



MONK'S WALK  
SCHOOL

# CANDIDATE INFORMATION PACK



## ASSISTANT HEADTEACHER

KEY STAGE 3 BEHAVIOUR, INCLUSION AND  
STANDARDS

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EXCELLENCE FOR ALL



**MONK'S WALK**  
SCHOOL

## THIS POST

We are seeking to appoint a passionate and forward-thinking Assistant Headteacher to join our Senior Leadership team from September 2026. This is a key leadership role, with a whole-school focus on behaviour, inclusion and standards at Key Stage 3.

Closing date for applications: noon on Friday 6 March 2026.

## KEY FACTS ABOUT MONK'S WALK

### ALL ABILITY

For students aged  
11-18 of all abilities.  
Over 1400 students

### POPULAR & OVERSUBSCRIBED

### STRONG ETHOS

Inclusive ethos with focus  
on mutual respect and good  
behaviour. We aim for our  
students to be co-operative,  
courteous and kind.

### ACADEMICALLY SUCCESSFUL

Well above average  
Attainment 8 score

### BROAD CURRICULUM

24 courses at KS4 and  
26 at KS5, including  
all three sciences

### BROAD EXTRA- CURRICULAR PROGRAMME

A wide programme of  
activities, trips and visits  
and enrichment activities

### POPULAR SIXTH FORM

259 in the sixth form  
and a member of  
the Welwyn Hatfield  
consortium.

### STRONG FOCUS ON WELLBEING

For both staff and students.  
93% of staff say they enjoy  
working at MWS (Staff  
Survey July 2025)

### STRONG FOCUS ON STAFF DEVELOPMENT

We are committed to  
staff development  
including Initial Teacher  
and Early Career  
Framework training.

# ABOUT OUR SCHOOL



Our vision as a school is to provide 'Excellence for all' in every aspect of our provision and is underpinned by high expectations and our Monk's Character Habits. This combined with a continued focus on ensuring that we work effectively together as a school community means that our young people leave Monk's Walk with a strong sense of belonging and the skills and qualities needed to succeed in life.

The wellbeing of every member of our school community is of utmost importance, and we work hard to ensure that staff are well supported, that we take every opportunity to make workload manageable and that ultimately people enjoy coming to work each day.

Students benefit from a broad curriculum which promotes and celebrates the arts as well as ensuring excellent outcomes in STEM areas. We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama, supporting the many concerts and shows that we put on each year.

The diverse range of destination and career pathways is testament to the experience we provide for our students. If you visit the school take the time to have a look at our destinations board in our reception

Our teaching and learning approach is firmly evidence informed. Staff engage with current research and collaborative professional development to ensure classroom practice continually improves. This research led culture enables teachers to refine their craft and deliver consistently high quality learning for every student. To further support staff development, we subscribe to the National College CPD hub.

We are committed to supporting all staff with career progression aspirations and provide in house opportunities such as our aspiring middle leader programme, middle leadership coaching and an associate assistant headteacher

programme. Staff are also encouraged to engage with external providers offering training and qualifications such as NPQs and subject specific associations.

Our pastoral system is an integral part of daily school life with Form tutors and Heads of Years working together to support the social, personal and academic development of all our students. The House system is used to bring students from different year groups together, providing a range of all-ability competitions and activities for mixed age groups.

Our parents are extremely supportive and parental confidence in the school is high; there were 625 applications for 236 places in Year 7 for September 2026, with 245 of those as first preference. Each year we hear appeals for students wishing to join the school.

Behaviour in lessons and around school is very good and our students want to learn. Students understand the behaviour system and appreciate that staff try to apply it consistently and fairly.

The school is ideally located with good transport links, and it is easy to get here by road or rail with direct rail links to London in less than 30 minutes. We're situated in a greenbelt area, and students benefit from being able to access large areas of outdoor space.

We have excellent outdoor sports facilities including a floodlit astroturf, an indoor swimming pool and the DfE have just agreed funding for a new sports hall for the school which will open in September 2027.





## THE SENIOR LEADERSHIP TEAM

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The school's Senior Leadership Team is a strong and cohesive group who are passionate about improving standards and supporting students and staff in all areas of the school. This post arises as we are looking to increase the capacity of the team and recruit a new full-time Assistant Headteacher who will focus on behaviour, inclusion and standards at Key Stage 3.

As a member of the team, as well as taking responsibility for your key areas of focus you will also line manage at least one department and be the senior team leader for a year group.

## EXCELLENT PROGRESS AND OUTCOMES

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GCSE exam results in 2025 were very good. 52% of students gained the strong basics (grade 5+ in both English and Maths) and 72% standard basics (grade 4+ in English and Maths). Our attainment 8 was 50.7. All well above national.

Students of all abilities did better than would have been expected, given their starting points. Disadvantaged students made the progress that would have been expected given their starting points - unlike in most other schools in Hertfordshire where it is often well below.

In terms of progress, disadvantaged and SEND students do better in the school than they do nationally and we pride ourselves on the fact that Monk's Walk is an inclusive school. The school has about 259 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students.

Monk's Walk has the largest sixth form of the five schools and currently we have 82 guest students in Year 12 and 61 in Year 13.

A Level results in 2025 were also very good, with average point score per academic grade equivalent to a B. In 2025, almost all students who applied made it to their first or second choice university, high quality apprenticeship or employment.

## SAFEGUARDING

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Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students. References will be sought and an enhanced criminal records check will be undertaken for this position. Please note, it is an offence to apply for a role where the applicant is barred from engaging in regulated activity relevant to children.



# JOB DESCRIPTION

Post Title: Assistant Headteacher (Key Stage 3 Behaviour, Inclusion and Standards)

Job Detail: Permanent, Full Time

Job Grade: L14-18

Responsible to: Headteacher

## Job Purpose

- To raise standards and maximise student achievement
- To support the school in keeping all students safe
- As a member of SLT to contribute fully to effective corporate leadership of the school leading to improved standards of all aspects of the school's work
- To provide leadership of and take accountability for designated areas of the school's work, leading to measurable improvement
- To line manage a range of staff, ensuring that those staff work to effect continuous improvement
- To teach designated classes according to the requirements of the school timetable
- To contribute to the school's ethos, ensuring that it is a disciplined, well-ordered place for purposeful learning
- To ensure that the school aims are put into practice and lead the drive for continuous improvement.
- To teach designated classes according to the requirements of the school timetable

## Key Accountabilities

- The post holder will be accountable to the Headteacher for the quality of outcomes in their area of operation, which will be negotiated with the successful candidate.

## Key Processes

All members of SLT are expected to contribute to the following processes:

- The safety and safeguarding of students
- Strategic planning
- Standards monitoring, performance tracking and intervention
- Effective line management of departments, including appraisal
- Assisting the Headteacher with staff recruitment in their areas of responsibility

- Assisting the Headteacher with staff capability or disciplinary procedures in their areas of responsibility
- Effective deployment of resources
- Administration and organisation
- Production of reports for the board of trustees and attendance at meetings
- Promotion of the school
- Celebrating success and challenging inappropriate expectations, if necessary.

## Key Areas of Responsibility

The post holder will, under the Headteacher's overall direction, be expected to contribute to the leadership of the school on a range of issues. It is school policy to review and redistribute specific responsibilities within the SLT periodically.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act.

# PERSON SPECIFICATION

## 1. Educational Qualifications/Training

- Honours Degree
- DfE recognised Qualified Teacher Status
- Relevant and recent CPD
- Further degree/professional qualification

## 2. Professional Experience

- A highly effective teacher with successful teaching experience (all ability, 11-18 age range) gained ideally in more than one school
- Track record of raising the achievement of his or her own students as well as working through others to raise standards of student achievement
- Experience of leading a staff team which has a track record of raising student achievement
- Experience of working with support staff to effect improvement (D)
- Leading/managing a whole school initiative/whole school change (D)
- Experience of managing student behaviour
- Experience of constructive co-operation with parents
- Experience of constructive co-operation governors (D)
- Experience in the use of ICT

## 3. Professional Knowledge and Understanding

The successful applicant will need to demonstrate knowledge and understanding of:

- The latest Ofsted framework
- Effective behaviour management for the whole school
- How to develop others into better teachers and support staff
- What outstanding teaching and learning look like
- How to help middle leaders impact on student achievement
- Lesson observation practice and judgement
- How to use data to monitor standards and drive up

standards

- Effective line management of others, including appraisal
- Whole-school strategic leadership (D) and how to manage change
- Current educational trends and thinking
- School self-evaluation processes
- Use of the stakeholder voice to inform school improvement initiatives

## 4. Personal Qualities and Skills

We are looking for someone who:

- Has a strong track record of effecting improvement in themselves and others
- Has well developed emotional intelligence and can get people on board easily
- Is resilient, hard-working willing to give of their time
- Can make tough decisions and have courageous conversations
- Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors
- Will contribute to our SLT and the corporate leadership of the school
- Is an effective communicator and presenter
- Has the ability to think strategically with imagination, vision, creativity and originality
- Is reflective, self-critical, motivated and ambitious
- Has passion and believes that every student can succeed at Monk's Walk School
- Can plan, organise and delegate effectively
- Is looking for future promotion to Deputy Headship/Headship
- Has a good sense of humour!

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# HOW TO APPLY

I really hope the information we have provided makes you want to apply to join us. If you would like to talk about the post in a bit more detail or visit the school before applying, please contact Nicola Tomlin, the Heads PA. Her e-mail address is: [head@monkswalk.herts.sch.uk](mailto:head@monkswalk.herts.sch.uk).

Please apply, via the My New Term website. You should also include a letter of application. In your letter of application, please explain how you demonstrate that you fulfil the requirements of points 2 and 3 on the person specification (page 7 in this pack).

The deadline for us to receive your application is noon on Friday 6 March 2026.

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We will ask referees of shortlisted candidates to complete our reference form.

The interviews will take place on the 11 and 12 March.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we will conduct online searches on all candidates in order to identify any incidents or concerns which are publicly available online. By signing and submitting your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

We look forward to hearing from you.

## Matt Grinyer

Headteacher  
February 2026

