



Assistant Headteacher (Teaching & Learning)

Candidate Pack



NORTHFIELD

PRIMARY SCHOOL



Introductory message from Mr Ayre, Headteacher.

Welcome

Thank you for your interest in the role of Assistant Headteacher at Northfield Primary School. It is a pleasure to introduce our school and share the exciting time we are entering as we look to appoint a leader who will play a pivotal part in our next stage of development.

Now entering our third year as proud members of Pontefract Academies Trust, the journey of transformation at Northfield has been nothing short of remarkable. Outcomes across school now exceed national averages in all performance measures, reflecting the high expectations, skilled teaching, and collective drive of our exceptional staff team. Our children thrive academically and personally because they are nurtured, challenged, and supported every day by adults who believe in their potential.

This past year has seen continued momentum, particularly in areas such as attendance, where we performed 2% above the national average. This improvement exemplifies the positive culture and strong relationships that underpin life at Northfield. Our pupils enjoy coming to school, and this is reflected in their enthusiasm, engagement, and the pride they show in their work.

We have also celebrated achievements beyond the classroom, including being crowned winners of the Pontefract Academies Trust Games, a wonderful affirmation of our pupils' teamwork, resilience and spirit.

Our commitment to inclusion is unwavering. Recent investment in Early Years and SEND provision, including the development of a state-of-the-art sensory room, demonstrates our dedication to ensuring every child has the support and environment they need to thrive. We take pride in being a school where all children are valued, all needs are considered, and all successes are celebrated.

Northfield is a vibrant, caring and ambitious community. Our curriculum is rich, purposeful and knowledge-led. We foster curiosity, creativity and a lifelong love for learning. Our staff team is dedicated, reflective and always striving to improve. We are now seeking an Assistant Headteacher for Teaching & Learning who will enhance this culture of high-quality practice and support us in driving standards even further.

This is an exceptional opportunity for an experienced leader or aspiring senior leader who is passionate about securing the very best outcomes for children. As Assistant Headteacher, you will be central to shaping, leading and continually improving the quality of teaching and learning across our school.

We are looking for someone who:

- Brings expertise in curriculum, pedagogy and assessment with a strong understanding of evidence-informed practice
- Can model exceptional teaching while developing others through coaching and professional learning
- Has the confidence and clarity to lead whole-school improvement in teaching, learning and attainment
- Shares our commitment to inclusion, high expectations and safeguarding
- Has the ability to inspire, motivate and challenge staff at all levels
- Can analyse performance information intelligently and use it to drive impact
- Embodies the values of Pontefract Academies Trust and the ethos of Northfield—warmth, ambition, integrity and relentless positivity

You will join a supportive senior leadership team where collaboration, high expectations and professional trust are at the heart of our work. You will play a key role in building on our successes, addressing our next steps, and ensuring that our children continue to achieve highly and grow into confident, resilient learners.

A School Where You Will Make a Difference

Whether improving consistency across classrooms, refining curriculum implementation, developing teacher expertise or enhancing outcomes in key subjects, this role offers a unique opportunity to make a profound and lasting impact.

Northfield is more than a school; it is a community that believes in the power of strong relationships, excellent teaching and inclusive practice. If you share our vision and want to be part of our continued journey of improvement, we would be delighted to receive your application.

Thank you for considering joining our wonderful school. I look forward to meeting passionate, forward-thinking leaders who will help us shape the next exciting chapter at Northfield Primary School.

Mr Ayre
Headteacher, Northfield Primary School



About Northfield Primary School

Northfield Primary School are proud to have recently joined one of the country's highest performing Trusts. Our school is firmly rooted in our local community and we believe that strong community ties enhance the educational experience for our students. We believe in laying the foundations on which children can build their futures. Our committed team of staff are dedicated to providing a well-rounded education that empowers children to reach their full potential. We believe that each child is unique and possesses their own set of talents and abilities, and it is our mission to help them discover and develop these qualities.

Our school is not just a place of learning; it's a vibrant and inclusive community that values diversity and promotes a sense of belonging. We encourage open communication between parents/carers, teachers, and children to ensure that every child feels supported and is successful.

As we embark on this new journey as a member of Pontefract Academies Trust we are excited about the opportunities that lie ahead for our staff, students and our wider school community.

Perseverance
Respect
Independence
Determination
Excellence



About the Trust.

Achievement Without Excuses.

We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.

We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

Excellence As Standard.

We set high standards. "Good enough" is simply not. We do not accept second best from our students or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

Stronger As One.

We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end, collective accountability is rooted in a "if one fails we all fail" mentality.

As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

Our Vision.

Where every child and young person makes outstanding progress.

Our People Matter.

We know that our people make a difference to the lives of our 3-16 year olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.

We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

Students Come First.

Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.

The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery through to primary and then onto secondary.

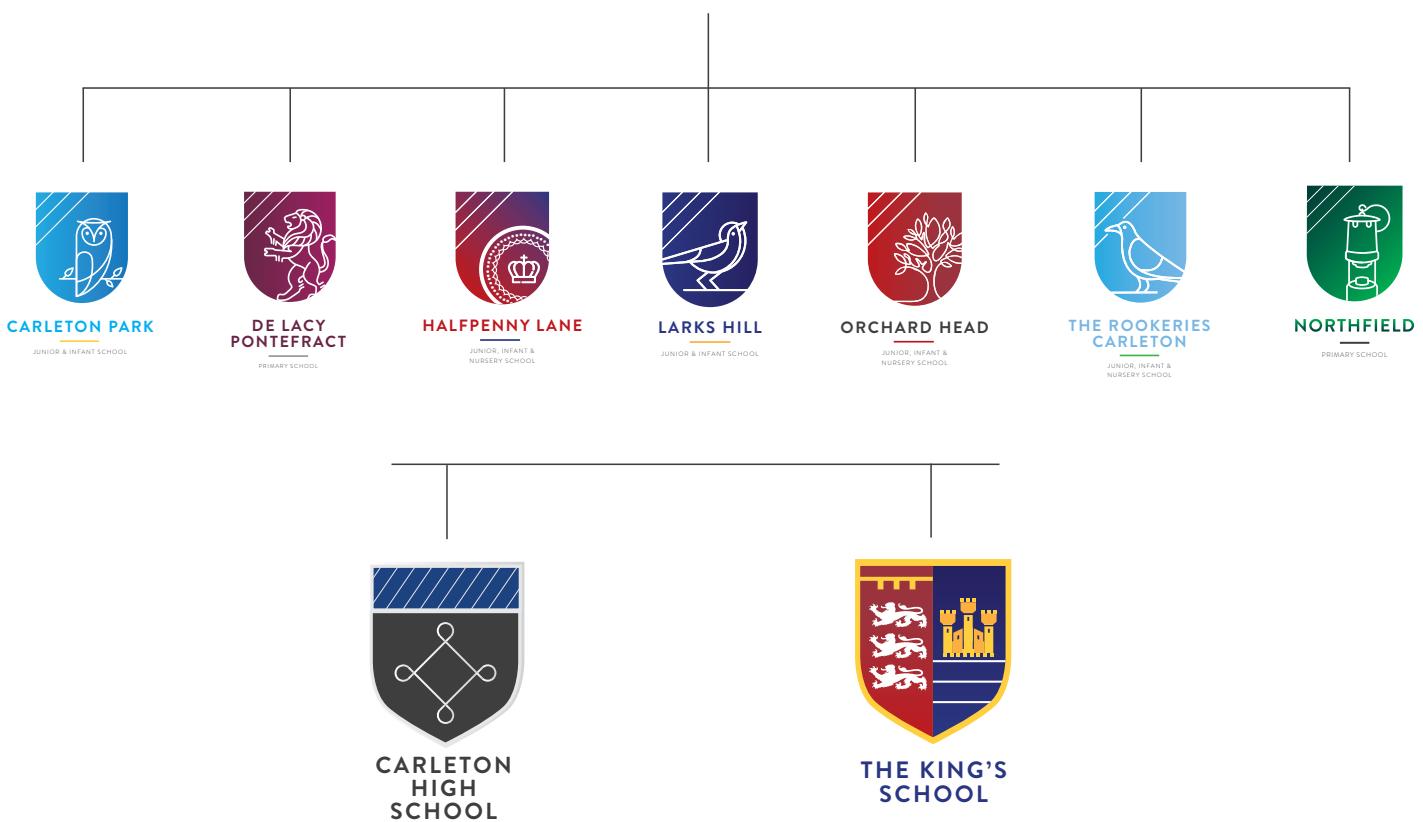
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

ONE
TRUST



PONTEFRACT
ACADEMIES TRUST



Assistant Headteacher

Reporting to:	Headteacher
Salary:	L4 – L8 (£55,747 – £61,534)
Term:	Permanent – Full time
Location:	Northfield Primary School

Job Purpose

The Assistant Headteacher should be prepared to lead on areas such as curriculum development, monitoring of standards and teacher effectiveness, tracking and analysis of results/data, behaviour management, inclusion, timetabling, external relations and community links, staff development, training and induction. As a member of the senior leadership team, they will be integral to the overall leadership and management of the school, helping to sustain and build on a school culture that is both nurturing and rigorous.

- To work closely with the Headteacher in maintaining a coaching culture for teacher development that supports the school in driving high standards and expectations of all;
- To lead, develop and support outstanding quality first inclusive teaching and learning practice, whereby all pupils, including those with particular learning needs, make the required progress and realise their potential;
- To support colleagues, including all other members of the leadership team, in their work to further develop and improve the school;
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual School Improvement Plan, with understanding of its position and relevance in the cycle of school improvement and long-term planning and resourcing;
- Take responsibility for day to day management of the school in conjunction with the rest of the leadership team.

Key Responsibilities and Accountabilities

The exact role and specific responsibilities of the Assistant Headteacher will be agreed annually and will change, reflecting the needs of the school, thus affording the post holder the opportunity to gain experience in all aspects of school leadership in preparation for Deputy Headship/Headship.

Leadership and Management

- To share responsibility for the management of the school and to contribute to the consultative and decision-making processes;
- To fully support whole school policy decisions, contribute to their initiation and sustain their implementation and review;
- To actively promote the school and liaise with outside agencies as necessary, representing the Headteacher, the school or the Trust as appropriate;
- To contribute to discussions and decisions at leadership team meetings;
- To offer information, advice and perspective to the School Performance Review Board and to any legitimate external enquiry/evaluation;
- To communicate and consult with staff, pupils, parents and members of the local community as necessary;
- To support the Headteacher in managing the review cycle of school policies and act as a role model in the implementation of these policies;
- To support the Headteacher in the responsibility for the implementation of performance management for all staff.

School, Ethos and Culture

- Maintain a strong school community, characterised by consistent, orderly behaviour, caring and respectful relationships;
- To maintain a high visible presence around the school ensuring that the highest standards of behaviour are upheld; contributing to the overview and review of student behaviour as required;
- To be active in issues of staff and student welfare and support;
- To demonstrate a commitment to equality of opportunity for all members of the school community;

Job description continued

- Maintain the school culture and ethos that is utterly committed to achievement for all;
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

Teaching and Learning

- To identify strategies for raising the attainment of pupils and to work towards these identified and agreed goals;
- Lead on the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge and support in lessons;
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring;
- To support the Headteacher in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis;
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level;
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with Trust policies and procedures including child protection, financial regulations, health, safety and security, confidentiality and data protection;
- Contribute to the overall vision and values of the Trust;
- Attend and participate in relevant meetings as required;
- Flexible and willing to work between different sites as required;
- Undertaking such duties as reasonably correspond to the general character of the post and commensurate with being a member of the school's senior leadership team.

Other reasonable duties commensurate with the scale of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Person Specification.

No.	Categories	Assessed by		
		Essential or Desirable	Application Form	Interview or Task
Qualifications/Training				
1.	Qualified to teach and work in the UK;	E	✓	
2.	Qualified to degree level/PGCE or equivalent qualifications;	E	✓	
Experience and Knowledge				
3.	Experience of prior successful leadership at a middle or senior level;	E	✓	✓
4.	Experience of having worked successfully in at least one school in an urban setting, teaching students from backgrounds of socio-economic disadvantage would be desirable;	D	✓	✓
5.	Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results;	E	✓	✓
6.	Experience of having improved and sustained an effective behaviour management policy;	D	✓	✓
Abilities, Skills and Knowledge				
7.	Effective management style that encourages participation, innovation and confidence;	E	✓	✓
8.	Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance;	E	✓	✓
9.	Ability to develop the leadership skills of others;	E	✓	✓
10.	Strong interpersonal, written and oral communication skills;	E	✓	✓
11.	Takes personal responsibility for their own actions;	E	✓	✓
12.	Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction;	E	✓	✓
13.	Genuine passion and a belief in the potential of every student;	E	✓	✓
14.	Commitment to the safeguarding and welfare of all pupils;	E	✓	✓
Vision and Strategy				
15.	Vision aligned with the Trust's high aspirations and high expectations of self and others;	E	✓	✓
16.	Understands how to set high aspirations and effective strategies for the school. Including, delivery and prioritisation of school leadership and management that faces all aspects of curriculum, teaching and learning, inclusion and communication;	E	✓	✓
17.	Clear understanding of the strategies to establish consistently high standards of behaviour and commitment to relentlessly instilling these strategies;	E	✓	✓
18.	Strong organisational skills and the ability to delegate;	E	✓	✓
19.	Use of data to inform and diagnose weaknesses that need addressing;	E	✓	✓
Leading the Learning				
20.	Understands what outstanding inclusive teaching practice looks like, and how to diagnose and implement effective strategies to raise learning standards;	E	✓	✓
21.	Be able to offer teaching to demonstration level and through other coaching opportunities to be able to improve the teaching of others;	D	✓	✓
22.	Have experience of leading and evaluating INSET which impacts on standards;	D	✓	✓

Person Specification.

No.	Categories	Assessed by		
		Essential or Desirable	Application Form	Interview or Task
Leading External Relationships				
23.	Can skilfully manage and maintain effective working relationships with parents and other stakeholders;	E	✓	✓
Other				
24.	Commitment to equality of opportunity and the safeguarding and welfare of all pupils;	E	✓	✓
25.	Desire to become a Deputy Headteacher/ Headteacher and willingness to be reflective and undertake development opportunities.	D	✓	✓



Employee Benefits.

We're passionate about employee benefits at Pontefract Academies Trust, offering the following as standard to all:



Exciting career and leadership pathways supported by outstanding CPD opportunities.



Everyday Development (EDD) Framework: a simple, personal and flexible goal-based approach to continuous learning, career growth and wellbeing.



For the 2025/26 academic year, we will be providing staff with three Everyday Development (EDD) days. These development days will offer you self-directed time away from the workplace to recharge and reflect on your personal and career goals.



Generous employer pension (Teachers Pension).



Laptop.



Fantastic family friendly policies with a focus on employee work/life balance.



Cycle to work scheme.



Blue Light card.



Discounted gym membership.



Free eyecare via Specsavers.



Childcare vouchers.



Employee wellbeing programme (including physiotherapy, personal or professional concerns on legal, health, finance, wellbeing, and other matters).



Discounts at numerous retailers including O2.



Free flu vaccinations.

Next Steps.

We're excited to connect with you!

You're welcome to take advantage of both opportunities:

1. Virtual Coffee Chats

Meet our Headteacher and members of the Senior Leadership Team online. This is a great chance to ask any questions about the role or our school.

To book a timeslot, please [click here](#)

2. In-Person School Tours

Visit us on Wednesday 7th or Thursday 8th January between 3:30pm and 4:30pm, and we'll be delighted to show you around.

Feel free to join either or both - we'd love to meet you!

Key Dates

Application deadline: 10:00, Monday 12th January 2026

Interview date: w/c 19th January 2026

Start date: September 2026

Application Process

Please complete an application form via our [website](#).

Important Links

[Pontefract Academies Trust website](#)

[Trust Strategic Plan 2025-2028](#)

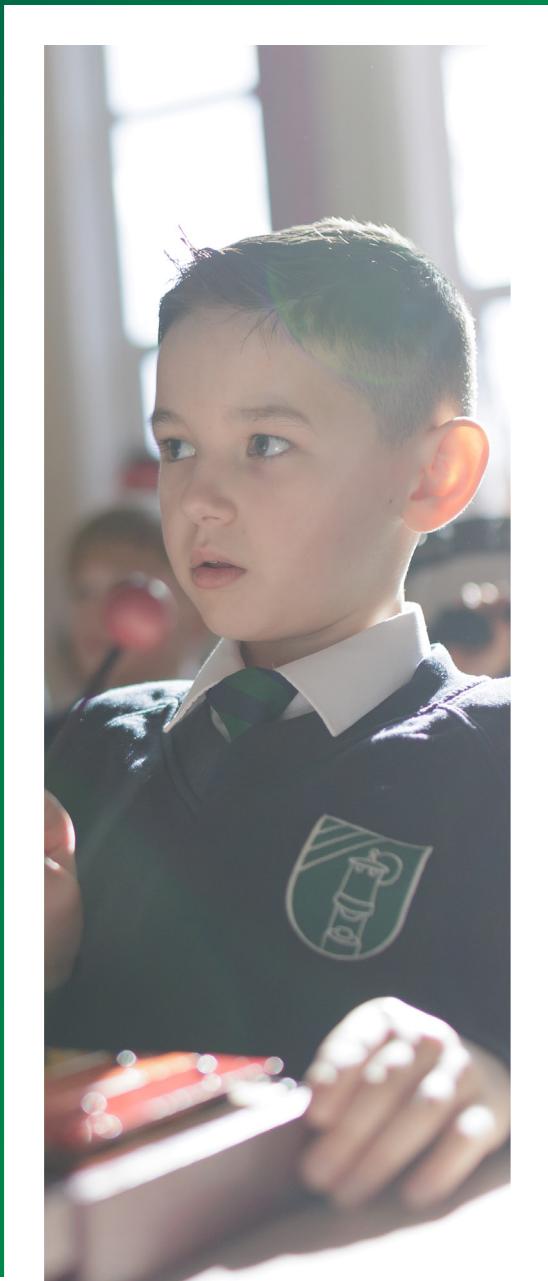
[Northfield Website](#)

Contact Information

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We look forward to hearing from you.



Pontefract Academies Trust

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