting time to be joining our school as we continue our journey towards excellence in everything we do and providing the necessary support for all our students to be successful when making the next step. This post is instrumental in achieving our vision over the coming years whilst responding to the ever-changing educational issues.

The successful candidate will have the knowledge and skills to add value in these areas, but will also be flexible and creative, with a passion for education and a track record of excellent teaching and building great relationships with students, staff, and parents.

In December 2024, the school was judged by Ofsted as 'Good' with many strengths and some areas that require improvement. We are proud of particular areas of the report which include:

- Pupils behave well during lessons and around the school's site. Improved systems are in place to support staff when any low-level disruption takes place. Pupils are polite and courteous and enjoy being in school. They are well supported by staff.
- The school is a community where everyone is treated fairly and equally, and where pupils feel valued. Positive working relationships exist between staff and pupils. This ensures pupils feel safe. The school has experienced some turbulence, but leaders have now established stability and recent changes are having a positive impact

We are delighted that at our continuous journey of self-improvement has seen many reviews that recognise our many strengths, and we look forward to our next visit from Ofsted. We have a strong, dynamic and committed staff. Collaboration between all areas of the school is strong and staff well-being is a constant priority for all leaders.

The culture of the school has a strong ethical stance, core values and ethos to inspire individuals in the school to develop as global citizens and to be the best they can be. Our core values are Community Inspiration and Success and we are proud that this is clearly 'lived and breathed' in all areas of the school.

We are looking for a person with integrity who is genuinely committed to improving the life chances of young people and adults, not only in the school but also in our community.

Please contact the school if you would like to discuss the role or would like to visit. We look forward to receiving your application.



Mr Chris McNab

The Application Process

The closing date for applications is: **Friday 27th June 2025**

Interviews for shortlisted candidates will take place on: **w/c Monday 30th June 2025**

General discussions

For an informal chat about the role and the school, or to arrange a visit with the Headteacher, please contact the Head's PA, Samantha Robinson on:
s.robinson@overtongrange.sutton.sch.uk

How to apply:

Please ensure you complete the application form clearly addressing the person specification. This should be returned electronically to the Headteacher's PA, Samantha Robinson by **10am on the closing date**.

All applications will be acknowledged on receipt.



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Our Vision

The vision of Overton Grange School is to provide a safe, challenging, and happy community which prepares learners of today for the demands and opportunities of tomorrow. Alongside the underpinning values of Community, Inspiration and Success we believe this is experienced by all stakeholders on a daily basis.

The staff's dedication, the students' positive attitude, and our parents' commitment are the cornerstones of Overton Grange School. As a school we are excited to build upon these strengths and foster a culture of continuous self-improvement, to enrich our learning environment. As such, we will continue to maintain high expectations, focusing on engagement in lessons, student behaviour and positive relationships.

We are committed to nurturing confident, successful learners, and encouraging all our young people to make the most of opportunities that are provided throughout their educational journey. Our curriculum is at the heart of our students' journey at the school and we consistently look to ensure that our provision allows every student to achieve their potential.



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School Development Plan

Summary of our School Development Plan 2024-25

Area	Target	Required Outcome (look like)
Quality of Education	Student Outcomes	P8 Target 0.10* (Attainment/progress Equivalent) Reduce variance – Key student groups inc SEND/disadvantaged /Male students: P8 in line with cohort/Above NA – gaps diminishing
	Literacy Focus	Reading curriculum in place Department focus: Disciplinary literacy Pastoral focus: Engagement with reading Student: Weakest readers accelerated progress Staff CPDL: Whole staff responsibility
	Maximising Learning Time in lessons	Students making progress over time in line with targets (Assessment points/student books etc) Students level of engagement are high in all lessons
Behaviour & attendance	Attendance	Overall attendance: 93%+ Persistent Absence: <20%
	Student behaviour	Reduce suspensions (50% reduction) and exclusions (0%) Reduce low level disruption - To improve climate for learning within lessons/Maximise learning opportunities/reduce incidents of low level behaviour
Personal Development	Extra curricular	To enhance existing programme of extra curricular activities To ensure key student groups are accessing extra curricular programme (Enrichment)
	Pastoral Curriculum	To ensure a positive impact of the Pastoral Area/Tutor curriculum: Attendance, student safety, Personal development, Aspirations, Reading
Sixth Form Provision	Student Outcomes	Improve student attainment & progress (VA/Average grade/% achieving target/Minimise variance)
	Curriculum/Context	To review/adapt the Curriculum to ensure it best serves the students of the school
Leadership & Management	To Outward facing position of the school	Increase Year 7 & 12 recruitment (PAN)
	Positive impact of all Line Management	All staff supported to meet departmental/pastoral targets
	ICT	IT to support all areas of the academy

Job Description

JOB TITLE	Assistant Headteacher - Fixed Term Contract (for Autumn term)
REPORTS TO	Headteacher
START DATE	1 st September 2025
SALARY	Outer London Assistant Headteacher scale point 13

The Role

The basic duties of a teacher are outlined in the latest school teachers' pay and conditions document. You will maintain a good understanding of whole school curriculum, assessment and pastoral policies.

Main Purpose:

Drive high standards in teaching, learning, and student progress across key stages (11-19), aligning with Overton Grange's vision of a safe, challenging, and inspiring community.

Support the Headteacher and SLT in shaping and delivering the school development plan.

Key Responsibilities:

Leadership & Management

- Line manage curriculum/pastoral teams, coach staff, and conduct performance reviews.
- Lead self-evaluation, contribute to improvement strategies, and foster a collaborative professional culture.

Teaching & Learning

- Undertake approximately 30% teaching commitment, delivering high quality lessons and modelling effective practice.
- Analyse assessment data, monitor progress, and intervene to raise outcomes.

School Culture & Community

- Promote Overton Grange's core values: Community, Inspiration, Success - through tutor assemblies, enrichment, and student leadership initiatives.
- Engage with families, Governors, and partner organisations to enhance provision.

Qualifications & Experience:

- Qualified Teacher Status with senior leadership experience.
- Proven track record of raising attainment across KS3–KS5.
- Strong understanding of school improvement, data analysis, and staff development.
- Effective communicator with excellent interpersonal skills.

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Personal Attributes

- Commitment to safeguarding, equality, and inclusion.
- Resilient, well organised, and committed to continuous improvement.
- Inspirational leadership and team-building ability.

Benefits & Working Conditions (indicative)

- Lead role in a thriving 11-19 Academy of 1,250 pupils, including a strong Sixth Form.
- Structured line management, performance review processes, and access to professional learning.
- Opportunity to shape significant school wide initiatives related to safeguarding, mental health (e.g. MHST pilot), and community engagement.

Overton Grange School welcomes applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our students, as well as from both newly qualified and more experienced teachers.

Overton Grange School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory occupational health medical report, two suitable references, an enhanced DBS report and an online social media check.



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