

PINNER

HIGH SCHOOL



ASSISTANT HEADTEACHER

CANDIDATE INFORMATION PACK

Inspiring Learning

Letter from the Headteacher

Thank you for your interest in joining Pinner High School.

With our motto of 'Inspiring Learning', we are committed to helping every student achieve their full potential in a caring, disciplined, and inclusive environment. Our broad and ambitious curriculum is designed to develop confident, capable young people who make meaningful contributions to society.

We are delighted to share that following our most recent Ofsted inspection in March 2025, Pinner High School has maintained the exceptional standards that led to our previous 'Outstanding' judgement. Inspectors highlighted the "strong, aspirational spirit" of our school and praised the dedication of our staff, who "go above and beyond" to ensure that every pupil is well supported. They noted that "staff at all levels contribute to school improvement" and that "staff say they feel valued and supported"—an endorsement of our positive, collegiate working culture.

As we enter an exciting new phase of development, we are seeking a dynamic and visionary Assistant Headteacher to join our expanding Senior leadership team. This role presents a rare opportunity to help shape the future of a thriving school community and to lead with impact across key strategic areas. We are open to aligning this role with your individual expertise. The remit may include Curriculum Implementation, Inclusion, AI and Future Technologies, Pastoral/Safeguarding, Assessment, Academic Research, Coaching and Growing Teams. We value innovation and calculated risk-taking and are eager to welcome a leader who can contribute to one or more of these areas. We believe the next generation of school leaders must be agile, reflective, and equipped with a broad leadership skill set. The educational landscape is rapidly evolving, and we are committed to developing senior leaders who can navigate change with confidence, creativity and compassion.

Academic outcomes remain a significant source of pride. In 2024, 34% of GCSE grades were awarded at grade 7 or above, with a Progress 8 score of +0.72 and an Attainment 8 score of 57.6, reflecting consistently high performance across the curriculum. Our A-level results also continue to exceed expectations, reinforcing our commitment to excellence at every stage. However, education at Pinner High extends well beyond examination success. Our students flourish through a vibrant co-curricular programme, strong pastoral care, and rich opportunities for character development. Our rapidly expanding sixth form plays a dynamic role in school life, empowering students to lead, inspire and contribute to our community.

Our commitment to staff development is deeply embedded in our collaborative culture and tailored professional learning offer. As a valued member of our team, you will have access to high-quality training, secondment opportunities, a three-week Christmas break, free gym access, and subsidised meals. Most importantly, you'll benefit from the time, support and mentorship of experienced leaders, all dedicated to helping you grow beyond your comfort zone and thrive as a future leader.

To get a deeper sense of our school's culture and ethos, I invite you to read my Headteacher's blog, available on our website, which offers real-time insight into the life of our school community. We are proud of what we have achieved—and even more excited about what comes next. If you are a talented, forward-thinking leader ready to take your next step, we would love to hear from you.

Mr Raj Patel
Headteacher

Assistant Headteacher

Reports to:	Headteacher
Start date:	September 2025
Salary:	L12 to L17, £69,239 to £77,773
Contract:	Permanent; Full Time
Closing date:	8 May 2025
Interviews:	15 th and 16 th May 2025 (TBC)

We encourage you to read our website carefully and familiarise yourself with our prospectus and this candidate information pack.

Our core values—kindness, respect, integrity, and perseverance—are woven into every aspect of school life. These values guide our decisions, shape our relationships, and create a supportive and inclusive culture where students, staff, and the wider community feel valued. By blending academic excellence with character development, we empower our students to thrive as thoughtful, resilient, and engaged individuals, ready to make a positive impact on the world.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community.

INTRODUCTION

At the heart of a successful school is the provision of high-quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION:

CORE PURPOSE

- To provide excellent leadership and high-quality management, enabling the school to realise its strategic intentions as determined by the governors and Headteacher;

- To support the Headteacher in securing the continued improvement and success of the school.

Shaping the Future:

- Work within the leadership team to develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all;
- Act as a key driver of development and change;
- Take the lead role in developing and implementing whole school improvement areas;
- Lead, innovate and inspire others to make an impact particularly on the educational progress of all groups of students;
- Act as a role model to promote the school's ethos and vision both within school and to our wider community;
- Motivate and work with others to create a shared, high-expectation culture and positive climate, where colleagues are prepared to be innovative and creative in their teaching;
- Ensure creativity, innovation and other transformational activities raise standards across the school, particularly with students who have greater difficulty accessing the curriculum;
- Communicate well with all stakeholders to secure the success of new initiative.

Leading, learning and teaching:

- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn;
- Be outstanding in the use and analysis of data and have the ability to lead on CPD with staff and Governors;
- Ensure that all students have equality of opportunity and can work to their optimum;
- Ensure a consistent and relentless school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning;
- Lead, develop and enhance the teaching practice of others with a focus on effective differentiation;
- Ensure that learning is at the centre of strategic planning and resource management, including the use of pupil premium;
- Establish creative, innovative, responsive and effective approaches to learning and teaching in all areas of the curriculum;
- Implement strategies which ensure the highest standards of behaviour and attendance for all groups of students;
- Monitor, evaluate and review classroom practice and promote improvement strategies to ensure all groups of students achieve;
- Challenge underperformance at all levels and ensures effective corrective action and follow-up;
- Ensure that appropriate provision for students, relative to their need, is effectively delivered.

Developing self and working with others:

- Assist with building capacity amongst teaching and support colleagues to deliver and sustain the highest quality outcomes;
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence;
- Take a lead role with other senior leaders across the school for ensuring that staff CPD needs are both identified and supported;
- Coach and support the development of leadership and management skills in others;
- Develop and lead CPD linked to your areas of whole school leadership;
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals;
- Ensure clear delegation of tasks and devolution of responsibilities;
- Develop and maintain a culture of high expectations for self and for others;
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Managing the organisation:

- Maintain and develop the highest quality systems to ensure that all events, activities and day to day management run smoothly and efficiently;
- Assist in producing and implementing clear evidence-based improvement plans and policies for the development of the school and its facilities;
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork;
- Ensure that operational systems relating to teaching and learning, health and safety, student welfare and safeguarding are implemented and working effectively;
- Assist with the development and promotion of policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice;
- Deputise for other members of the senior leadership team (SLT) and assist other members of the school's wider leadership group as appropriate;
- Work closely with Strategic and Innovative Leaders;
- Undertake specific, significant roles in the leadership and management of the school.

Securing accountability:

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible;

- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately;
- Contribute to the whole school review, monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings;
- Contribute to the relevant sections of school self-evaluation and improvement planning;
- Attend Governing Body meetings for appropriate items.

Strengthening community:

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development;
- Engage parents in their children's education, particularly hard to reach families and those with access needs;
- Develop communication both within the school and the wider community;
- Build a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind;
- Ensure learning experiences for students are linked to, and integrated with, the wider community;
- Support the events and activities which involve students, families and communities beyond the school day.

Accountabilities:

The specific area of responsibility will be finalised with the successful candidate after appointment. They are likely to include, but will be discussed with the successful candidate.

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment
- The opportunity to work with a number of skilled professionals
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough

- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development
- Employee Assistance Programme
- Contributory pension scheme
- Paid lunch break duty with free lunch whilst on duty
- Free tea and coffee
- Onsite parking
- Gym access
- Brand new facilities
- Free eye care voucher
- Salary sacrifice scheme for Cycle to work
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Offers of employment

Pinner High School reserves the right to assess candidates online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

APPLICATION PROCESS

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All post holders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

If Pinner High School sounds like it is right for you:

- Visit our school website recruitment page and select apply for the relevant position; you will be redirected to www.mynewterm and invited to create a profile. All applications are via this portal, **CVs are not accepted.**

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769. *The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	How Identified
Good honours degree	Yes	Application
Qualified Teacher status	Yes	Application
Experience	Essential	How Identified
Whole school leadership	Desirable	Application Interview

Practises outstanding innovative teaching techniques.	Yes	Application Interview
Experience of curriculum innovation and development.	Yes	Application Interview
Experience and understanding of a range of approaches to teaching and learning and of sustained raising of achievement.	Yes	Application Interview
Experience of developing teaching and learning strategies to meet the needs of all students and their continuous improvement.	Yes	Application Interview
Experience of school self-evaluation and how this can impact upon raising standards of achievement.	Yes	Interview
Experience and expertise in the effective use of data and the analysis of data with the confidence to lead and develop others.	Yes	Application Interview
Knowledge, Skills and Abilities	Essential	How Identified
In-depth knowledge and understanding of safeguarding	Yes	Interview
Demonstrates 'excellence' and uses initiative and creativity to innovate.	Yes	Interview
Demonstrates a clear understanding of school self-evaluation and how this can impact upon raising standards of achievement.	Yes	Reference Interview
Demonstrates outstanding leadership skills.	Yes	Application Interview
Evidence of leading a team where student progress and outcomes are outstanding.	Yes	Application Interview Reference
Evidence of high level team building and team management skills to lead, motivate and inspire staff and the full range of students.	Yes	Application Interview
Ability to think and plan strategically to implement a vision.	Yes	Application Interview
Ability to develop and sustain excellent relationships with all stakeholders, including students, teaching and support staff, parents, Governors, LA representatives, external agencies and members of the community, gaining their commitment to the vision of the school.	Yes	Application Interview Reference
Ability to make significant contribution to whole school initiatives and developments.	Yes	Reference Interview
Ability to use comparative data to make judgements and decisions.	Yes	Application Interview
Competent in use of ICT to enhance learning, monitor progress and improve administration.	Yes	Application Interview

Personal Qualities	Essential	How Identified
Personal integrity and the ability to inspire it in others.	Yes	Reference Interview
Believes in the importance of effective team work with a collaborative approach, capable of building supportive working relationships with colleagues.	Yes	Application Interview Reference
Ability to communicate effectively orally and in writing with students and adults, using negotiation and consultation.	Yes	Reference Interview
Commitment to working practices designed to create equal opportunities for all.	Yes	Interview
Commitment to inclusive education and ensure the progress of all groups of students.	Yes	Interview
Commitment to their own personal development and that of other staff within the school.	Yes	Reference Interview
Enthusiastic, dynamic, creative and strategic	Yes	Reference Interview
The commitment necessary to meet tight deadlines.	Yes	Reference Interview