



HORIZONS
EDUCATION TRUST

Horizons Education Trust, American Lane, Huntingdon, PE29 1TQ

info@horizons.org.uk

CEO: Adam Dabin

Assistant Headteacher

Recruitment Booklet

A man in a dark blue shirt and orange lanyard is looking at a document. The lanyard has a white 'A' logo and the word 'Staff' written on it. In the background, another person is blurred. The text 'We provide opportunities and experiences for all' is overlaid in white on the left side of the image.

**We provide
opportunities
and experiences
for all**

Shape the Future of Spring Common Academy

We are seeking an exceptional and motivated assistant headteacher to join our leadership team at Spring Common Academy.

This is a fantastic opportunity for a passionate and dedicated leader to support the strategic and operational development of our academy, working to ensure the highest quality education, care, and support for our pupils. The ideal candidate will be committed to working with children and young people with complex learning needs, including PMLD and SLD, and will promote a highly personalised, nurturing, and inclusive approach.

We are looking for someone who:

- Is an inspiring and compassionate leader, able to support and develop a skilled and committed staff team.
- Has the drive to raise and sustain high standards of teaching, learning, communication, and therapeutic provision.
- Can contribute to a positive, inclusive culture that prioritises dignity, independence, and pupil voice.
- Has a strong understanding of the complexities of working with pupils with PMLD and SLD, including medical, sensory, and communication needs.
- Is committed to working in close partnership with families, therapists, and external professionals to ensure holistic support for every pupil.

Spring Common Academy is an area special school in Huntingdon, serving over 200 pupils with severe learning difficulties and related needs. Many pupils have autism, and some have profound and complex medical needs; all pupils hold an Education, Health and Care Plan (EHCP).

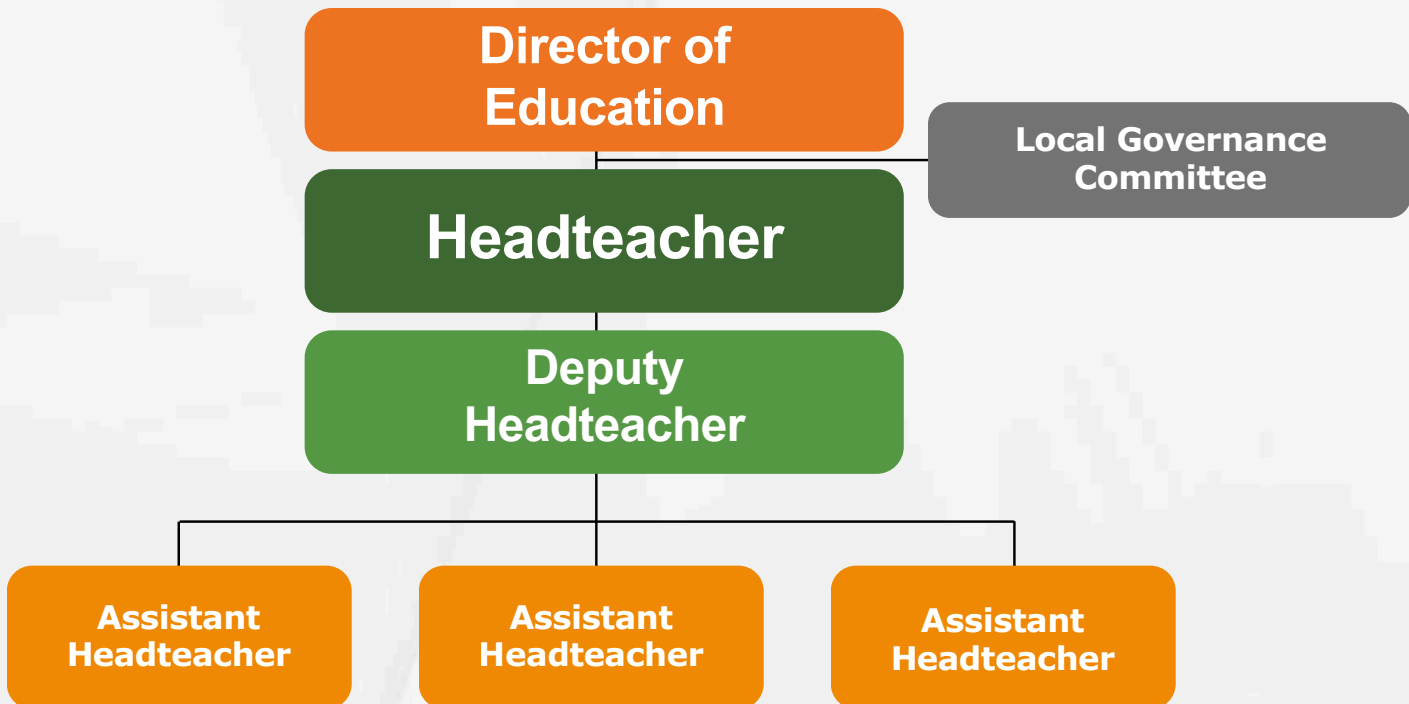
We are proud to be part of Horizons Education Trust, alongside Prestley Wood Academy in Alconbury Weald and Riverside Meadows Academy, an SEMH school with sites in St Neots and Wisbech.





Organisation Structure

Spring Common Academy





Organisation Map

Cambridgeshire, East Anglia

Riverside Meadows Academy
Wisbech



Prestley Wood Academy
Alconbury Weald



Spring Common Academy
Huntingdon



Riverside Meadows Academy
St Neots





Job Description

The assistant headteacher will support the headteacher and wider Senior Leadership Team in raising standards of achievement and ensuring the effective day-to-day management of pupils, staff, and resources across the academy. The role will be developed in line with the successful candidate's skill set and in alignment with the needs of the academy.

Key Responsibilities

Leadership & Management

- Support the headteacher with the day-to-day leadership and internal organisation of the academy, working in collaboration with leaders to ensure smooth and effective operations.
- Act as a visible, supportive and proactive leader for staff and pupils across the academy, modelling best practice and contributing to a culture of consistency and high expectations.
- Support the headteacher in embedding a shared vision and ethos across the academy, in line with trust values.
- Contribute to strategic planning and self-evaluation, including the Academy Development Plan (ADP) and Academy Evaluation Form (AEF), focusing on measurable outcomes for our learners.

Pupil Wellbeing, Safeguarding & Inclusion

- Champion a relational-informed, pupil-centred approach, supporting positive behaviour and emotional regulation across the academy.
- Support the designated safeguarding team to ensure that safeguarding is fully embedded in the academy culture, practice, and staff training.
- Promote inclusion and ensure that the diverse needs of pupils are understood and met through adaptive teaching, tailored support, and close partnership with families and external agencies.

Teaching, Learning & Curriculum

- Work with teaching staff to ensure high-quality, personalised curriculum pathways are implemented across the academy, meeting pupils' complex learning, sensory, physical, and communication needs.
- Monitor and support improvements in teaching and learning, including classroom practice, interventions, and assessment for learning.
- Contribute to curriculum development, subject leadership, and enrichment planning as agreed with the headteacher.

Staff Development & Professional Culture

- Assist in the recruitment, retention, and induction of staff across the academy, ensuring all staff are well-supported in their roles.
- Support professional development through coaching, mentoring, and appraisal.
- Promote staff wellbeing and foster a collaborative, reflective professional culture.



Job Description

Community, Partnerships & Trust Engagement

- Build and sustain positive relationships with parents, carers, and external partners, acting as a point of contact and representing the school's values and expectations.
- Liaise with external agencies and professionals (e.g. LA services, mental health teams, social care) to support pupils' holistic development and ensure robust multi-agency support.
- Work with other academies within Horizons Education Trust to share best practice, support peer development, and contribute to trust-wide projects and initiatives.

Compliance & Operational Support

- Support the headteacher in ensuring all statutory policies and procedures are in place and adhered to across the academy.
- Monitor key data and report on progress in priority areas such as curriculum & teaching, attendance, behaviour, safeguarding, and pupil achievements.



Person Specification

Qualifications & Training	E	D
Qualified Teacher Status (QTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master’s degree, NPQH qualification or advanced professional study	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Further coaching & mentoring qualification(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience	E	D
Consistent track record of raising achievement over a sustained period of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership experience in an education environment (middle or senior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership experience in a SEND environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consistent track record of raising achievement over a sustained period of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of curriculum development management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An excellent understanding of effective approaches to behaviour management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An excellent understanding of effective interventions and support for pupils with SLD/PMLD and other complex needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of the operational requirements for Health & Safety compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of project team management and a willingness to contribute to trust-wide initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Person Specification

Knowledge & Skills	E	D
Knowledge and experience of SEND, through practical experience		
Secure knowledge and experience of Early Years provision (EYFS)		
Knowledge of effective academy self-evaluation and quality assurance processes		
Wide knowledge of high quality teaching and learning strategies for pupils with SLD/PMLD		
Operational experience of safeguarding, health and safety and legal guidelines for attendance, behaviour and personal development.		
Ability to analyse and interpret assessment data accurately to raise standards and pupil achievement to set new priorities.		
Ability to line manage staff in accordance with trust and school policies and hold people to account		
Ability to carry out appraisals and set appropriate targets		
Resources management experience to deploy staff and to manage expenditure within budget.		
Ability to manage staff sickness and absence in line with trust policies		
Up to date knowledge of National and Local SEND legislation and guidance		
Able to produce accurate and well-presented reports to a range of key stakeholders		



Person Specification

Leadership & Management	E	D
Ability to lead the day-to-day running of the academy with senior leaders, ensuring a safe, secure, and healthy environment	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with the headteacher and Senior Leadership Team to develop strategic plans and produce clear, purposeful reports	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lead change effectively and with integrity	<input type="checkbox"/>	<input type="checkbox"/>
Professional approach to leadership, managerial and organisational decisions based on informed judgements	<input type="checkbox"/>	<input type="checkbox"/>
Support the values and vision of the trust and academy	<input type="checkbox"/>	<input type="checkbox"/>
Promote high expectations of achievement and learning for all pupils	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Working With Others	E	D
To be able to develop and maintain a positive relationship with parents and other key stakeholders and encourage staff to support engagement of parents	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate effectively at all levels within the academy and wider community	<input type="checkbox"/>	<input type="checkbox"/>
Adopt a confident, calm approach and be able to communicate well orally and in writing to a range of stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use ICT effectively and appropriately, with high levels of accuracy	<input type="checkbox"/>	<input type="checkbox"/>
Create an open, fair and equitable culture	<input type="checkbox"/>	<input type="checkbox"/>
Promoting the Welfare of Children	E	D
Have a detailed understanding of safeguarding and the measures that need to be in place to ensure pupil safety and well-being	<input type="checkbox"/>	<input type="checkbox"/>



Person Specification

Personal Qualities	E	D
Ability to build positive working relationships with colleagues and be an active team member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work with and alongside Senior Leaders to create positive working environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to solve problems and seek innovative solution with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop competences and expertise in self and others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calm under pressure and able to know when to seek support and advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work at pace and meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**Achievement
beyond
expectations**



Assistant Headteacher Overview

Job Title:	Assistant Headteacher	Reporting to:	Headteacher
Location:	Huntingdon, Cambridgeshire	Salary:	L11 - L15
Contract:	Full time, permanent	Start Date:	As soon as contractually available

Benefits:

- Access to the Teachers' Pension Scheme
- Commitment to providing on-going training and development
- Mileage allowance paid at 40p per mile
- EAP Scheme (Medigold)

For further information, please contact:

Lorraine Driver
School Secretary & PA
Email: ldriver@springcommon.cambs.sch.uk

Horizons Education Trust is committed to the safeguarding and promotion of the welfare of children and young people, and expect staff to share this commitment.

Successful candidates require a satisfactory Enhanced Disclosure & Barring Service (DBS) check and will also be subject to a Barred List Check, to confirm that you are not barred from working with children.