



Sudbury Primary School

Watford Road, Wembley, Middlesex, HA0 3EY

TEL: 020 8385 4444

E-mail: office@sudburyprimary.co.uk

Website: www.sudburyprimary.co.uk



Acting Assistant Headteacher & Phase Leader

January 2027

Salary: Leadership Point 5 (Inner London Leadership Pay Scale)

Are you looking to transform children's lives through leadership?

We are delighted that you are interested in a leadership role at Sudbury Primary School. We are a talented and diverse group of passionate educators, with an innovative approach to school leadership and management. We represent many countries, cultures and strengths and we are unified in our approach to helping our pupils become the best they can be. We are looking for an exceptional individual who embraces and promotes our whole school vision, ***'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning'***.

The ideal candidate should:

- ✓ be able to lead the development of and support the transition between year groups
- ✓ be able to raise the standard of teaching and learning within the Phase Team
- ✓ be able to lead the planning and develop a creative, stimulating curriculum while focusing on the teaching of the basic skills, core and foundation subjects
- ✓ be able to lead, manage, motivate and inspire a large team
- ✓ be able to effectively track children's progress, attainment and analyse data effectively
- ✓ be able to use assessment data to put into place a range of intervention strategies to ensure that all pupils make good progress and achieve high standards
- ✓ be able to communicate effectively, both orally and in writing with the whole school community
- ✓ be able to engage parents and the wider community in the children's learning
- ✓ be an excellent and reflective classroom practitioner with high expectations and a clear focus on school improvement
- ✓ have proven leadership skills and the ability to motivate and inspire others
- ✓ motivate, enthuse, engage and inspire our pupils
- ✓ be able to demonstrate flexibility, good teamwork and a commitment to the school's vision and values
- ✓ be a dedicated, caring professional who wants to be part of a happy and successful team

We will offer you:

- A positive and caring ethos and working environment.
- A school where staff are highly valued, wellbeing and a healthy work-life balance is a priority.
- Enthusiastic, motivated, well-behaved children and supportive parents.
- A committed, friendly, welcoming and supportive staff team.
- Excellent support from the Headteacher, Senior Leadership Team and Governing Body.
- High quality and bespoke professional and career development opportunities.
- Opportunities and potential for future leadership roles.



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Sudbury Primary School is a four-form entry primary school serving a diverse community. The children enjoy a rich, creative curriculum in a harmonious and purposeful atmosphere. Sudbury Primary School formed Chrysalis Multi Academy Trust with Claremont High School Academy in November 2017: <http://www.chrysalismat.org.uk>

The successful applicant will be appointed initially on a fixed-term contract.

The post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at <http://www.gov.uk/disclosure-barring-service-check>

Sudbury Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **All appointments are subject to satisfactory references and an enhanced DBS check.**

To apply:

If you would like to apply for the Acting Assistant Headteacher & Phase Leader role, you should write and submit an application to the Headteacher via MyNewTerm no later than 12:00 on Thursday 1st October 2026.

If you would like to discuss the post, then please do not hesitate to contact Davita Grafstein (Deputy Headteacher) who would be happy to discuss the post with you in more detail.

Deadline for final applications: **Thursday 1st October 2026**

Shortlisting: **Friday 2nd October 2026**

Interviews: **TBC**

Sudbury Primary School is an Equal Opportunities Employer.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.