



START DATE: April 2026

LOCATION: Gosport, Hampshire

Assistant Headteacher **INFORMATION PACK**



Woodcot
Primary School
TOGETHER WE LEARN AND GROW

Together we Learn and Grow
www.woodcotschool.co.uk

Key Information

Post Title:	Assistant Headteacher - 0.6 up to Full Time
Academy:	Woodcot Primary School
Pay Range:	LDR 1-3
How To Apply:	Via mynewterm
Line Manager:	Headteacher
Team:	Senior Leadership Team
Year Group:	TBC
Start Date:	13 April 2026
Closes:	12 January 2026 - Midday
Interview:	21 January 2026
School Tour:	Call to book an appointment

Michaela Beetlestone
Headteacher

admin@woodcotschool.co.uk

For more informal information
about the role.

01329 234381

School Office

admin@woodcotschool.co.uk

To book a school tour

01329 234381

Claire Twyman
HR

jobs@gatewaytrust.org

For information and support with
any applications or
documentation

01794 527001



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Educating the
mind without
educating the
soul is no
education at all.

A MESSAGE FROM THE HEADTEACHER

Thank you for your interest in Woodcot Primary School! This is a genuinely exciting opportunity to join us in a successful and rapidly growing one-form-entry primary school in Gosport, Hampshire.

Since working in co-existence with The Gateway Trust, from January 2024, and subsequently joining them in September 2025, we have gone from strength-to-strength; we are proud to be making a difference to the lives of so many within our community and our new popularity and reputation reflects this. This has been recently verified in our Ofsted report.

The recent investments in buildings, grounds, staffing,, curriculum and resources have helped us to focus on what is most important: our children.

Whilst we have made significant improvements, we're not done yet and we are looking for the next great inspirational teacher to join us on our upward trajectory.

Whilst we don't underestimate what is to come, we do it with passion, love, laughter and most of all: team-work. We look forward to meeting you, hearing about what you have to offer and showing you what makes us so special.

Michaela Beetlestone



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INFORMATION

Our Purpose

We aim to build children of 'good character' who achieve academic excellence. We give pupils life skills and opportunities to enable them to grow their individual characters so that they are prepared for their future and make a positive contribution to their communities. We strive to ensure that all are included and work hard to fulfil their potential regardless of background or starting point, pupil choices are not limited by postcode, self belief, opportunity, or circumstance.

Our Values

'Together we Learn and Grow'

At Woodcot, we have high aspirations for our children. Through our learning values of independence, resilience and consideration, we will enable them to become successful, confident, motivated learners who achieve high standards and become responsible citizens.



Our Context

- 167 Children
- 89 Girls
- 78 Boys
- 49 Children eligible for Free School Meals
- 59 Children eligible for Pupil Premium
- 26 Children have a special educational need or disability



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ACADEMIC EXCELLENCE

We won't be content with our academic provision until...

- We deliver a carefully constructed, stimulating, and inclusive curriculum that caters to the needs of every child, resulting in impressive outcomes while maintaining high levels of pupil happiness and parent satisfaction.
- Year after year, every one of our pupils achieves the expected standard or more in reading, writing, and mathematics at the end of Key Stage 2.
- Year after year, the percentage of students attaining a higher standard across these three subjects surpasses the national average.

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Therefore we:

Follow a structured process when we teach so that learning is divided between four different and distinct phases.

Engage: Teachers use interesting and exciting activities like games, stories, and hands-on projects to ignite learning, spark curiosity and hook children in.

Develop: In this phase, teachers focus on teaching children the knowledge they need to be successful. To achieve this, they recap on previous learning, provide clear explanations of what students are expected to learn, use examples and non-examples to illustrate key concepts, provide guided and independent practice opportunities, give immediate and specific feedback, use a variety of instructional strategies, and review and summarise key concepts.

Innovate: This is where pupils apply their learning, for example by solving a problem in small groups. This helps them to use their knowledge in different ways.

Express: Finally, children show what they know! Teachers help children reflect on what they have learned and celebrate their progress. Families are invited into school every half-term to look at books, displays, see presentations from children, talk informally with staff and take part in their own activities that children develop.



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CURRICULUM

Introduction

In 2024, Woodcot embarked on a significant transformation of our curriculum. This change was informed by valuable input from our key stakeholders: parents, pupils, the wider community, and our staff. Their insights led to the creation of our vision and value which represent the core drivers of our curriculum.

Intent

At Woodcot our curriculum is designed to foster a love for learning and develop well-rounded, inquisitive individuals equipped with the skills and knowledge necessary for future success. Our vision, Together we Learn and Grow, along with our values, Independence, Consideration and Resilience enable us to empower children to approach learning with enthusiasm and diligence.

Our curriculum is committed to offering an all-encompassing education that prepares pupils for life beyond the classroom, not just academically.

- **Independence:** We focus on nurturing independence in our children so they grow in confidence, responsibility, and problem-solving, preparing them for lifelong learning.
- **Resilience:** Our aim is to nurture the resilience of our children so they can bounce back from setbacks, persevere through challenges and grow stronger in both learning and emotional development.
- **Consideration:** We believe that teaching consideration helps children to respect others' feelings, share fairly, and build positive relationships that strengthen empathy and cooperation in both learning and play.

By nurturing independence, resilience, and consideration, we empower our children to become confident, compassionate, and capable learners who are prepared to thrive both academically and socially.



Cornerstones



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We don't believe
that a person's
postcode should
determine their
life opportunities.



ADVERTISEMENT

Assistant Headteacher

With initial responsibility for Assessment and Curriculum.

Are you ready to lead change where it matters most? Are you a passionate and driven educator ready to lead transformational change in teaching, learning, and curriculum design? Do you believe in empowering staff, inspiring pupils, and embedding excellence at every level? If so, we'd love to welcome you to our leadership team.

Woodcot Primary School is a thriving, inclusive primary school with a strong commitment to academic excellence, creativity, and holistic development. Our children are curious, confident, and eager to learn, supported by a dedicated team of professionals and a vibrant school community.

We are seeking an inspirational, highly motivated, and strategic leader to join our Senior Leadership Team as an Assistant Headteacher. This is a vital and influential role that focuses on ensuring every child, particularly those from vulnerable and disadvantaged backgrounds, gets the very best start to their education.

This position is ideal for an experienced leader or an ambitious middle leader ready for the next step who can demonstrate exceptional impact in key areas of school development and strategic leadership.



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Initial Key Areas of Responsibility

We are seeking an exceptional Assistant Headteacher to lead on:

- **Assessment:** Oversee effective assessment systems that drive pupil progress and inform strategic decision-making.
- **Curriculum:** Lead curriculum development to ensure breadth, depth, and relevance, with a strong focus on equity, enrichment and ambition.

You will be a key member of the Senior Leadership Team, helping shape our strategic vision and ensuring every child receives an outstanding education. As a member of the Senior Leadership Team, you will drive excellence in teaching and learning by championing high-quality pedagogy across the school, empowering staff through coaching, professional development and innovative practice.

We are looking for someone who is:

- **An exceptional practitioner:** Is an outstanding classroom practitioner with a proven track record of impact
- **A motivated leader:** Has experience in leading curriculum and assessment initiatives with the ability to inspire and lead others
- **A strategic thinker:** Able to analyse data and translate it into clear, measurable actions.
- **A champion of inclusion:** Is committed to inclusive, evidence-informed practice
- **A driver of change:** Is reflective, resilient, and ambitious for all learners



Job Description

Overall purpose

- To work in partnership with the Headteacher and Governing Body in the effective and efficient organisation of the school and to take an active part in the leadership of staff by promoting high educational standards for all pupils as stated in the school's mission statement
- Deputise for the Headteacher in her absence
- Contribute to the corporate life of the school
- Ensure the continued focus on high standards, including achievement and behaviour, through the provision of a broad balanced curriculum relevant to the needs of every child
- Encourage the contribution of all staff in the achievement of their common task of teaching and facilitating the learning process
- Be able to teach across the primary age range

Leadership and Management Responsibilities

- Demonstrate exemplary classroom practice and be prepared to lead and support the staff team in the pursuit of best practice and good quality learning experience through the school and thus improve teaching effectiveness, focusing on providing excellent education for all pupils
- Support with the day-to-day management of the school
- Formulate the School Improvement Plan with the Headteacher, staff and governors
- Work on school self-evaluation and improvement priorities
- Use data analysis to inform strategic planning
- Establish policies for achieving these aims and objectives
- Work in partnership with the Headteacher and management team in the Performance Management process
- Participate in the appointment of staff with the Headteacher and governors
- Assist the Headteacher in developing links with parents and the community
- Liaise between Headteacher and staff on professional/personal matters
- Be an active member of the Senior Management Team and to lead meetings in the Headteacher's absence
- Liaise with Phase Leaders to ensure the smooth running of each phase in the school
- Be responsible for the domestic needs and school information for supply teachers, students and trident students
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Undertake relevant leadership courses to develop own personal development
- Work with political and financial astuteness, translating policy into the school's context
- Work with the governing board as appropriate

Pupils and Staffing

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge and where staff and pupils will thrive and feel valued
- Work with the Headteacher and Governors to ensure the effective recruitment and deployment of all staff through a carefully planned programme of induction
- Take responsibility for the management of CPD for teaching staff
- Assist with the supervising, implementing and directing of the performance management of staff within the policy of the school addressing any underperformance and supporting staff to improve and valuing excellent practice
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes



- Ensure excellent teaching in the school, including through training and development for staff
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Quality of Provision

- Assist with the development of a curriculum appropriate to the needs, experience, interests, aptitudes and stages of development of the pupils
- Take a leading role in developing policy, guidelines and practice to support Pupils in receipt of Pupil Premium funding
- Monitor and evaluate teaching and learning to ensure high standards for all pupils
- Keep the curriculum under review to ensure new initiatives are incorporated as appropriate
- Assist in the development of systems for monitoring, assessing, recording and communicating pupil progress at all levels
- Contribute to the teaching in school by modelling high quality teaching and learning through personal flexibility, willingness and the ability to teach across the Foundation, KS1 and KS2 age groups

Communication

- Involving parents and carers to participate in school life through the provision of high quality information about activities and developments taking place within the school
- Encouraging two-way communication with parents and carers, pupils and other stakeholders and responding accordingly

Teaching Responsibilities (as and if required)

- Take responsibility for a class/group of children as designated by the Headteacher
- Demonstrate a high standard of excellence in all classroom skills
- Show a commitment to children as individuals and to adopt a positive relationship with children with the emphasis on praise and sensitivity

Other Professional Requirements

- Keep up-to-date with educational thinking through participating in further professional development.
- Share your expertise and knowledge with other staff through input at staff meetings, training days and at other agreed times.
- Review, from time to time, methods of teaching and programmes of work.
- Advise and cooperate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain good order and discipline among the pupils and safeguard their health and safety.
- Lead and participate in meetings at school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Supervise and, so far as is practicable, teach any pupils whose teacher is absent (First day cover – see 58.9 School Teachers' Pay and Conditions document).
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' supervision during such examinations.
- Take an active part in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the school.



- Participate in administrative and organisational tasks to support school activities.
- As agreed with the Headteacher, perform/attend assemblies, register the attendance of pupils and supervise pupils before, during or after school session.
- Attend meetings, workshops and parents' meetings identified within directed time.
- Participate in the school's performance management programme in line with the performance management policy.

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities which may be determined in light of the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.

This job description should be considered alongside the most recent School Teachers' Pay and Conditions Document.



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SAFER RECRUITMENT

The Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. TGT is an equal opportunities employer.

GDPR

You should be aware that the information you have provided will be stored on TGT's secure database and will only be used to process your application. It will not be passed to any other organisation.

PRIVACY NOTICE

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School. The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation. The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee. You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on their privacy notice and data protection policy. You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.



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