



WESTCOUNTRY
SCHOOLS TRUST



Assistant

**Headteacher
of Coombe
Dean School**

Community - Integrity - Opportunity

Dear Applicant

Thank you for your interest in our vacancy for Assistant Headteacher of Coombe Dean School, which is proud to be part of Westcountry Schools Trust (WeST)– a bright, vibrant, and thriving cross-phase multi-academy trust serving over 14,000 children and young people across Devon, Plymouth and Cornwall.

As a school our ethos is centred around the key values of Community, Integrity and Opportunity, and we work hard to ensure that these values permeate through every aspect of school life.

It is my privilege to have been Headteacher of Coombe Dean School since May 2025. The current Senior Leadership Team of seven have been promoted from within the school to their current positions, with the exception of three.

At Coombe Dean, we believe every young person deserves the opportunity to thrive. Academic excellence lies at the heart of our work, underpinned by a belief in the transformative power of education. Our curriculum is designed to offer access to powerful knowledge, inspiring students to think deeply, grow confidently and dream ambitiously.

Our values of [community, integrity, and opportunity](#) are lived every day. We expect our students to be kind, respectful and responsible – and we support them to become exactly that. Our pastoral care is deeply personal and our students speak about feeling known, supported and valued. Initiatives like [We Care](#) – our bespoke support group for young carers and our groups for those experiencing bereavement, and students with parents in the armed forces are powerful expressions of this ethos, reflecting our commitment to meeting individual needs and nurturing a strong sense of belonging.

Please find enclosed a range of information that will assist you in preparing your application. For further information about Coombe Dean School, please visit our website:

<https://www.coombedean.co.uk/>

Thank you in advance for the time that I know you will commit to this process.

Caroline Granville

**Headteacher of Coombe Dean School,
Westcountry Schools Trust.**



Advertisement

Assistant Headteacher of Coombe Dean School, required from September 2026.

Who WeST are:

Westcountry Schools Trust (WeST) is seeking to appoint an exceptional individual with vision, energy and inspirational leadership to the position of Assistant Headteacher of Coombe Dean School.

WeST is a tight-knit family of schools based around natural geographical proximity in the south west. Initially formed as a small multi-academy trust of only two schools in 2011, the Trust as we know it today was launched in 2017 and now comprises 31 schools, of which 8 are secondary and 23 primary. We are ambitious and hold high expectations for the children in our care. We strive consistently to perform in the top 20% nationally.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do. Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

The Role:

The successful applicant will have a proven track record of success and school improvement with significant experience of working at whole school level. The ideal candidate will have the interpersonal skills to build confidence and excellent relationships along with the drive and determination to secure successful outcomes for all students. If having read the job description and person specification, you believe you have the skills and attributes to successfully take on this exciting new role and make a real difference to the outcomes for our young people, then we warmly welcome your application.

Duties:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An enhanced DBS disclosure is required for this post.

Closing Date:

Further details about the Trust can be found on our website (www.westst.org.uk) and on My New Term.

Applications can be made through MyNewTerm by Tuesday 4 May 2026, 7am.



Job Description

Job Description: Assistant Headteacher of Coombe Dean

Location: Coombe Dean School

Reports to: Headteacher

Salary: L14-L18

Job Purpose

The Assistant Headteacher supports the effective operation of the trust and works to uphold and promote vision and values.

At Coombe Dean School all members of the Senior Leadership Team provide vision, leadership and direction for the school and ensure that it is managed and organised to meet its vision and values. The specific roles and responsibilities of the successful candidate will be determined once appointed.

The Assistant Headteacher is responsible for the continuous improvement in the quality of education; for raising standards; for the development of policies and practices; and for ensuring that resources are efficiently and effectively used to achieve the Trust's aims and objectives.

Duties and Responsibilities

Key outcomes of leadership

- To ensure students are given the skills, knowledge and understanding to be successful in the world
- To ensure students make progress in relation to their prior attainment to expected or better than expected levels; show improvement in their literacy, numeracy and information technology skills; are well prepared for public examinations; are enthusiastic about the subjects they are studying and are highly motivated to learn more; and behave in a caring and socially responsible manner.
- To ensure that teachers have a secure knowledge and understanding of the subject(s) they teach; set high expectations for students; plan lessons which address the needs of all students within the class; employ the most effective approach(es) for any given group of students; plan lessons appropriately and reinforce and extend students' learning and achievement.
- To ensure that parents enjoy an effective partnership which contributes to the students' learning; understand and support the work of the school; are kept fully informed about their child's achievements and progress; know how they can support and assist their child's progress.
- To lead by example –to be a role model and mentor to staff and students. By walking your talk, you become a person others want to follow. When leaders say one thing, but do another, they erode trust-a critical element of productive leadership.

Knowledge and Understanding

Each member of the Senior Leadership Team should continually update their knowledge and understanding of:

- The values and principles of Coombe Dean School and Westcountry Schools Trust;
- What constitutes quality in educational provision, the characteristics of effective schools, strategies for raising students' achievement and promoting their spiritual, moral, social and cultural development and their

good behaviour;

- Strategies to achieve effective teaching and learning;
- How to use comparative data, together with information about students' prior attainment, to establish benchmarks and set targets for improvement;
- Political influences such as national policies which have an impact on strategic and operational planning and delivery;
- Leadership styles and practices and their effects in different contexts within the School;
- Management, including employment law, equal opportunities legislation, personnel, external relations, finance and change;
- The contribution that evidence from inspection and research can make to professional and School development.

Leadership skills

Each member of the Senior Leadership Team should have the ability to lead and manage people in order to:

- Create and secure commitment to a clear vision for the School;
- Initiate and manage change and improvement in pursuit of strategic objectives;
- Prioritise, plan and organise;
- Direct and co-ordinate the work of others;
- Build, support and work with high performing teams;
- Work as part of a high performing Senior Leadership Team;
- Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out;
- Motivate and inspire students, staff, parents, governors and the wider community;
- Set standards and provide a role model for students and staff;
- Deal sensitively with people and resolve conflicts.

Decision-making skills

Each member of the Senior Leadership Team should have the ability to investigate, solve problems and make decisions:

- Make decisions based upon analysis, interpretation and understanding of relevant data and information;
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities;
- Demonstrate good judgement.

Communication skills

Each member of the Senior Leadership Team should have the ability to make points clearly and understand the views of others

- Communicate effectively orally and in writing to a range of audiences;
- Negotiate and consult effectively;
- Manage good communication systems;
- Develop, maintain and use effective networks.



Self-management

Each member of the Senior Leadership Team should have the ability to plan time effectively and to organise oneself well

- Prioritise and manage their own time effectively;
- Work under pressure and to deadlines;
- Achieve challenging professional goals;

Attributes

Each member of the Senior Leadership Team should draw upon the attributes possessed and displayed by all successful and effective teachers in the context of their leadership and management roles, including:

- Personal impact and presence;
- Adaptability to changing circumstances and new ideas;
- Energy, vigour and perseverance;
- Self-confidence;
- Enthusiasm;
- Intellectual ability;
- Reliability and integrity;
- Commitment;
- Resilience;
- A sense of humility and humour.



Person Specification

E = Essential **D= Desirable**

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
Qualified Teacher Status	E	X	
Honours degree	E	X	
Evidence of a commitment to own professional development	E	X	
Recent relevant in-service training in the subject area	E	X	
Evidence of training with focus on current curriculum developments e.g. life after levels, Progress 8	D	X	
Higher qualification in education and/or management	D	X	
EXPERIENCE:			
Outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour	E	X	X
Effective system leader with a clear understanding of process	E	X	X
Proven track record in raising standards and supporting student achievement	E	X	X
Proven leadership skills and ability to motivate and inspire others	E	X	X
Clear commitment to continuous school improvement	E	X	X
Experience of effective leadership of student behaviour for learning	E	X	X
High level of data literacy to analyse trends across school and initiate effective responses	E	X	X
An excellent communicator with strong interpersonal skills	E	X	X
Up-to-date knowledge of emerging issues in school leadership	E	X	X
Experience of self-evaluation and action planning	E	X	X
Experience of monitoring set targets in a specified action plan to evaluate and ensure progress	E	X	X
Management of a team to ensure at least good student provision	E	X	X
Experience of latest data analysis tools	D	X	X
Experience of implementation of a whole school strategy	E	X	X
Leading and Managing Staff			
Understands the strategic importance of the role and how it blends with the Senior Leadership Team	E	X	X
Can demonstrate a clear understanding of leadership and is willing to support and challenge colleagues as required	E	X	X
Can demonstrate operational leadership skills, financial control of departmental and whole school budgets and delegated line management	E	X	X
Can demonstrate clear analytical skills and apply strategic thinking to whole school improvement	E	X	X

Securing Accountability			
Delegate but still take responsibility and accountability	E	X	X
Implement and sustain effective systems for the management of staff performance	E	X	X
Set robust targets for all to secure high achievement	E	X	X
Personal Qualities and Attributes			
Effective communicator	E	X	X
Ability to prioritise	E	X	X
Ability to solve problems creatively	E	X	X
High professional standards	E	X	X
High level of credibility and respect	E	X	X
Enthusiastic, dynamic & passionate	E	X	X
Honest empathy with students	E	X	X
To have a love of and infectious enthusiasm for learning	E	X	X
Lead by example	E	X	X
Highly organised	E	X	X
Analytical approach	E	X	X
Perseverance and resilience	E	X	X
Outstanding interpersonal skills and the ability to relate well to a wide range of people	E	X	X
Excellent sense of humour	E	X	X
Strategic thinker	E	X	X
Belief and commitment to comprehensive education, inclusion and community cohesion	E	X	X
High personal standards	E	X	X
Willingness to engage students outside of hours	E	X	X
A determination for self and others to be the best you can	E	X	X
Emotional resilience in working with challenging behaviours and attitudes	E	X	X
Well-developed emotional intelligence	E	X	X
Commitment to safeguarding and promoting the welfare of children and young people	E	X	X

