



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Assistant Headteacher



Whittle
Academy



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ABOUT THE ROLE

Post Title	Assistant Headteacher
Salary Range	Leadership L1-L5
Reporting to	Headteacher
Status	Permanent, 1 FTE

Job Purpose:

The Assistant Headteacher will play a key role in supporting the Headteacher to provide strategic leadership and management across the school, with a particular focus on teaching and learning and curriculum.

The postholder will:

- To assist the Headteacher in managing, leading and developing the school in seeking to attain high standards of pupil achievement, behaviour, social development and effective and efficient use of resources.
- Make a significant contribution to the strategic development and direction of the school
- Lead and develop high-quality teaching, learning and assessment across the school
- Take responsibility for a designated phase(s), ensuring high standards of achievement, behaviour and curriculum provision
- Contribute to school self-evaluation and improvement planning
- Share responsibility for the day-to-day management of the school under the direction of the Headteacher
- Model outstanding classroom practice and uphold the Trust and school vision and values

Main Duties and Responsibilities

Teaching & Learning

- Lead, develop and monitor high-quality teaching and learning across the school
- Act as an outstanding classroom practitioner, modelling excellent pedagogy
- Drive improvements in pupil progress and attainment through effective use of assessment and data
- Monitor teaching through lesson observations, learning walks and work scrutiny
- Ensure consistency and high expectations in planning, delivery and assessment
- Promote evidence-informed practice and respond to current educational research

Phase Leadership

- Lead designated phase(s) ensuring high standards of teaching, behaviour and outcomes



- Line manage and develop staff within the phase(s), including coaching and performance management
- Ensure curriculum coverage, progression and continuity across the phase
- Use data effectively to identify strengths, gaps and priorities
- Support pupils with SEND and vulnerable groups to achieve strong outcomes

School Leadership & Improvement

- Contribute to school self-evaluation and development planning
- Lead or support whole-school improvement priorities
- Promote a culture of high expectations, inclusion and continuous improvement
- Support the Headteacher in strategic leadership and operational management
- Uphold the school ethos, values and high standards of behaviour

Staff Development

- Lead and deliver CPD and INSET to improve teaching practice
- Coach and mentor staff to secure high-quality outcomes
- Contribute and participate in the Trust's professional growth process

Behaviour, Inclusion & Safeguarding

- Promote a positive, inclusive school culture with high expectations for all pupils
- Ensure effective behaviour systems are consistently applied
- Support provision for pupils with SEND and vulnerable groups
- Uphold safeguarding responsibilities and promote pupil welfare at all times

Other Duties

- Fulfil the professional duties of a teacher as set out in the STPCD
- Engage in ongoing professional development
- Work collaboratively with staff, parents, governors and external agencies

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy



Other

- *Carries out any other duties as directed by the Headteacher that are within the scope, purpose and spirit of the role*
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



PERSON SPECIFICATION – Assistant Headteacher

		Essential	Desirable
Education and Qualifications	Qualified Teacher Status	✓	
	Relevant and recent professional development	✓	
	Leadership qualifications (e.g. NPQ)		✓
Experience	Successful teaching experience in a primary setting	✓	
	Experience of leading a subject, phase or team	✓	
	Evidence of improving teaching and learning and raising standards	✓	
	Experience of using data to drive curriculum and standards improvement	✓	
	Experience of leading a phase (e.g. KS2)		✓
	Experience of whole-school responsibility		✓
Skills and Knowledge	Strong understanding of evidence-informed practice and its impact on teaching and learning	✓	
	Knowledge of the primary curriculum and progression across phases	✓	
	Ability to analyse data and use it to inform improvement priorities	✓	
	Understanding of inclusion, SEND and pupil need	✓	
	Ability to monitor, evaluate and improve provision	✓	
	Excellent communication and interpersonal skills	✓	
	Ability to motivate, inspire and lead others	✓	
	Understanding of current educational developments and research		✓
	Experience of leading change and innovation		✓
Leadership and Management	Ability to articulate a clear vision and set high expectations	✓	
	Experience of coaching, mentoring and developing staff	✓	
	Ability to challenge and support colleagues effectively	✓	



	Strong organisational and time management skills	✓	
	Experience of contributing to school improvement planning	✓	
Personal Qualities	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
	Aspiration for further leadership (e.g. deputy/headship)		✓
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is 9am Monday 14th September 2026

Applicants are advised to contact whittle.admin@whittleacademy.org if they wish to organise a visit to the school.

Shortlisting will take, and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview week beginning Thursday 17th September 2026.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine.alexander-gamble@ietrust.org – HR and Payroll Coordinator.

We look forward to hearing from you.





RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



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Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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