



**UNIVERSITY OF
CAMBRIDGE
PRIMARY SCHOOL**

Assistant Headteacher

Pastoral & Teaching and Learning
Candidate Information Pack

University of Cambridge Primary School

Permanent · Senior Leadership Team · January 2027 start

Welcome from the Headteacher

Thank you for your interest in becoming our Assistant Headteacher for Pastoral and Teaching and Learning.

I loved school as a child, and I still love learning now. That's what we want for every child here: not just to succeed academically, but to find genuine joy in the process of discovery. We ask one question before any decision: what is best for this child? It guides how we teach, how we support, and how we lead.

As a member of our Senior Leadership Team, you will lead the pastoral life of the school — behaviour, wellbeing and the day-to-day experience of every child — and work with teachers and leaders across the school to improve the quality of teaching, in close partnership with the Deputy Headteacher, who holds overall accountability for this area of the school's work. You will also be a Designated Safeguarding Lead. Our curriculum and our practice are shaped by research, not fashion, and we use Lesson Study, a model of teacher development rooted in careful observation, shared planning and collective refinement, to continuously improve what we do.

I am looking for an Assistant Headteacher who shares that seriousness of purpose: someone with real credibility with children, teachers and families alike, who is genuinely committed to compassionate citizenship alongside high standards. You would join a settled, capable leadership team with strong support around you.

I hope you'll come and see us. I'd be glad to show you around.

Rob Drane

Headteacher

About our school

University of Cambridge Primary School is a large, three-form entry Free School in the Eddington development in the north-west of Cambridge — the first primary school of its kind in the country. We opened in 2015, growing from the recommendations of the Cambridge Primary Review (2010), with a founding commitment to reach high standards within the school and to build networks of educational possibility locally, nationally and internationally.

Our school is founded on three principles: inclusion, ambition and innovation. We believe in the power of collaboration, through strong relationships and clear communication, and in every child's capacity to learn. We believe that children are powerful and need a kind, caring approach within clear boundaries and high expectations, and we challenge and support them in equal measure to become independent, confident learners. Alongside knowledge and skills, we develop in children the values of empathy, respect, trust, courage and gratitude.

We work in close research partnership with the University of Cambridge's Faculty of Education — training new teachers, hosting researchers, and contributing to national conversations about what excellent education looks like. In all we do, we are guided by Professor Maxine Greene's idea of 'social imagination': to release the imagination and celebrate the art of the possible.

About the role

The Assistant Headteacher for Pastoral and Teaching and Learning leads the pastoral care, behaviour and wellbeing of children across the school, working within the Inclusion Team and alongside phase leadership, and works with teachers and leaders across the school to improve the quality of teaching, quality-assuring standards day to day. The postholder is also a Designated Safeguarding Lead. The Deputy Headteacher holds overall accountability for this area of the school's work; you will report to and work closely with them, as well as with the Headteacher as a member of the Senior Leadership Team.

This is a non-teaching post, giving you real capacity to lead across the whole school. The full job description and person specification are set out on the following pages. In summary, we are looking for an experienced, values-driven leader with real credibility with children, families and colleagues.

Key terms

Salary	Leadership Pay Scale L3–L7 (£54,394–£60,145 full-time equivalent, 2025/26)
Hours	Full-time, non-teaching
Contract	Permanent

Start date	January 2027
Reporting to	Deputy Headteacher (overall accountability); member of the Senior Leadership Team

Staff benefits

Wellbeing

- University Visit Card: free entry to Cambridge colleges, access to Eddington accommodation and the U bus service
- Discounted membership at the University Sports Centre
- A dedicated well-being day each year, plus 1:1 and group well-being sessions, a workload strategy and a calendar of team-building events
- Cycle to Work scheme
- A free, confidential Employee Assistance Programme covering legal, financial and mental health support

Professional development

- Research project collaborations with researchers from the Faculty of Education, including the PEDAL Centre and T-SEDA action research
- Access to the Faculty of Education Library, University of Cambridge
- A trained Coaching and Mentoring Programme
- Our Lesson Study Programme, working alongside peers and Faculty of Education researchers
- Three additional research INSET days each year
- Opportunities to publish in the teacher journal and in books
- Links to subject associations, such as the Mathematical Association and UKLA
- 50% reduction on Chartered College of Teaching membership, with opportunities to get involved in the school's College Hub Network

Job description

Role: Assistant Headteacher (Pastoral & Teaching and Learning) | Responsible to: Deputy Headteacher | Scale: Leadership Scale (L3–L7)

Purpose: to lead the pastoral care, behaviour and wellbeing of children across the school, and to work with teachers and leaders across the school to improve the quality of teaching, working closely with the Deputy Headteacher, who holds overall accountability for this area, and to act as a Designated Safeguarding Lead.

Job context: the Assistant Headteacher is a non-teaching member of the school's Senior Leadership Team, working alongside the Deputy Headteacher, the School Business Leader and phase leadership. The postholder takes day-to-day responsibility for pastoral standards and for working with teachers and leaders to secure good or better teaching, informing the Deputy Headteacher and Headteacher of strengths, weaknesses and actions to improve, and always acting in the best interests of children, as defined by the school's values and policies.

Safeguarding

- Act as a Designated Safeguarding Lead, ensuring safeguarding, health and safety and educational policies are understood and followed to the highest standard.
- Take a lead role in the day-to-day management of behaviour, working closely with the Inclusion Team on children with additional needs.

Pastoral leadership

- Lead the pastoral care, behaviour and wellbeing of children across the school, setting clear, consistent and compassionate expectations.
- Develop and maintain systems for monitoring attendance, behaviour and wellbeing, and act promptly where concerns arise.
- Build strong relationships with families to support children's pastoral needs, working in partnership with the Inclusion Team.

Teaching and learning

- Work with teachers and leaders across the school to improve the quality of teaching, including through coaching, professional learning and quality assurance.
- Contribute to the school's approach to curriculum, assessment and professional learning, including through Lesson Study.
- Support colleagues to meet and exceed the National Teachers' Standards, in partnership with the Deputy Headteacher.

People: leadership and developing others

- Promote a culture of collaboration, unafraid to challenge people while always willing to support.
- Coach and support colleagues to develop reflexive practice, taking swift action to address underperformance so that no child falls behind.

Inclusion

- Enable a Learning Without Limits culture in line with the school's ethos, vision and mission, working closely with the Inclusion Team.
- Model principles of inclusion and act as a relentless advocate for vulnerable children's needs.

Organisation and communication

- Communicate clearly and consistently with children, families and colleagues about pastoral and behaviour matters.
- Work in partnership with other school leaders, challenging ideas of one another and holding each other to account in a spirit of collaboration.

Outcomes

- Set high, ambitious and bold expectations for behaviour and wellbeing, grounded in an analytical understanding of how children learn.
- Use pastoral and attainment data to identify strengths and areas for development, and report clearly to the Deputy Headteacher and Headteacher.

Financial management

- Manage any designated budget as required, ensuring value for money through the monitoring and control of expenditure.

Qualities of engagement

The Assistant Headteacher is expected to demonstrate the following qualities of engagement, consistent with senior leaders across the school.

- **Organisation and Communication:** communicates complex information with influence and skill; sets clear, challenging goals; is confident having difficult conversations.
- **Innovation:** champions and influences change; uses research to inform practice; finds effective solutions to complex issues with proper regard for risk and ethics.
- **Professional Expertise:** applies appraisal and professional standards within teams; is a strong classroom practitioner and a role model for others.
- **Inclusive Relationships:** builds strong relationships across the school community; reaches out to potentially marginalised members of the community; maintains the school's position without excluding individuals or groups.
- **Developing Self and Others:** creates an environment of continuous learning; challenges others to achieve their full potential; seeks out opportunities to extend their own skills and knowledge.
- **Leadership:** inspires confidence through authentic, considered and compassionate leadership; respects the work-life balance of colleagues; represents the school in a way that enhances its reputation.

Person specification

The selection panel will use the criteria below to shortlist; please demonstrate how you meet them. Key: A = Application, I = Interview, R = References.

Criteria	E	D	Assessed
A. Qualifications			
Qualified Teacher Status	✓		A
Degree (desirable: a higher degree, e.g. MA)	✓	✓	A
Evidence of relevant continuing professional development, e.g. leadership training or NPQ qualifications	✓		A
B. Experience			
Recent, successful experience as an excellent classroom practitioner in primary school	✓		A, I
Successful leadership of behaviour, pastoral care or wellbeing at whole-school level		✓	A, I
Experience of leading or contributing to teaching and learning improvement, e.g. through coaching or instructional leadership	✓		A, I
Experience as a Designated Safeguarding Lead, or Deputy DSL, or a clear readiness to train for and undertake the role		✓	A, I
Working positively with parents, governors and the wider school community	✓		A, I
C. Professional qualities			
Committed to the development and maintenance of good relationships with children, the team, parents, governors and the community	✓		A, I
Decisive, consistent and focused on solutions, especially around behaviour and pastoral concerns	✓		A, I
Committed to an inclusive school vision of excellence and equity that sets high standards for all	✓		A, I
D. Key competencies			
Organisation and Communication: communicates complex information with influence and skill; manages and motivates others to achieve set goals	✓		A, I
Innovation: improves practice and enhances performance through versatile, research-informed solutions	✓		A, I
Inclusive Relationships: builds and maintains the relationships the role requires, within and beyond the school	✓		A, I
Leadership: creates an environment in which the team performs at its best, particularly around behaviour and pastoral standards	✓		A, I

How to apply

To apply, please complete our application form and a supporting statement (no more than two sides of A4) setting out how you meet the person specification via **MyNewTerm**, our recruitment portal, by **12 noon on Tuesday 13 October 2026**.

Shortlisting will take place on **Wednesday 14 October 2026**, with interviews in the week commencing **Monday 19 October 2026**. Visits to the school are warmly encouraged and will run on **Tuesday 29 September 2026, between 4.30pm and 5.30pm**; to arrange a visit, please contact James (enquiries@universityprimaryschool.org.uk).

University of Cambridge Primary School is committed to safeguarding and promoting the welfare of children and expects all colleagues to share this commitment. This post is subject to an enhanced DBS check, online searches and satisfactory pre-employment checks. We are an equal opportunities employer and welcome applications from all sections of the community.