



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Assistant Headteacher



Hearsall

Community Academy



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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

DEPUTY CEO - PRIMARY



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO

ABOUT THE ROLE

Post Title	Assistant Headteacher
Salary Range	Leadership L4-L8
Reporting to	Headteacher
Status	Secondment for 1 year from September 2026
Flexibility	Job flexibility

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



ABOUT HEARSALL ACADEMY



Hearsall
Community Academy

FACTS AT A GLANCE

2-FORM ENTRY

NUMBER OF PUPILS: 465

NUMBER OF STAFF: 66

BASED IN: EARLSDON, COVENTRY

WELCOME FROM HEADTEACHER



Hearsall is a thriving, diverse school in a fantastic Edwardian building, which has been serving the local community for over 100 years. We are proud of our warm and nurturing environment which is full of enthusiastic children and staff who are committed to supporting children to achieve their best.

Community is at the heart of everything we do and we work closely with our community of parents, carers, governors and extended families who provide invaluable support for the school including events and fundraising.

We are also part of the Inspire Education Trust community which encompasses 7 other schools. We all work closely together to ensure children are inspired and supported to achieve their full potential.

At Hearsall we are passionate about creating a learning environment and ethos which engages and motivates our learners to work hard and flourish. We want to develop children's skills of independence, resilience, collaboration and respect to prepare them with life skills for the future. Our





theme curriculum is carefully designed to inspire children and ensure they love learning with enriching and creative experiences.

We look forward to seeing you in school.

Claire Jones – Headteacher

OUR SCHOOL VALUES

Our **school motto** is 'Reach your true potential'

Our whole school community values the contribution every child brings, which makes our school a happy and fun place to learn and work. Our **mission statement** is: 'Together We Achieve, Individually We Grow' and this sentiment underpins all we do.

Our purpose is to provide our children with a broad and balanced curriculum, allowing all of our children to flourish academically, socially and emotionally, building the skills to 'live life in all its fullness' and reach their given potential as individuals and as a collective. Our Vision and Values are lived daily by all within our school community. We are proud to celebrate our diverse demographic, which in turn allows us to support the wellbeing of staff and children alike. Inclusivity is at the heart of everything we do, we celebrate different faiths and beliefs which in turn builds a sense of achievement, resilience and mutual trust.

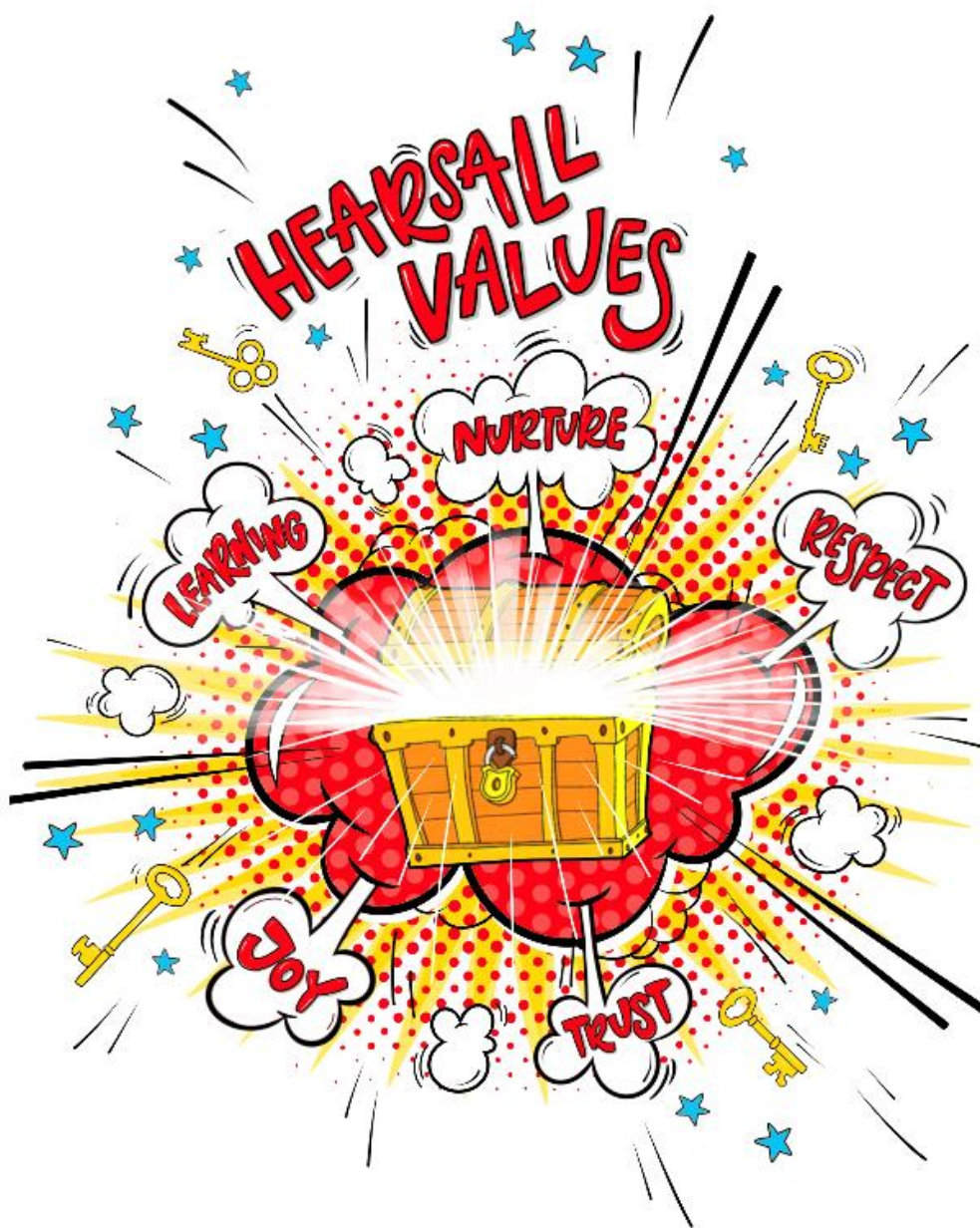
We consider Hearsall to be at the heart of the community. We work alongside our families, local residents and regional businesses to support the local community throughout the year. We support charities, celebrate successes and provide a hub for the local community during times of difficulty. We aim to support well-being by being an active part of the local community, visiting those who need it most and celebrating successes and achievements of those in the locality.

In our school, inclusivity is at the heart of everything we do. We celebrate different faiths and beliefs.

- In our school community, **we aim** to create an atmosphere of trust and understanding in which the sanctity of the individual is cherished and where the children and adults show consideration, courtesy, and respect for each other at all times.
- **We aim** to overcome any barriers to learning in order that children achieve their full potential.



- **We aim** for all members of our school community to feel safe, secure and successful.
- **We aim** to provide a dynamic and responsive curriculum, which stimulates a life-long love of learning through which children develop the skills necessary to be successful citizens of the future.
- **We aim** for the children to be independent learners and feel confident to make decisions and take responsibility for their learning.
- **We aim** to constantly provide opportunities for children to engage with current and new technologies to enhance their learning experiences.
- **We aim** to develop effective partnerships between home, school, local, national and global communities.





HEARSALL ACADEMY ONLINE

Please see below the ways to connect with Hearsall Academy online. We have so much great content on our website and our social media, which is where you can see what life at Hearsall is really like.

www.hearsallacademy.org

Facebook

[Facebook.com/hearsallacademy](https://www.facebook.com/hearsallacademy)

Instagram

[instagram.com/hearsallacademy](https://www.instagram.com/hearsallacademy)

X/ Twitter

twitter.com/hearsallacademy

YouTube

[youtube.com/@hearsallcommunityacademy](https://www.youtube.com/@hearsallcommunityacademy)



[OUR SCHOOL](#) [WELCOME VIDEO](#) [OUR CURRICULUM](#) [PARENT INFORMATION](#) [KEY INFORMATION](#) [OUR EARLY YEARS](#) [CONTACT US](#)





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.

The closing date for applications is 9am on Friday 5th June 2026.

Interested candidates are encouraged to have a conversation with Claire Jones – Headteacher.

Shortlisted candidates will need to be available for interview week commencing 8th June 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, HR and Payroll Coordinator – catherine.alexander-gamble@ietrust.org

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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 facebook.com/ietrust

 instagram.com/inspire.education.trust

 twitter.com/inspireedtrust

 linkedin.com/company/inspire-education-trust

 tiktok.com/@ietrust



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