



# Candidate Information Pack

Assistant Headteacher

September 2026 start - Permanent Role

**L12 - L19 (Leadership Scale £72,729 - £85,616)**



# Our Story

**Thank you for your interest in this important role. As we mark our tenth anniversary since opening in September 2015, we invite you to apply for a position at one of the nation's top-performing state schools!**

TKA, as we are fondly referred to, was opened back in September 2015 as part of a unique partnership between Kingston University, Kingston College and The Royal Borough of Kingston Upon Thames - they still form our Trust Membership today.



Mrs Sophie Cavanagh  
Headteacher, TKA  
Executive Director, KET

We have accomplished a great deal in the relatively short time we have been open. We have a track record of achieving stellar GCSE and A-Level results, firmly securing us as one of the top-performing non-selective schools in the country. We have quickly also become the school of choice for young people with special educational needs.

In January 2022, we welcomed Fern Hill Primary School into our founding Trust - Kingston Educational Trust. Our distinctive Trust composition means that we are uniquely placed to develop, grow and support all of our staff.

This is an exciting time to develop your career with us as we continue on our journey of excellence. For further details about the role you are applying for, please see the information included in our specific Job Packs, including details of how to visit us in person. We'd love to meet you.

## Assistant Headteacher

Our new Assistant Headteacher will play a pivotal role in strengthening and extending the impact of The Kingston Academy's already strong leadership team. This is a strategic leadership position designed to inject additional capacity at senior level, enabling the school to accelerate improvement across both pastoral and academic priorities and to continue securing exceptional outcomes for all pupils.

The postholder will be expected to lead on a number of key strategic areas, working collaboratively with senior leaders to shape whole-school direction, drive high standards, and ensure that our provision remains ambitious, inclusive, and relentlessly focused on pupils' learning and wellbeing. With responsibility for line-managing staff, they will build leadership capacity across teams, establish clear expectations, and support colleagues through purposeful coaching, professional development, and robust accountability. The successful applicant will be expected uphold our high standards of academic and pastoral support, including for SEND and disadvantaged pupils.

As this is a general Assistant Headteacher post, the precise portfolio will be determined upon appointment, reflecting the strengths and expertise of the successful candidate and the evolving needs of the school. The successful candidate will be an experienced middle leader, with at least five years of leadership experience in their area(s) of expertise, and will bring the credibility, strategic insight, and operational effectiveness required to lead sustained improvement at scale. They will be a visible and trusted leader who combines warmth with high expectations, communicates with clarity, and leads with integrity in service of excellent outcomes for every pupil.



**"TKA is ranked top 9th state school nationally"**

The Daily Telegraph



**"TKA is one of the top 50 happiest schools in the UK"**

The Times

# Role Information

**A full job description is available upon request but the successful candidate will be expected to undertake the following key responsibilities:**

- Provide strategic leadership across an agreed portfolio spanning pastoral and academic priorities, ensuring alignment with the Academy Development and Improvement Plan (ADIP) the school's values.
- Line-manage and develop staff (including Curriculum Leaders and Heads of Year), setting clear expectations, providing high-quality coaching, and holding colleagues to account for the impact of their work on pupil outcomes.
- Drive consistently high standards of teaching, learning and assessment through staff development, quality assurance, and purposeful follow-up that results in measurable improvements in classroom practice.
- As with all other Senior Leaders, support and uphold our culture of strong behaviour, attendance and safeguarding, ensuring that systems are robust, staff are well trained, and pupils feel safe, supported, and ready to learn.
- Champion a culture of inclusion and belonging, ensuring that school policies and daily practices promote fairness, high expectations, and excellent outcomes for every pupil.
- Contribute to the delivery of our whole-school PD programme, ensuring it is responsive to school priorities, staff needs, and evidence of what works.
- Establish and maintain strong relationships with parents/carers and external agencies, ensuring timely communication, effective partnership working, and improved outcomes for pupils.
- Support the Headteacher and senior leaders in operational leadership as required, including contributing to duty leadership, responding to emerging issues, and ensuring the smooth day-to-day running of the school. Represent the school professionally within and beyond the school, modelling high standards of professionalism, consistency, and care in every interaction with pupils and staff.



# Role Information

## Application Process

Applicants should complete an application using the link on the right of this page. Shortlisted applicants will be invited for an assessment day which will comprise of a lesson observation, pupils panel and interview. We reserve the right to close the application portal prior to the close date included on the advert. Visits can be arranged by contacting Emily Kyrianiou, Assistant to our Executive Director

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Designated activities with the SLT
- Lesson Observation
- Pupil and Staff Panels
- Presentation and interview with Head Teacher, Senior Staff and Trustees

To find out more about our school, including further information about our what it's like to work with us, please visit our linked [\*\*Recruitment Brochure\*\*](#)

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



# How to Apply

## **Safeguarding and Safer Recruitment Statement**

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## **Equalities Statement**

At The Kingston Academy, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

