



**PARKSIDE**  
COMMUNITY SCHOOL  
Small School • Strong Values • Great Experiences

## Recruitment pack for applicants

# Assistant Headteacher

### Student Culture (behaviour and attendance)



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



## Section 1: Post advertisement

**Post:** Assistant Headteacher – Student Culture (behaviour and attendance)

**Location:** Parkside Community School

**Salary:** Leadership Pay Range L12 to 16

**Job type:** Full time, secondment / maternity cover

**Employment Term:** Maternity Leave

**Reporting to:** Headteacher

**Start date:** 1 September 2026

**Closing date:** 9am 18 May 2026

**Interview:** 22 May 2026

We are seeking to appoint a successful aspiring or existing Senior Leader to join our ambitious Senior Leadership Team at Parkside Community School. They will be a passionate and highly effective leader, who is able to support, motivate and encourage colleagues.

The position is a great match for someone who believes that schools have the power to transform lives and must:

- be truly inclusive and focus on the wellbeing and progress of every child to unlock potential
- remove all barriers to social mobility so no doors are closed
- enable students to make the most of their talents, and live life in all its fullness
- enable young people to be aspirational and give them the tools to surpass their personal and academic targets

### **Role and responsibilities: Assistant Headteacher for Student Culture (behaviour and attendance)**

The Assistant Headteacher under the direction of the Headteacher, will lead student culture at Parkside Community School. They will have responsibility for the strategic leadership of:

- student behaviour and attitudes
- student attendance
- student voice

They will also line manage staff within the school's attendance and pastoral teams. The Assistant Headteacher's roles and responsibilities may change over time to suit the needs of the school.

### **What we offer:**

- a small and friendly school
  - fantastic students
  - an ambitious and supportive staff body
  - huge support and progression opportunities
  - excellent support from the Embark Federation central team
  - excellent ongoing CPD and career development within our school, and across the Embark family of schools
  - an impressive range of Embark employee benefits
- <https://www.youtube.com/watch?v=9yUk8ZISAR0>

## Interested in applying?

We actively welcome visits and would be delighted to show you around our very special school. In order to arrange this or to have an informal discussion please contact Andy Kelly (Headteacher) [akelly@parkside.derbyshire.sch.uk](mailto:akelly@parkside.derbyshire.sch.uk)

To apply for this exciting role please complete an application via MyNew Term.

**The closing date for all applications is 9am 18 May 2026.**

**Interviews will be conducted on 22 May 2026.**



## Section 2: Letter from the Headteacher

### Dear Potential Applicant

As Headteacher of Parkside Community School I would like to extend a warm welcome and thank you for your interest in the post.

This is a fantastic time to join Parkside Community School. As an 11-16 secondary within the Embark Federation, we are part of a forward thinking Trust whose core vision is to create 'stand out' schools in the heart of their communities. Our trust has four core beliefs; Family, Integrity, Teamwork and Success. These sit alongside the school's values of Resilience, Respect, Responsibility and Community and are integral to everything we do.

In 2025, the Fairer Schools Index ranked us as the 5th best school in the East Midlands, and 80th out of over 3000 schools across the UK. It has been a privilege to lead our school since November 2023; I discovered very quickly that Parkside is truly a special place.

At Parkside Community School we believe education is transformational. That is why what we do is so important and why we are always seeking to improve our practice. The successful applicant will work alongside myself and an ambitious staff team that is driven to serve our community.

Our collective mission and everyday focus can be seen below:

- We are here to serve our children and their families – this is our community
- We are unwavering in our pursuit of every child achieving their full potential; this is our common purpose as this is their one chance at their education
- We embrace the opportunities and challenges of educating young people and celebrate success
- We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; **we are all here to break this link**

Our young people matter to us and everything we do is aimed to enable students to be safe, happy and achieve the very best outcomes in their subjects. Education is only transformational if every student has a consistent diet of great lessons every single day. This is achieved at Parkside through a collective effort coupled with a commitment to professional development for all of our great staff.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping students become the best version of themselves. We believe that all our students can achieve excellence, no matter what their background, and that they all deserve the very best teachers to help them secure a first-class educational offer.

**If the opportunity to join a small, friendly school, with supportive governance, and brilliant students appeals to you, then get in touch. I'd love to discuss this opportunity with you.**

Yours faithfully

**Mr Andy Kelly**  
Headteacher

# Section 3: About Parkside Community School

## About us

Parkside Community School is a small sized 11-16 secondary located in Chesterfield. In April 2023 it joined Embark Federation.

Parkside is a truly special school and has a fantastic student body. It benefits from a talented and committed, long serving staff and governance with minimal turnover. All at Parkside are passionate about positively serving to change life chances for our children; this is our common purpose.

Exceptional teaching and learning is our priority. Our highly qualified and motivated staff work hard to ensure our students achieve at the highest level, whatever their starting point. The intent of the Parkside Curriculum is to be leading edge, facilitating the best academic and personal development outcomes for our students. Our pastoral teams are driven to provide all necessary support to ensure our students can learn, participate, and feel they belong to the Parkside family.

In 2022 the school was again rated as a Good School by Ofsted. In November 2023 the school appointed a new experienced Headteacher.

## Our Mission - Our everyday focus



We are here to serve our children and their families - this is our community.

We are unwavering in our pursuit of every child achieving their full potential; this is our common purpose as this is their one chance at their education.

We embrace the opportunities and challenges of educating young people and celebrate success.

We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; we are all here to break this link.

## The Vision - Building on our successes

**Parkside is a safe, successful and happy school where going the extra mile is the norm. Through strong and positive relationships, Parkside:**

- Is at the heart of our community; we are proud to serve our young people and their families
- Delivers excellence in learning and supports all our young people to make exceptional progress academically regardless of the challenges they may face
- Provides unrivalled levels of care to develop our young people's social, emotional and physical wellbeing
- Offers unique opportunities to develop individual character and increase cultural capital so our young people are able to make a positive contribution to Society
- Harnesses the potential of all our young people and staff so they can collaborate, compete and thrive locally, nationally and globally
- Is relentless in its desire to improve further, only the best is good enough for our young people, their families and our staff

## Our Ethos – The spirit and culture of our school

- Our school ethos centres around students and their families caring about the choices **that will shape their futures**
- Our ethos is at the very centre of our school culture.



## Our School Values – Who we are

- Our values underpin everything we do and every decision we make. They are the Parkside Way.

# PARKSIDE VALUES

## WHO WE ARE



### RESILIENCE

The ability to recover quickly from difficult conditions and succeed.



### RESPECT

Showing consideration and positive regard for others.



### RESPONSIBILITY

The act of being accountable for actions and being in charge of learning.



### COMMUNITY

Working together for great educational experiences.

## Section 4: Job Description Assistant Headteacher: Student Culture (behaviour and attendance)

**Parkside Community School is committed to creating a diverse workforce.**

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** Leadership Pay Range L12 to L16.

**Job type:** Full time, secondment / maternity cover

**Employment Term:** Maternity Leave

**Start date:** 1 September 2026

### Main purpose

**The Assistant Headteacher will take a major role in:**

- formulating the aims and objectives of the school;
- establishing policies for achieving these aims and objectives;
- managing staff and resources to that end;
- monitoring progress towards the achievement of the school's aims and objectives;
- deputising for the headteacher as required.

### Qualities

**The Assistant Headteacher will:**

- uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
- build positive and respectful relationships across the school community;
- serve in the best interests of the school's students;
- be data driven to ensure their work has impact, and improves the areas of their responsibility.

### Duties and responsibilities

The Assistant Headteacher will:

- create a culture where students experience a positive and enriching school life and demonstrate the best version of themselves;
- uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life;
- ensure a culture of staff professionalism;
- encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school;
- use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

## Student behaviour and attitudes

### The Assistant Headteacher will:

- lead a calm, safe, environment where all adults secure the highest standards of student behaviour and academic achievement;
- be relentless in their leadership of positive behaviours and attitudes to learning;
- develop strategies to help overcome obstacles students may experience that could affect students' behaviour and attitudes, particularly those known to be at greatest risk of underperformance, e.g. the disadvantaged cohort;
- lead the rewards programme to ensure that all students feel valued and rewarded for their effort and achievement in school;
- develop and oversee the school's behaviour policy ensuring it recognises and rewards effort, and consistently sanctions negative behaviour in lessons and around school;
- implement, monitor and review systems to promote high standards of student behaviour and academic achievement, particularly for key groups of students;
- promote and model good relationships with parents/carers, which are based on partnerships, to support and improve students' behaviour and attitudes.

## Student Attendance

### The Assistant Headteacher will:

- lead a calm, safe, environment where all students feel a sense of warmth and belonging;
- be relentless in their pursuit of excellent school attendance;
- develop strategies to help overcome obstacles students may experience that could affect students' attendance and punctuality, particularly those known to be at greatest risk of underperformance, e.g. the disadvantaged cohort;
- lead the rewards programme to ensure that all students feel valued and rewarded for excellent attendance to school;
- develop and oversee the school's attendance policy ensuring it recognises and rewards effort, consistently supports families and students to attend, and meets all statutory expectations;
- implement, monitor and review systems to promote high levels of attendance and excellent punctuality, particularly for key groups of students;
- promote and model good relationships with parents/carers, which are based on partnerships, to support and improve students' attendance.

## Student Voice

### The Assistant Headteacher will:

- seek, welcome and act on feedback from all students;
- effectively create impactful student leadership across the school.

## Organisational management and school improvement

### The Assistant Headteacher will:

- oversee effective pastoral systems to secure high standards of care, guidance and support;
- monitor the effectiveness and impact of strategies employed to improve behaviour and attendance;
- establish and sustain the school's ethos, vision and strategic direction together with the governing board and through consultation with the school community;
- establish and oversee systems, processes and policies so the school can operate effectively;
- ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care;
- manage staff well with due attention to workload;
- ensure rigorous approaches to identifying, managing and mitigating risk;
- allocate financial resources appropriately, efficiently and effectively;
- identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context;
- make sure these school improvement strategies are effectively implemented.

## Professional Development

### The Assistant Headteacher will:

- ensure staff have access to appropriate, high standard professional development opportunities;
- keep up to date with developments in education;
- undertake professional development and maintain an up-to-date knowledge of best practice, to ensure plans are suitably ambitious and rooted in research about effective strategies;
- seek training and continuing professional development to meet needs

## Governance, accountability and working in partnership

### The Assistant Headteacher will:

- contribute to the formulation of aims and objectives in partnership with the school's Governing body, Headteacher and the Senior Leadership team.
- understand and welcome the role of effective governance, including accepting responsibility;
- ensure that staff understand their professional responsibilities and are held to account;
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- work successfully with other schools and organisations;
- maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students;
- undertake effective and regular line management of identified pastoral colleagues.

## Section 5: Person Specification

### General

- Act at all times in the best interests of students, taking all reasonable action to keep young people safe in school and beyond, maintaining an up-to-date knowledge of national guidance and legislation, e.g. "Keeping Children Safe in Education";
- Implement and review school policy, complete relevant audits and maintain accurate records;
- Be willing to work flexibly, in terms of working hours, such as attending meetings outside normal school hours or occasionally during the school holidays for results days or other significant events;
- Attend such meetings as may be required by the Headteacher, and other trust employees as the role requires
- Lead by example, maintaining the highest standards of professional conduct and high levels of visibility around the school at all times;
- To undertake any other duties associated with the role, as may be decided by the Headteacher.

### The Assistant Headteacher's specific roles and responsibilities may change over time to suit the needs of the school.

This job description is current at the date shown (April 2026); but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the scale and job title.

### Teaching

To undertake an appropriate programme of teaching.

#### Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example
- To attend school events/functions
- To support the day to day running of the school as a senior leader

### Other Specific Duties

- To take part in personal professional development
- To undertake any other duty as specified by the School Teacher's Pay and Conditions Document not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- To take responsibility for the implementation of and compliance with policies and

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status and well established as an excellent classroom practitioner who inspires and motivates students and staff alike</li> <li>• Qualified to at least degree level in an appropriate discipline related to English</li> <li>• Evidence of continuing professional development and a willingness to undertake further development as appropriate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful middle or senior leadership experience in a school</li> <li>• Evidence of impactful leadership of English in a school setting</li> <li>• Involvement in self-evaluation, quality assurance and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• A deep understanding of evidence-based research that positively impacts students' literacy levels</li> <li>• Experience of leading impactful literacy strategies in a school setting</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of effective student engagement strategies alongside the ability to model these or others and also support others to improve;</li> <li>• Good working knowledge of the Ofsted framework and other measures for evaluating the performance of a school</li> <li>• Excellent curriculum knowledge</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Solution focussed when faced with challenges</li> <li>• The ability to work under pressure and remain positive</li> <li>• The ability to retain a sense of humour</li> </ul>

# Section 6: Further school information

## Address

Parkside Community School  
Boythorpe Avenue  
Chesterfield  
S40 2NS

## Telephone

01246 273458

## Website

<https://www.parkside.derbyshire.sch.uk/>

## Social Media

Please keep up to date with Parkside news through our social media outlets – Facebook, X (formerly known as Twitter) and Instagram

