



# Assistant Headteacher



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized, flowing underline.

David Clayton  
Chief Executive  
Endeavour Learning Trust

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY SCHOOL**



**CHURCHTOWN PRIMARY SCHOOL**



**TARLETON ACADEMY**



**NORTHBROOK PRIMARY ACADEMY**



**WOODLEA JUNIOR SCHOOL**



**ENDEAVOUR LEARNING TRUST**



**ORMSKIRK SCHOOL**



**BURCOUGH PRIORY ACADEMY**



**WELLFIELD ACADEMY**



**STRIKE LANE PRIMARY SCHOOL**



**BRINDLE GREGSON LANE PRIMARY**

# Why join Endeavour?



Fantastic pension schemes:  
Teachers Pension Scheme and  
Local Government Pension  
Scheme



Access to 24/7 SAS  
Health & Wellbeing service.  
Counselling, Physiotherapy,  
Private Medical and more



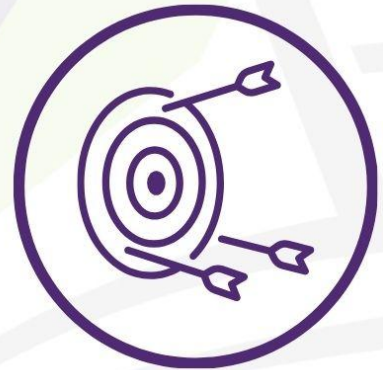
Free membership with  
Vivup Employee Benefits,  
Lifestyle Savings & Cycle to  
Work Scheme



Automatic pay progression for  
both Teaching and Support staff  
in line with their grading  
structure



Excellent CPD Offer for all  
colleagues to truly support each  
stage of your professional  
development



Our Trust values guide  
everything we do, creating  
purpose and a supportive  
workplace.



Term time only contracts  
OR 26 days annual leave  
PLUS bank holidays. 32 days  
following 5 years' service



We honour continuous service  
with other local authorities or  
multi academy trust



Access to our Learning  
Management System and  
flexibility around CPD to allow  
you to learn at your own pace

Dear Applicant,

Thank you for your interest in the position of Assistant Headteacher at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne  
Headteacher

**Assistant Headteacher**  
**Full time, Permanent**  
**Leadership Pay Range L6-L10**  
**£58,569 - £64,691 per annum**  
**Required for January 2027 (or sooner if possible)**

Churchtown Primary is a welcoming community school at the heart of the local area. We are proud of our strong values of **Joy, Independence, Growth, Acceptance and Connection**, which underpin every aspect of school life and guide our vision for every child. We are committed to developing independent learners who flourish academically, socially and emotionally, enabling pupils to become confident, resilient and compassionate individuals.

At Churchtown, connection is at the centre of everything we do – between pupils, staff, families and the wider community. We nurture children to be accepting of others and to value diversity, kindness and respect. Visitors to our school often comment on the warmth, happiness and genuine sense of joy that can be felt throughout our learning environment.

We are passionate about co-creating a rich and engaging curriculum that inspires curiosity, creativity and personal growth. We place great importance on the environment, both indoors and outdoors, ensuring that every space supports wellbeing, independence and high-quality learning experiences.

We are now seeking an exceptional candidate to join our leadership team as Assistant Headteacher who has a proven track record of improving standards across Key Stage 2. The successful candidate will lead on all areas relating to attitudes to learning and behaviour, while also providing strategic leadership for all aspects of personal development. We are looking for an inspirational and ambitious leader who shares our commitment to ensuring every child thrives academically, socially and emotionally within a culture rooted in Joy, Independence, Growth, Acceptance and Connection.

**As our new Assistant Headteacher, you will:**

- Have a strong focus on securing excellent pupil outcomes across Key Stage 2 and the ability to drive improvement where required.
- Lead strategically on all areas relating to attitudes to learning and behaviour across the school, ensuring a consistent, restorative, and inclusive approach to student conduct and wellbeing and monitoring its impact across school.
- Work collaboratively with pastoral leaders, teaching staff, and external agencies to support students with behavioural, social, and emotional needs.
- To provide strategic leadership for all aspects of personal development, further developing the whole-school personal development curriculum to promote resilience, confidence, respect, emotional literacy, and positive relationships.
- Support middle leaders, subject leaders, teachers and supports staff to ensure that the school's values and ethos are delivered through the curriculum and that pupils are prepared for life beyond school as responsible and respectful citizens.
- Communicate with clarity and confidence, demonstrating a strong relational approach with pupils, staff, families and the wider community.
- Successfully balance strategic thinking and long-term planning with effective operational leadership and support.
- Have vision, passion and a proven track record of improving school performance through strong curriculum design, implementation and impact.
- Oversee careers provision, raising aspirations and broadening children's understanding of future opportunities and possibilities.
- Coordinate extra-curricular activities, including trips and visits, ensuring a broad, inclusive and enriching range of opportunities for all pupils.
- Have the ability to motivate and inspire pupils, staff and parents, fostering a strong sense of teamwork while leading by example, influencing decision-making and shaping school policy.

**Why join us?**

- A dedicated and experienced staff team who are reflective, supportive and determined to provide the very best provision and outcomes for all Churchtown pupils.

- A high-quality learning environment where everyone takes pride and shares a collective commitment to making Churchtown the very best place for pupils, staff and the wider community.
- A school and Trust that values creativity, innovation and collaboration, where leaders are empowered to be co-creators in shaping the curriculum and wider school development rather than following a 'one size fits all' approach.
- A supportive and forward-thinking leadership team, dedicated to the wellbeing of both pupils and staff, and committed to fostering a positive, inclusive and ambitious school culture.
- Excellent opportunities for professional development and clear pathways for career progression within a supportive and ambitious school environment.
- A welcoming school community where everyone is valued as an individual and treated with respect, care and inclusion.
- The chance to make a lasting impact on pupils, shaping their personal development and helping to prepare them for their future lives and aspirations.

Whether you are an experienced leader looking for your next challenge or seeking your first post as Assistant Headteacher, if you are committed to our school values and are looking for an opportunity to be a leader at our very special school that has a heartbeat at the centre of the community, we would really like to hear from you.

If any potential candidates wish to have a confidential conversation, or arrange a visit to the school, please contact us via 01704 508500 or [office@churchtown.org.uk](mailto:office@churchtown.org.uk)

To apply, please complete our online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Churchtown Primary School.

Applications must be submitted by 9:00am on Monday 8<sup>th</sup> June 2026.

Lesson observations will be arranged at the shortlisted candidates school, during this week of 8<sup>th</sup> June.

Interviews are being held on Monday 15<sup>th</sup> June 2026.

For any further information, please feel free to get in touch with our HR Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

#### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



### **Job Purpose:**

The role will have whole school responsibilities:

- Pupil behaviour and attitudes
- Behaviour curriculum and systems
- Personal Development
- Pupil outcomes KS2
- Leading and Managing Staff

### **General Responsibilities:**

- To contribute to, and lead on, the strategic development of the school in line with the School and Trust's aims and ambitions
- Develop and maintain a positive, warm ethos, where staff and children thrive within a mutually supportive environment
- To provide operational leadership to the school when the Headteacher is not on site
- Secure continuing success and sustained improvement for children and staff with a relentless focus on learning that supports the very highest achievement irrespective of starting point or background
- Lead by example and model the very highest professional standards at all times.
- Champion staff wellbeing by ensuring a workload that supports a healthy work/home balance and access to high quality continuous professional learning.
- Facilitate a productive, calm and focused learning environment, and manage the organisation and administration of the school.
- Work constructively and positively with the Headteacher, Senior Leadership Team, CEO, Executive Team, Wider school leaders and Local Academy Councillors across the Trust
- All Staff on Leadership pay scales have their roles underpinned by and adhere to the professional duties of the Headteacher as contained in the School Teachers' Pay and Conditions Document and the National Standards of Excellence for Headteachers

### **Building a vision, creating the school culture and leading change:**

- Communicate compellingly the School and Trust's vision and set high expectations of academic progress, ensuring that learning and progress is at the heart of all strategic planning, empowering all children and staff to excel
- Working alongside the Headteacher, Trust leaders and the Local Academy Council to develop and translate the vision, ethos and values of the Trust into clear plans which all stakeholders understand and see their place in.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards children, staff, parents, Local Academy Councillors and members of the local community.
- Lead by example – with respect, integrity, creativity, resilience, excellence in standards and clarity to foster and support a culture of collaboration and shared responsibility to improve and sustain outcomes for pupils.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Lead through high expectation, aspiration and innovation, being prepared and able to inspire others, challenge and address under performance.
- Demonstrate and model commitment to the school, our partners, children, parents and our community.

### **Leading Teaching, Curriculum and Assessment**

- Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' wellbeing.
- Implement and evaluate strategies which secure the highest standards of teaching and learning, maintaining a professional learning community focussed on sustained improvement in pupil outcomes.
- Support the execution of an appropriate curriculum which is continually assessed against its impact on learning and progress.
- Actively engage with classroom practice and standards of teaching to celebrate excellence and challenge under performance.
- Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding pupils and developing their exemplary behaviour in school.

- Support and sustain effective systems for the management of pupil's behaviour, including pastoral care and an effective anti-bullying policy.
- Contribute to and implement and monitor the School Improvement Plan in consultation with the Headteacher, Local Academy Councillors and staff.
- Ensure that all children and staff fulfil their potential by encouraging high expectations and appropriate interventions within the school.

### **Provision including Attitude to Learning and Behaviour**

- To lead the teaching of the expectations and behaviour systems with a focus on this being everyone's role.
- To ensure that the pastoral provision of pupils and their welfare remains at the forefront of discussion across the school.
- Ensure that a programme of pastoral support is implemented and embedded across the school and is updated regularly.
- Gain feedback from pupil Voice re: pastoral care and welfare issues and act accordingly.
- To oversee the anti-bullying policy with the students in order to create a safe school environment.
- Contribute to whole school initiatives for annual events such as Mental Health Awareness Day, Antibullying Week or Internet Safety Week.
- To promote high standards of conduct, uniform, respect and encouragement of positive attitude to learning and behaviour.
- To oversee and work with multi-agency leads to promote positive behaviour strategies, along with liaison with other local schools where appropriate.
- To have an oversight of all pastoral data including attendance, punctuality, inclusion and exclusions.

### **Leading Personal Development**

- Provide strategic leadership for Personal Development across the school, ensuring a clear vision and high-quality provision for all pupils.
- Lead and monitor the school's Personal Development curriculum, ensuring it is ambitious, inclusive and responsive to pupils' needs.
- Oversee PSHE, RSHE and wellbeing provision, ensuring statutory requirements are met and effectively implemented.
- Promote and embed the school's values throughout all aspects of school life.
- Develop opportunities that support pupils' spiritual, moral, social and cultural development.
- Lead initiatives that promote positive mental health, wellbeing, resilience and emotional literacy.
- Coordinate and monitor pupil leadership opportunities, including school council, ambassadors and wider leadership roles.
- Oversee careers-related learning and aspiration-building opportunities across the school.
- Lead on attitudes to learning and support the development of positive behaviour cultures and relationships across the school.
- Coordinate enrichment opportunities, including extra-curricular activities, educational visits and wider experiences that enhance pupils' development.
- Ensure equality, diversity and inclusion are promoted effectively throughout the curriculum and wider school experiences.
- Work closely with families, external agencies and the wider community to support pupils' personal development and wellbeing.
- Monitor the impact of Personal Development provision through pupil voice, data, observations and stakeholder feedback.
- Support staff through coaching, professional development and guidance to ensure high-quality delivery of Personal Development across the school.
- Contribute to school self-evaluation and improvement planning related to Personal Development and pupil wellbeing.

### **Leading and Managing Staff**

- Promote ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of collective responsibility in staff for the impact of their work on pupil outcomes.
- Contribute to an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Contribute to a leadership team to build capacity and develop a sustainable and effective management team for the school.
- Model and expect outstanding professional conduct and practice.
- Maintain a consistently visible approach within the school, modelling quality for others.
- Support distributed leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Ensure school appraisal systems and processes are in place and effectively support, challenge and develop self and others.
- Line manage colleagues and regularly review practice and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Support a professional development programme for all staff which meets the needs of the school and of individuals.

### **Strengthening Community**

- Contribute to an outward-facing school which works with other schools and organisations, in a climate of genuine collaboration, to share best practice and help reduce workload.
- Develop effective relationships with fellow professionals and colleagues in other public services.
- Create and sustain partnerships with parents/carers to support and improve pupil achievement and well-being.
- Address parental concerns in a timely, measured fashion.
- Build the reputation of the school and ensure that the school is represented positively in the community.

### **Safeguarding**

- Ensure that our School is safe for all children and staff
- Actively promote the health and wellbeing of all children and expect all staff and volunteers to share and demonstrate this commitment.
- Ensure that school complies with any Local Safeguarding arrangements
- Ensure that safeguarding policies and procedures are compliant with Keeping Children Safe in Education and are fully understood and implemented by all staff.
- Actively promote the safeguarding and well-being of children and staff whilst on the school site and when involved in school activities Other
- Job holders may be expected to undertake any other duties and tasks as reasonably defined by the Headteacher of a similar level not specified in this job description.
- This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.
- It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or other</b>
<b>Qualifications and Training</b>		
The successful candidate will have:		
First degree or equivalent	E	AF
Masters level qualification	D	AF
NPQSL (in process or completed) or other relevant leadership qualifications	D	AF
Qualified Teacher Status	E	AF
<b>Experience</b>		
The successful candidate will have:		
Evidence of leadership training	D	AF/I
Evidence of impact in a middle leadership role	E	AF/I
Aspirations for Headship	D	AF/I
Thorough knowledge of teaching and learning across all 3 key stages in the primary phase	E	AF/I
Background of successful leadership of school improvement strategies as a Middle Leader	E	AF/I
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E	AF/I
Experience of setting and monitoring challenging targets	E	AF/I
Experience of working positively with parents and carers	E	AF/I
Experience and understanding of management of human and financial resources at a senior level	D	AF/I
Experience of working effectively with Governors/Trustees	E	AF/I
Understanding of effective pastoral and behaviour policies and practices	E	AF/I
Understanding of effective teaching and learning strategies	E	AF/I
Understanding of primary/secondary education – outside of your own sector	D	AF/I
Experience of successfully supporting improvement working with other schools / academies	D	AF/I
<b>Skills and Attributes</b>		
The successful candidate will be able to:		
Ability to plan and allocate resources effectively	E	I
Ability to lead effective educational change	E	I
Ability to listen to, take and follow guidance	E	I
Ability to lead and inspire	E	I
Ability to take difficult decisions	E	I
Ability to motivate, develop, support and challenge staff	E	I
Able to effectively hold others to account for their performance and outcomes	E	I
Ability to enhance an environment of value, trust and respect	E	I
Ability to successfully establish links with the local community and external partners	E	I

Ability to work collaboratively	E	I
Ability to work closely as a team-member	E	I
Ability to listen	E	I
<b>Personal Qualities and Attributes</b>		
The successful candidate will have:		
Effective leader, committed to partnership and collaborative working	E	I
Leadership style which reflects the importance of delegating responsibilities and empowering others	E	I
Commitment to the academic, personal and social development of children and families	E	I
Approachable and supportive	E	I
Excellent interpersonal, communications and organisational skills	E	I
Commitment to involving others and maintaining strong and positive relationships with the whole school community	E	I
Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner	E	I
Actively seeks new approaches, ideas and challenges. Be willing to be innovative	E	I
Willing to concede alternative approaches and get behind the team	E	I
Able to take direction when appropriate	E	I
Commitment to promoting best practice in safeguarding and the welfare of young people	E	I
Strategic thinker	E	I
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation	E	I
An enthusiastic and motivational leader with strong morale building skills	E	I
Clearance through the Disclosure and Barring Service	E	I
Compliance and adherence to the document 'Guidance for safer working practice for those working with children and young people in education settings' & Guidance for Conduct	E	I
Ability and willingness to travel to alternative sites	E	I