



**Chulmleigh College**  
Nothing but our best

# Assistant Headteacher Candidate Pack

Closing date: Monday 23<sup>rd</sup> February 10am

Interview date: Monday 9<sup>th</sup> & Tuesday 10<sup>th</sup> March



**COMPASSION AMBITION TEAMWORK**



# A Very Warm Welcome

Welcome to Chulmleigh College and thank you for showing an interest in the vacancy of Assistant Headteacher at Chulmleigh College.

Chulmleigh College is a very special place to work. Our academic record speaks for itself. Within our own transport area we do not serve any large settlements – our catchment area is rural and dispersed. This has resulted in a school community that has a very clear rural identity and one that is steeped in a traditional and highly aspirational approach to education. Our ethos is simple, that of ensuring our pupils receive a provision that gives them every advantage they would be offered at a selective or fee-paying school. We believe in discipline, courtesy and unashamed high educational standards. This is a school where you can make a mark



The College has thoroughly embraced the English Baccalaureate (Ebacc) curriculum model, and we are committed to delivering French as our sole modern foreign language from Year 7 to GCSE in Year 11 for all pupils. Beyond the Ebacc we have strong foundation subjects and a capacity to expand the options offer in key stage four. We are excited by curriculum and follow our own in-house schemes of work designed by Heads of Department with passion for their subjects. We are looking for an Assistant Headteacher to lead, advocate and challenge our heads of department, who has the confidence to let their middle leader colleagues lead and flourish.

This is a new role for us at the College as we seek to add capacity to a small and close leadership team as we respond to the needs of our school community. We are adding a further Assistant Headteacher role to add more capacity to our work. Focusing on engagement and inclusion, this is a role that is designed to make sure all pupils achieve at our school. We seek someone who thrives as a communicator and enjoys spending time with parents and children day-to-day. They will have a vision for how schools can combine the very highest of academic standards with the highest levels of inclusion. Frankly, we want it all – the best GCSE results in the South West and every child achieving excellent qualifications.

As Designated Teacher for Children in Care and our Pupil Premium Coordinator you will tirelessly promote academic achievement as the vehicle of social mobility at this school. With an oversight of our co/extra-curricular and awards programme you will make sure our pupils are connected with their school and their hard work is met with reward and recognition. Working across our families, you will continue to promote high levels of attendance at our school and develop strategies that ensures our pupils attend and indeed, attend well. Finally, we place the future of teaching here at the College in your hands with an oversight of ECT and ITE – we want staff to come to Chulmleigh and stay at Chulmleigh as has been the case for many years. As staff we are custodians ready to hand over to the next generation of school-teachers and leaders, we need to grow and

retain our own leaders. At Chulmleigh we are a bicycling SLT. This means that we are ever-present around the school and lead by example. You will be an excellent teacher who revels in school life and working with our expert staff.

We seek colleagues who love teaching and are passionate about their subject. As teachers we can all always improve and develop. However, we have been careful to keep our model of teaching and learning as simple as possible and avoid one size fits all CPD. We are not attracted by group-think or the latest trends, choosing approaches that fit our values and staff. We seek a confident and certain colleague to advocate for our teaching staff and ensure that they can continue to allow our pupils to thrive by making sure our teachers themselves thrive.

I hope having read this pack you feel compelled to apply for this post. We welcome enquiries about the role and visits on the days specified.

Neil Payne  
Headteacher Chulmleigh College  
CEO Chulmleigh Academy Trust





Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. The College has enjoyed some of the best results in the region over the last 10 years and is heavily oversubscribed. Pupils achieving 4+ in Basics was 82%. Our A8 score was 54.09. Mathematics is a high achieving subject with 72% of pupils achieving at least grade 5.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



## Our Values

### Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

### Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

### Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.



Chulmleigh Academy Trust consists of the secondary school Chulmleigh College and three primary schools: Chulmleigh Primary School; East Worlington Primary School and St Thomas of Canterbury CE Primary School, Lapford. The three primary schools offer education for ages 2-11 years, with well-established Nurseries in place and wrap-around care available.

As a family of schools, the Trust provides a platform for small schools to enjoy the benefits normally enjoyed by larger individual institutions. This includes sharing good practice with subject leads working across all three schools, joint staff meetings and opportunities for continuous professional development. In addition there is centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Primary Administrator, in addition to each individual school's administrator, who supports the work of the three Heads of School, ensuring consistency and time to focus on teaching and learning. School meals are prepared at the College site and delivered on a daily basis.

**Chulmleigh Primary School** has 219 pupils on roll, with 11.4% Pupil Premium, and is situated in the small rural town of Chulmleigh, midway between Barnstaple and Exeter. It not only serves the local town and the neighbouring village of Chawleigh but is also the school of choice for families from a wider area. It is the largest school in the area but still has a strong family ethos, which is inclusive to all.

**East Worlington Primary School** has 66 pupils on roll with 18.2% Pupil Premium, and is situated in the village of East Worlington, which is between Chulmleigh and Crediton. It is the school of choice for many families from the surrounding villages, who are attracted to the friendly community feel of the school, the high academic standards and the excellent behaviour. It is very well regarded in the local community and many support it through volunteer work at the school.

**St Thomas of Canterbury CE Primary School, Lapford** has 49 pupils on roll, with 34.7% Pupil Premium, and is situated between the towns of Crediton and Barnstaple. The parents, staff and children are extremely proud of the school and this is reflected in the strong support of the Friends of Lapford School, volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.





# Job Description

**Job Title: Assistant Headteacher (Chulmleigh College)**

**Status: Permanent, Full time**

**L10-12 £64,691- £67,898**

**Start Date: September 2026**



## Job Purpose

### (including main duties and responsibilities)

In addition to the Conditions of Employment laid down in the School Teachers' Pay and Conditions Document 2008, the postholder will aim to create an environment where teaching and learning at the Community College is outstanding by:

Assisting the Executive Headteacher to provide leadership, direction, standards, outcomes and quality of teaching and learning across Chulmleigh College.

## Main Accountabilities

### Inclusion

- Pupil Premium
- PSHE/Careers/Work Experience Lead
- Children in Care
- Initial Teacher Education and Early Career Teachers
- Attendance
- Extra/Co-Curricular programme

Working with the Headteacher, SLT and Trustees to create the strategic vision and oversee the operational effectiveness of areas of key accountability. Ensuring excellent attendance, attainment and engagement for all pupils. Building on our tradition of academic success for all and upholding our high reputation in the community, count and further afield.

- Coordinate and lead the implementation the College's Pupil Premium Strategy to ensure and promote high attainment for PP pupils.
- Coordinate and lead the formulation and delivery of the College's PSHE and Careers Education and Guidance programme
- Lead Teacher for Children in Care
- Oversee Attendance policy, approach and strategy. Promote great attendance at Chulmleigh College.
- Coordinator for Work Experience
- Undertake any additional or different duties as directed by Headteacher



# Job Description

## Curriculum and teaching

### Teaching

- Lead teaching through example.
- Establish creative, responsive and effective approaches to learning and teaching.
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Work alongside the Deputy Executive Headteacher (Secondary) and Academy SENDCo to promote an effective transition programme that enhances the transition between the primary and secondary phases.

### Additional and Special Educational Needs

- Take the role of Deputy Designated Safeguarding Lead and take responsibility for the achievement and wellbeing of Children in Care.

## Organisational effectiveness

### Organisational Management

- Regularly review own practice, model excellence set personal targets and take responsibility for own development, seeking advice and support from other senior staff and agencies where appropriate.
- Manage the Careers education provision alongside the provision of independent advice and guidance in the college.
- To coordinate a coherent extra-curricular programme with a particular emphasis on access to activities for disadvantaged pupils at lunchtime.

### School Improvement

- Help translate the vision into agreed objectives and operational plans.
- Drive a continuous and consistent Academy wide focus on pupils' achievement, using data and benchmarks to monitor progress and set KPIs.
- Monitor, evaluate and review each school's practice and promote improvement strategies as requested.
- Tackle under-performance at all levels and positively support staff to achieve their best.

### Working in Partnership

- Be known as a pillar of the community and attract positive sentiment towards the schools.
- Attend school events such as school concerts, PTA and Parish Council meetings as necessary in order to be a well-known figure and point of reference beyond school hours.

### Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.**





# Person Specification



ESSENTIAL	DESIRABLE	HOW ASSESSED
<ul style="list-style-type: none"><li>An outstanding teacher</li></ul>	<ul style="list-style-type: none"><li>Evidence of participation in child protection/ safeguarding children training</li></ul>	Lesson Observation/ References
<ul style="list-style-type: none"><li>Potential to provide inspirational and strong leadership to staff over a school improvement issue &amp; track record of doing so at a departmental level</li></ul>	<ul style="list-style-type: none"><li>Track record of providing inspiration and strong leadership to all staff over a school improvement issue</li></ul>	Interview/ References
<ul style="list-style-type: none"><li>Experience of leadership at departmental or pastoral level that has clear impact upon a school</li></ul>	<ul style="list-style-type: none"><li>Experience of leading staff development</li></ul>	Application Form
<ul style="list-style-type: none"><li>4 Years' Experience of Middle leadership</li></ul>		Application Form
<ul style="list-style-type: none"><li>Good understanding of strategies for ensuring all pupils make excellent progress</li></ul>	<ul style="list-style-type: none"><li>Experience of leading intervention strategies</li></ul>	Application Form
<ul style="list-style-type: none"><li>A proactive individual</li></ul>		References
<ul style="list-style-type: none"><li>Committed to forging links with other agencies and schools</li></ul>	<ul style="list-style-type: none"><li>Can articulate our vision</li></ul>	Interview/ References
<ul style="list-style-type: none"><li>Experience of action planning and leading staff through Improvement</li></ul>	<ul style="list-style-type: none"><li>Experience of action planning and leading staff through a school improvement issue</li></ul>	Interview/ References

**WE GIVE NOTHING BUT OUR BEST**



# Person Specification

ESSENTIAL	DESIRABLE	HOW ASSESSED
<ul style="list-style-type: none"><li>Reliable, punctual, excellent attendance record and has a high standard of personal presentation</li></ul>		References
<ul style="list-style-type: none"><li>Establishes excellent relationships with parents</li></ul>		References
<ul style="list-style-type: none"><li>Able to successfully achieve key accountabilities in job description</li></ul>		References/ Job Description/ Interview
<ul style="list-style-type: none"><li>Highly motivated, low personal needs, flexible and ability to work exceptionally hard to achieve the needs of the schools</li></ul>		References/ Job Description/ Interview
<ul style="list-style-type: none"><li>Leads by example, setting high standards for self and for others</li></ul>	<ul style="list-style-type: none"><li>Evidence of participation in child protection/ safeguarding children training</li></ul>	Application Form/ References/ Interview
<ul style="list-style-type: none"><li>High level of emotional intelligence and resilience.</li></ul>		Interview/ References



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# How to Apply

Please complete the online application form available [here](#).

We are delighted to offer prospective candidates the opportunity to visit our school community. Tours of the school guided by our Headteacher will be available on Thursday, 12<sup>th</sup> February from 08:40 – 10:10 or Friday 13<sup>th</sup> February from 11:30 to 13:00. Please email [personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) to request a place – please include the following details: full name, current role and school, telephone contact number and preferred date to allow us to confirm your place.

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If you have any questions please email: [personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



**COMPASSION AMBITION TEAMWORK**