

## Recruitment Pack

**Assistant Head with three days teaching responsibility**





Dear Candidate

Thank you for your interest in the position of Assistant Head.

Amesbury Archer Primary School is part of Magna Learning Partnership, a Multi Academy Trust comprising of seven primary schools, three secondary schools and a sixth form college.

I am proud to be Headteacher at this vibrant, ambitious and thriving school where staff and pupils "Aim High". We have nurtured a calm, welcoming and positive atmosphere which you can feel as you walk through the door.

We are looking to appoint an exceptional Assistant Head with responsibility for Personal Development, shared responsibility for behaviour and with three days of teaching responsibility, to join us from September 2026. Applications are welcomed from experienced teachers looking to take the next step in their career.

Our children are at the heart of everything we do and we want candidates to apply who share our passion and values. This is a new role working in conjunction with our existing Assistant Head and wider SLT team.

We encourage applicants to contact us for a tour and to gain an insight into our wonderful school. Please call 01980 625944 to arrange a visit.

You should apply for this position via My New Term. Your supporting statement should explain your reasons for applying, your relevant qualifications and experience to date and what you can bring to the role of Assistant Head at Amesbury Archer.

I very much look forward to receiving your application.

David Webber  
Headteacher

# Salary

£51768 L1

(to be reviewed Sept 26)

Hours: Full Time

**Closing Date: Friday 15 May 2026. Interview date week beginning 18 May 2026**

# Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes
- EV scheme
- Cycle to work scheme
- Wiltshire Rewards
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)
- Development opportunities within the MAT
- Extensive training opportunities



## Job Description

Job title: Assistant Headteacher  
with three days teaching  
responsibility, Primary Setting  
Responsible to: Headteacher  
Salary pay range: L1

### MAIN ROLES AND RESPONSIBILITIES

#### Values:

- Put pupils at the heart of all actions
- Support and build on the school and the Trust's inclusive ethos, ensuring that pupils feel valued, and encouraging personal endeavour and responsibility
- Foster and promote a sense of community within the school, including relationships with and between the pupils, staff, parents and carers and encourage strong relationships with the wider community
- Ensure that children understand their responsibilities as global citizens

#### Personal Development

- Proven track record of positive interactions and communication with parents and stakeholders
- Organising visitors and assemblies to enrich the curriculum
- Evaluating the impact of school trips, ensuring value for money
- Analysing uptake of enrichment clubs
- Embedding the Amesbury Archer passport
- Oversight of awareness and school calendar

#### Behaviour

- To support the headteacher in implementing and embedding restorative practice and a relationship related behaviour policy
- To liaise with external agencies to maintain and improve behaviour and attitudes across the school
- Working in collaboration with SLT

#### Teaching & Learning:

- Identify clear teaching and learning objectives and specify how they will be taught and assessed
- Teach pupils according to their educational need, including the setting and marking of work
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required
- Undertake assessments of pupils as requested by external bodies and school procedures
- Undertake a designated programme of teaching
- Ensure a high quality learning experience for pupils which meets internal and external quality standards
- Prepare and update materials
- Use a variety of delivery methods which stimulate learning, appropriate to the needs and demands of the pupils
- Be expert at managing challenging behaviour, at the same time setting appropriate boundaries

and seeing the potential in all pupils

- Encourage good practice with regard to punctuality, standards of work and home learning
- Ensure effective and efficient deployment of classroom support
- Work as a member of a team and contribute positively to effective working relations within the school

### Pastoral & Safeguarding:

- To be aware of Child Protection issues and alert the DSL or DDSLs of concerns and problems experienced by pupils
- Communicate, as appropriate, with the parent/carers of pupils and with external agencies concerned with the welfare of individual pupils

### Staff Development:

- To take part in the school's development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To participate in a programme of development training in accordance with current school policies

*The duties outlined in this job description are in addition to the duties and responsibilities as set out in the Annual Teachers' pay and Conditions document. The duties are not expected to change after discussion, to reflect or anticipate changes in the job, comm*





# Recruitment Equity

## Safer Recruitment

Amesbury Archer Primary School is committed to the safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

## Diversity

Amesbury Archer Primary School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

## Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

## Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Interview

Those shortlisted will be invited to attend an interview process which may include tasks or role specific activities. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in their application form.

## References

References from current employers will be requested for shortlisted candidates prior to interview and, where necessary, employers may be contacted to gather further information.

## Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

