

Assistant Principal Director of Key Stage 3



Welcome from Jackie Sharman, Principal



In Weydon's recent Ofsted in 2023 we are very proud to say that the school was awarded outstanding for quality of education and outstanding for personal development. We are consistently ranked in the top 11-16 comprehensive schools in the country according to The Sunday Times Parent Power. In our results this year 42% of our students achieved at least 5 GCSE grades at 9 – 7.

The school became an Academy in April 2011 and is also a National Support School, earning Leading Edge status. We are a SSAT Schools Network Consultant School. Together with St John the Baptist School in Woking and Salesian School in Chertsey we became a Maths Hub in September 2014. We achieved World Class status in December 2016 and became a Multi Academy Trust, called WMAT, in September 2017. We also host a SCITT working with in excess of 50 teacher trainees each year. The SCITT received an Outstanding Ofsted rating for its ITT provision. All these additions bring exciting opportunities for staff and students.

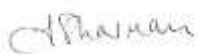
Our students' achievements are impressive: 96% go onto further education with many going on to Oxbridge. Over the last decade the school has had huge investment which has resulted in world class facilities, including a theatre, two all-weather pitches and a high-tech teaching area called the Globe. We are one of the most oversubscribed schools in Surrey and enjoy an excellent reputation in the community. You will find the level of respect shown between staff and students is a joy. The Weydon staff team is vibrant, hard-working, innovative and up for a challenge. The school enjoys a strong level of staff retention. Teaching and associate staff work well together as a team. Our associate staff members are often leading lights in suggesting and bringing about school improvements. The staff form a close-knit group who enjoy each other's professional and social company, as well as acting as 'critical friends'.

Furthermore, the parents and Governors add further strength to the school. School trips, holidays and visits are plentiful. Staff have an active social scene and the staffroom (The Hub) is well used, reflecting the excellent team atmosphere. As a school we expect the highest standards in teaching and learning. We will require you to take part in extra-curricular activities and to go that "extra mile" for the students. If successful in your application to join Weydon, we will ensure you have every opportunity to develop your skills. It's great fun and there is a real buzz about the place.

Weydon has its own enhanced pay scales and performance management benefits including healthcare package and gym membership. We are ambitious to improve further and so I hope that you consider yourself to be the person to help us continue to improve our performance. This is a wonderful career opportunity to work in a school where kindness and goodwill go hand in hand to make it special.

Weydon also features in the Good Schools Guide where it is described as "slick state schooling at it's best. You can Read the full report [here](#).

I look forward to meeting you.

A handwritten signature in blue ink that reads "J Sharman".

Jackie Sharman
Principal



Assistant Principal - Director of Key Stage 3

Start date	September 2025
Contract	Full Time, Permanent
Salary	Attractive - WMAT Leadership Pay Scale dependant on experience

We are seeking a dynamic and highly motivated individual to join our leadership team as Assistant Principal – Director of Key Stage 3, starting in September 2025. Whether you're an experienced leader or ready to step up into a senior leadership position, this role will require exceptional organisational skills, resilience, and the ability to think strategically.

As Director of Key Stage 3, you will be at the heart of driving student success, overseeing the academic journey at Weydon from the start of the transition program, through their options choices to the end of year 8. The role will involve frequent decision-making under pressure, handling a variety of different stakeholders, and leading with both vision and precision.

Weydon School is a large, ambitious and outstanding school in an unspoilt area of Surrey within easy reach of London. We are the lead School for the Weydon Multi Academy Trust, comprising of ourselves, Woolmer Hill School, Rodborough School, Farnham Heath End School, Frogmore Community College, Eggar's School plus many Special and Primary schools with more coming soon. The close proximity of these schools allows lots of opportunities for staff collaboration. The Times frequently rates Weydon School in the top 10 across the UK for 11-16 schools, and achievements across the school are exceptional. It has been said that we have grammar school outcomes and independent sector facilities; our ongoing and recent successes clearly demonstrate this.

Benefits

- *Free use of our fitness suite & extra-curricular opportunities such as staff Zumba
- *Cash back medical scheme
- *Priority admissions for Children of staff (subject to service/skills shortage)
- *Access to the Teachers' Pension Scheme with generous employer contributions
- *Lifestyle discounts and benefits scheme through our employee benefits platform
- *Cycle to Work
- *International school trip opportunities
- *Extensive staff CPD offering



'Believe Belong Care' is at the heart of everything we do at Weydon and is as true for our staff as it is our students. We have high standards and our staff team are vibrant, hard-working, innovative and up for a challenge. We believe in lifelong learning and encourage staff development throughout the school and within the trust. Our aim is to

continue to develop our existing staff, maintain our excellent staff retention record and ensure everyone has opportunity to develop their skills. We are ambitious to continually improve and innovate and we hope that you consider yourself to be the person to help us build our performance even further.

Further Information

Please visit www.weydonschool.surrey.sch.uk for more information on Weydon School and what we can offer you, including virtual tours and interviews, with our Principal and Student Senior Leadership Team as well as an application form.

If you would like to discuss the post or have a tour of the school and our exceptional facilities before making an application, you would be very welcome.



Please contact Miranda Francis, our HR Officer for an informal chat on 01252 725052 or mfrancis@weydonschool.surrey.sch.uk

To Apply

Please complete Teaching and Leadership application form available from:

<https://www.weydonschool.surrey.sch.uk/334/careers-at-weydon>



Please return your completed application form, to include a supporting statement, detailing your relevant experiences, qualifications and reasons for applying to recruitment@weydonschool.surrey.sch.uk

Any questions regarding the role please don't hesitate to reach out to Miranda Francis, in HR on 01252 725052 or mfrancis@weydonschool.surrey.sch.uk

We reserve the right to close this job early. Please apply ASAP to avoid disappointment.

[Recruitment and Selection Policy](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All appointments are subject to safer recruitment procedures and an enhanced DBS check. Applicants will be subject to an online search if shortlisted. The search isn't part of the shortlisting process itself, and you will have a chance to address any issues of concern that come up during the search at interview.

[Safeguarding and Child Protection Policy](#)

All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of “it could happen here” where safeguarding is concerned.



[Equal Opportunities in Employment Policy](#)

WMAT is committed to equality and valuing diversity. It supports practices that promote genuine equality of opportunity for all staff, students and young people. The trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation.



Job Profile

Assistant Principal – Director of Key Stage 3

Responsible to: Vice Principal

Core Purpose

To foster a supportive and enriching environment where students are empowered to reach their full potential, ensuring they achieve exceptional outcomes and transition confidently to Key Stage 4.

Working with the Principal, Vice Principal's and leadership team to focus on the school's strategic priorities and school development plan.

Communicating the school's vision and support with the strategic leadership of the school

Formulating the aims and objectives of the school

Managing staff and resources to support the school's vision

Key Responsibilities

- Oversee the Transition process between Key Stages (Internal and external). Ensuring Key Stage 2 to 3 transition is rigorous and key communication is shared to support success.
- Be the public face of Weydon along with Progress & Achievement Leaders (PALS) with regard to parents
- Lead the PALS, coaching them to improve their leadership of their college
- QA the Tutoring programme and quality of tutoring provided
- Encourage a positive attitude to school highlighting extracurricular activities, interform activities, rewards and celebrations
- Analyse data, ensuring that academic progress is being made, and challenging underachievement
- Ensure that Progress Days are meaningful for Students, parents and tutors and form part of a culture of student target setting and continual improvement
- Sanction behaviour as per the Behaviour Policy, supporting PALS in decision making and liaising with parents where appropriate.
- Link between a faculty and the LT
- Liaise with SEND and Safeguarding teams to ensure that the most appropriate support is in place for each student.
- Oversee the activities week for years 7 and 8
- Lead the key stage 3 Triage meetings, supporting the sharing of student-based information across the pastoral team.
- Liaise manage and oversee the strategic direction of Student Voice.
- Ensure Key stage 3 assessment is organised and robust.
- Organise and coordinate successful induction days for year 6 into year 7 students.
- Coordinate and strategically oversee the GCSE Options process
- Be part of the on-call system, being visible throughout the school day.
- Coordinate and lead parent/student information evenings/workshops to build relationships as well as support the culture of learning for all.

Person Specification

Assistant Principal – Director of Key Stage

Qualifications		Essential or Desirable
	Degree	E
	Qualified teacher status in the UK	E
	Professional development in preparation for a leadership role	D
	A senior leadership national professional qualification	D
Experience		Essential or Desirable
	Teaching experience (including training practice) within the designated age range.	E
	Exceptional knowledge of current legislation, guidance and developments relating to the subject area.	E
	Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children.	E
	Involvement in and organisation of wider school activities, including extra-curricular activities.	D
	Leadership and management experience in a school	E
	Involvement in school self-evaluation and development planning	D
	Line-management experience	E
	Demonstrable experience of successful line management and staff development	E
Professional Knowledge, Skills and Understanding		Essential or Desirable
	Ability to create outstanding learning and teaching environment for all students.	E
	Demonstrate Success in raising achievement	E

	Knowledge of National Curriculum and interventions for all students to achieve success	D
	Strong behaviour management skills	E
	Strong organisational skills, including excellent time management and ability to effectively prioritise, plan, organise and manage work life balance.	E
	Confident use of technologies and data to provide analysis, monitor progress, set targets and plan lessons.	D
	Excellent interpersonal and communication skills to be able to work effectively as part of a team	E
	Committed to safeguarding and promotion of welfare of children	E
	The ability to ensure equality of access to educational attainment and all aspects of equal opportunities are adhered to	E
	Accountable for pupils' attainment, progress and outcomes	E
	Able to demonstrate taking responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject	E
	Commitment to promote a love of learning and children's intellectual curiosity	E
Personal Qualities		Essential or Desirable
	The ability to develop positive relationships with students, parents, and peers	E
	High Expectations of themselves, peers, students	E
	Resilience and determination to be successful and ambitious for the school and the children	E
	A commitment to personal CPD and ambitions to continue to learn and improve knowledge, strategies and performance.	E

Job Profile Classroom Teacher

Main Purpose of Job	<p>In addition to the responsibilities of Assistant Principal – Director of Key Stage 3 you are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document</p> <p>Teach specialist subject within the age range 11 - 16 and, if necessary, other subjects commensurate with your expertise</p> <p>Act as a member of the school's student support and guidance organisation as directed by the Principal</p> <p>Support the school extra-curricular provision.</p>
Focus of Job	Student Facing
Key Tasks	<p>To undertake the effective management of the following tasks:</p> <p><u>Teaching</u></p> <p>Use FLOW teaching and learning strategies to enable students of all abilities and backgrounds to make optimum progress</p> <p>Secure a good standard of student behaviour in the classroom by establishing high expectations in the context of the school's Behaviour Policy</p> <p>Keep appropriate records of students' current and predicted attainments in classwork, internal tests and NEAs</p> <p>Set challenging targets for students based on all relevant available data</p> <p>Set and mark Home Learning according to school and department policies</p> <p>Ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place</p> <p>Where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning</p> <p>Support students with Special Educational Needs by providing appropriate work and guidance and, where applicable, contribute to the preparation, implementation, monitoring and review of Individual Education Plans</p> <p><u>Professional</u></p> <p>Attend scheduled department and school staff meetings</p> <p>Attend parents' consultation meetings as directed</p> <p>Participate in the school's performance management scheme</p> <p>Participate in the In-Service Training programmes organised by the school and other relevant bodies</p> <p>Implement school policies</p> <p>Take responsibility for own professional development, setting objectives for improvements</p>
Additional Duties and Responsibilities	<p>To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body</p> <p>To uphold the school's policy in respect of child protection matters</p>

	<p>First Aid as required Admin as required Back up for other roles as required Ad hoc duties as required</p>
Training	<p>Training will be provided in school and externally, if deemed necessary to the role</p>
	<p>This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.</p>
	<p>Recruitment and Selection Policy Applicants will be subject to an online search if shortlisted. The search isn't part of the shortlisting process itself, and you will have a chance to address any issues of concern that come up during the search at interview. All appointments are subject to safer recruitment procedures and an enhanced DBS check.</p>
	<p>Safeguarding and Child Protection Policy We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of "it could happen here" where safeguarding is concerned.</p>
	<p>Equal Opportunities in Employment Policy WMAT is committed to equality and valuing diversity. It supports practices that promote genuine equality of opportunity for all staff, students and young people. The trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation.</p>