

ST BIRINUS SCHOOL

Assistant Headteacher – Pastoral

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| Start Date: | September 2026 |
| Closing Date: | Monday 23 rd February 2026, 9am |
| Interviews: | Week beginning 2 nd March 2026 |
| Contract: | Fulltime and permanent |
| Salary: | LT 11-15 (£66,368 - £73,105) |

St Birinus School

We are hugely proud of our school community. Outcomes for our students since the pandemic are in the top 5% of schools nationally for Boys' Only progress and the compelling ethos of this school is literally written all over the walls. We pride ourselves in creating a vibrant and visceral environment in which boys thrive and accrue the knowledge, skills, experience and character that will realise their potential and allow them to seize any opportunity they seek, now or in the future. The mantra of "Be the boy that you want to be" echoes a powerful commitment to a modern, progressive masculinity.

Our infinite goal - We aspire to be a national centre of excellence for all boys' state education.

As a member of Ridgeway Education Trust, St Birinus School (Ofsted Good, February 2025, with Leadership and Management judged as Outstanding) works in very close partnership with Didcot Girls' School (Ofsted Outstanding, November 2022) and a 400 strong mixed Didcot Sixth Form (Ofsted Good, February 2025) which is based predominantly at St Birinus, along with six primary schools locally.

We seek to appoint an exceptional Assistant Headteacher to take a key role, leading on whole school attendance, alternative provision and the safeguarding responsibility around these vulnerable learners, outcomes and provision for those students in receipt of Pupil Premium, and the pastoral overview of a year group.

We can offer the opportunity:

- to be part of an exceptional Senior Leadership Team, rich in talent, experience, teamship and shared ambition
- to work with a highly motivated team of supportive and committed staff who are very proud of their school and passionately believe in the best interests of young people
- to continued professional development to shape the future of a school with a distinctive all boys' context and a large mixed sixth form in a successful Trust and a diverse community
- work within a restless and dynamic school on its exciting journey from good to great

Please refer to the job description and person specification provided below for this post and then complete the [application form](#), paying particular attention to Part 7: supporting statement, to include your relevant skills and experiences.

Deadline for Applications:

9am on Monday 23rd February 2026, with interviews planned, **week beginning 2nd March 2026**

To apply, please <https://mynewterm.com/jobs/138762/EDV-2026-SBS-67320>

Please do not hesitate to get in touch if you would like a conversation and/or tour of the school with the Headteacher, Mr William Manning.

For further information regarding this vacancy, the application process, or to arrange a visit, please contact Mrs Helen Cliff, PA to the Headteacher, by emailing hcliff@St-birinus.oxon.sch.uk or by calling 01235 814444.





JOB DESCRIPTION

Assistant Headteacher (Pastoral)

Responsible to: Headteacher, and Local Governing Body

Remuneration LT 11-15 (£66,368 - £73,105)

Start Date September 2026

Core Purpose

The role exists, in conjunction with the Headteacher and senior team ...

- to provide strategic leadership for the school, securing **high quality education for all pupils**, with a strong ethos and culture of excellent behaviour and learning
- to lead on whole school **Attendance, Punctuality, Alternative Provision and Reintegration Timetables**
- to hold a key leadership responsibility for the attendance, outcomes and educational experience for disadvantaged students in receipt of **Pupil Premium (PP)**
- to overview **Standards and Culture** in a year group of 240 students

Specific Responsibilities:

Attendance

- Design and implement whole school attendance strategies, linked to the school's core values to reduce absence and improve punctuality to, and around school
- Oversee and utilise attendance data to identify trends, track student progress and inform interventions, to ensure systems are effective and have durable impact
- Lead initiatives for persistent absentees, working with the Pastoral Leadership Group (PLG), Learning Support Department and external agencies to remove barriers to attendance and successful learning
- Ensure robust policies and procedures meet statutory requirements, staying updated on relevant education and welfare legislation
- Train staff, communicate with parents and carers and foster exceptionally strong home/school relationships
- Link with the Designated and Deputy Designated Safeguarding Leads, ensuring the welfare and safety of students in all attendance matters

Pupil Premium (PP)

- Develop and implement the school's vision for disadvantage and Pupil Premium, linking to the School Development Plan (SDP)
- Analyse performance data to identify needs, track PP progress and ensure that interventions are effective
- Support the design and deliver of high quality, inclusive learning experiences and interventions for disadvantaged students
- Train, support and coach staff on best practice for supporting vulnerable learners and using PP funding effectively
- Build strong relationships with parents, carers and external agencies to support student wellbeing and great outcomes
- Monitor the impact of PP spending and provision, reporting to the SLT and LGB on progress

Alternative Provision (AP)

- Develop and implement the school's vision for AP, aligning with the School Development Plan
- Raise achievement and school engagement through the effective leadership of AP
- Design and oversee a diverse and flexible curriculum for AP
- Ensure effective liaison, communication and progress tracking
- Create and develop learning plans and timetables to access high quality learning on and off site
- Oversee safeguarding and welfare for AP students, linking with DSLs
- Develop excellent relationships with students and their families, fostering trust and aspiration
- Support Early Help processes and Multi Agency collaboration
- Manage AP Budgets and resources effectively, ensuring value for money
- Maintain accurate records and administrative systems (the AP Log)
- Demonstrate proven experience with SEND, SEMH and challenging behaviour amongst vulnerable learners

Oversight of Standards and Culture (Year 9)

- Line management and mentoring of the Head of Year, shaping the year group's ethos, character and values and lead by example in co-creating a strong culture of Care, Courtesy and Commitment
- Ensuring that students meet standards and expectations and feel part of the school community
- Oversee systems of celebration and rewards, ensuring that all students are recognised for their success and progress
- Uphold and drive the highest expectations for student behaviour and attendance
- Oversight of student welfare and reintegration of students, acting as a point of escalation

Organisational Roles

- All corporate roles which are part of being a member of the SLT – QA processes, line management of Departments, On Call Staff (OCS) periods, After School Detention duty, break and lunch duty, assembly rota, readmission meetings etc)
- Any reasonable task, as requested by the Headteacher



PERSON SPECIFICATION

Assistant Headteacher (Pastoral)

| | Criteria | Essential | Desirable |
|--------------------------------|--|-----------|-----------|
| Education and training | Qualified Teacher Status | x | * |
| | *Applications are also open to experienced Associate Staff in leadership roles | | |
| | Evidence of recent professional development relative to the post | x | |
| | Experience of improving the quality of teaching of others | x | |
| | Experience of line managing other staff | x | |
| | Experience of working in multi-professional teams | x | |
| | Experience of working with the leadership team to monitor, evaluate and improve teaching and learning across a school | | x |
| | Experience of improving outcomes for disadvantaged students | x | |
| | Experience of using research evidence to inform teaching and learning | | x |
| | Experience of mentoring, giving effective feedback and supporting colleagues to improve professional performance | x | |
| | Experience of managing difficult situations and conflict | x | |
| | Experience of school self-evaluation, and able to discuss effective processes for undertaking this | | x |
| Relevant skills and aptitudes | An outstanding classroom practitioner with a track record of good and outstanding teaching to a wide range of students | x | * |
| | A visible leader, able to articulate ways of building, communicating and implementing a shared vision | x | |
| | Data analysis skills, and the ability to use data to set targets and evaluate impact of interventions | | x |
| | Able to inspire and motivate others | x | |
| | Excellent written, oral communication and ICT skills Knowledge | x | |
| | Knowledge of safeguarding and child protection | x | |
| | Knowledge of the Ofsted framework and how it relates to provision for disadvantaged students | x | |
| | A clear sense of what Quality First Teaching looks like and how to develop it across the school | x | * |
| Personal Skills and Attributes | Able to think and operate at a strategic whole school level | x | |
| | Able to create, promote, instigate and maintain a culture of high standards and achievement within an inclusive ethos | x | |
| | To commit to nurturing a vibrant culture that puts Equality, Diversity and Inclusion at its heart | x | |
| | To relate to students and staff, leading and motivating them to achieve | x | |
| | To build constructive relationships with other educational and multi-agency organisations and the wider community | x | |
| | To act with integrity, commitment and enthusiasm and to demonstrate resilience and an ability to command respect | x | |
| | Demonstrate commitment to single-sex education for boys aged 11-16 and a mixed 6th Form | x | |

APPLICATION PROCESS

Applications should be made by **9am on Monday 23rd February 2026**
by following this link - <https://mynewterm.com/jobs/138762/EDV-2026-SBS-67320>

We encourage visits to our school in advance of applications. For further information regarding this vacancy, the application process, or to arrange a visit, please contact Mrs Helen Cliff, PA to the Headteacher, by emailing hcliff@st-birinus.oxon.sch.uk or by calling 01235 814444.

Ridgeway Education Trust is committed to safeguarding, equality and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to satisfactory enhanced DBS, references and pre-employment safeguarding checks. All Leadership roles will require a Section 128 check. The possession of a criminal record will not necessarily prevent an applicant from obtaining a post. All cases are considered confidentially and according to the nature of the role and information disclosed.

To view our Safeguarding policy, please visit our website: <http://www.st-birinus-school.org.uk/1852/sbs-policies>. Please be aware that you will be required to bring your original degree certificate, proof of residence and photographic ID, as applicable, to interview and online searches may be made for shortlisted candidates, as part of due diligence checks.

St Birinus School is a Family Friendly School, committed to supporting our staff so that they can carve out a professional and personal life that is fulfilling and balanced.

Our [RET Staff Charter](#) summarises the commitment we make to all staff who join and work at Ridgeway Education Trust.

We are committed to expressing our values of high quality learning, respectful relationships and an inclusive environment in the day to day experience of staff and students throughout the school.

St Birinus School is an equal opportunities employer.



Address: St Birinus School, Mereland Avenue, Didcot, Oxfordshire, OX11 8AZ

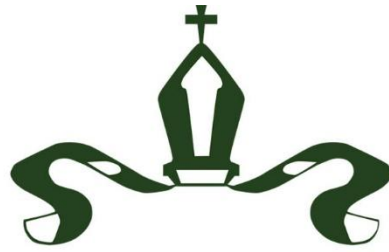
Telephone: 01235 814444 **Website:** www.st-birinus-school.org.uk/

Email: stbirinus@st-birinus.oxon.sch.uk

Headteacher: Mr William Manning

CEO: Mrs Georgina Littler

Chair of Governors: Mr Conor Byrne



ST BIRINUS SCHOOL

Inspiring Excellence through Care, Courtesy and Commitment

