



Assistant Head Job Description

April 2026

Headteacher: Miss Zoë Baines

SLATED ROW SCHOOL | THE ASPIRE FEDERATION, MILTON KEYNES

Dear Applicant,

The positive impact you can have on a young person's life is likely to be the reason you became an educator. At Slated Row School, that impact will be greater than you could have imagined. If you share the ethos of 'Hope, Dignity and Respect' to create the best possible outcomes for our students, then we are the school for you.

Slated Row School is an all age (Reception to Year 14) special school for students with complex learning difficulties, across 2 sites in Milton Keynes. The successful applicant will work across both the Wolverton and Kents Hill campus. This is a fantastic opportunity to join a hardworking, caring, friendly and committed group of practitioners in an Exceptional and Strong school (*Ofsted March 2026*).

We seek to appoint two exceptional Assistant Heads, committed to fostering a safe, nurturing and inclusive learning environment. This key leadership position will oversee pastoral care, student well-being and the development of a positive school culture that supports students' personal and social growth.

We are looking for an outstanding practitioner who can deliver effective leadership and management within their specific Key stage. The successful candidate will want to build upon the Key stage's achievements to date, whilst adding their own creative stamp, ensuring that our students develop personally and continue to make excellent progress across all aspects of school life. We hope the successful candidate is dedicated to the welfare, safeguarding and achievement of every child; and wants to make a difference.

The benefits of working at our school are that every day brings a sense of achievement and progress, as you work alongside colleagues who are committed and enjoy working collaboratively. You will be part of a team where skills, knowledge and enthusiasm is recognised and appreciated.

If you have not worked in SEN before, but are enthusiastic and motivated to make the move, we will give you the additional training and support you require.

If you would like to join an outstanding, enthusiastic, and dedicated team then we look forward to receiving your application

Visits to the school are encouraged. Slated Row School is committed to safeguarding, promoting the welfare of all children, and expects all staff to share this commitment. The successful applicant will require an enhanced DBS check. We are an equal opportunities employer.

Kind regards,

Zoë Baines

Miss Zoe Baines
Headteacher

Our Ethos & Vision

Slated Row is a school built on **Hope, Dignity and Respect**, where everybody is valued and treated as an individual. We believe that everyone has the right to success and for that success to be celebrated. We have a professional approach to education, whilst keeping a family feel. Our school community is built on restorative principles which encourage good behaviour and a positive attitude to learning.

Highly effective inclusive practice lies at the heart of the school's work. Leaders have an in depth understanding of pupils' needs and vulnerabilities. Skilled staff expertly apply leaders' carefully designed systems and processes. These ensure that pupils' needs are identified quickly and accurately.

Ofsted 2026

Our vision at Slated Row School is to offer the best educational opportunities in a friendly, safe, stimulating environment where laughter is encouraged. We aim to put everyone at the centre of their own learning journey which will help them reach their full potential and prepare for life beyond Slated Row.

"Every day is exciting and different. I feel support in my journey by the staff and students. This is a place you can continue to grow as a professional."

Senior Leader

Our Key Aims are to...

- Provide a stimulating, secure and happy learning environment with equal opportunities;
- Develop everyone's intellectual, creative and physical skills to their full potential;
- Encourage everyone's social and emotional growth by fostering positive relationships;
- Develop the independence, self-belief and resilience of students within a wider multi-ethnic society;
- Develop students' self-esteem, confidence and their own voice;
- Develop students' work and life skills and thus their employability;
- Create a welcoming community that offers positive support to all.

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Purpose

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- To be responsible for the lesson management of each class taught and the safety and welfare of the students, during on-site and off-site activities.
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- To promote the aims and objectives of the school and maintain its philosophy of education.

The assistant headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Key Responsibilities and Requirements

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of student attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

Teaching, curriculum and assessment

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence

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- Ensure the teaching of a broad, structured and coherent curriculum
- Support curriculum leadership, with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

Organisational management and school improvement

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

Pastoral

The Assistant Headteacher will:

- Establish and implement Key stage systems for student wellbeing

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- Ensure the environment is fit for purpose, motivating and accessible to all.
- Promote the implementation of the school’s behaviour, rewards and safeguarding policy and strategies to support set key stage leading on
- Monitor student attendance within set key stage to ensure it is continuously improving

Please note that this is illustrative of the general nature and level of responsibility of the role. It’s not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Performance Management

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Methods of Assessment	Essential / Desirable	Application	Interview
Qualification, Education and Training			
Qualified teacher status	E	X	
Assessed as a good or outstanding teacher	E		X
Additional SEND qualifications & courses	D	X	
Evidence of continuing professional development	E	X	
Professional development in preparation for leadership e.g. NPQML	D	X	
Experience and Knowledge			
Demonstrate experience of successful line management and staff development	E	X	X
Evidence of commitment to the principles and policies of inclusion and equal opportunities	E	X	X
Strong, proven leadership skills to direct and shape at a whole school level	D	X	X
Secure knowledge and understanding of how to make effective personalised provision for all students	E	X	X
Involvement in school self-evaluation and development planning	D	X	
Skills and Abilities			
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E	X	X
Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners	E		X
Ability to work in and to lead a team, sharing good practice	E		X
Ability to plan and implement learning for a range of abilities across a broad age range	E		X

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Methods of Assessment	Essential / Desirable	Application	Interview
Understanding of school finances	E		X
Managing the deployment and performance of support staff within the school	E		X
Values and behaviors			
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	E	X	X
Ability to build positive and respectful relationships across the school community	D	X	X
A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct	E	X	X
Great communication skills and the ability to take a team approach in a range of areas	E	X	X
A high level of professionalism and emotional resilience	E	X	X
Establish productive working relationships with students and promote inclusion and acceptance of all students.	E	X	X
Energy and enthusiasm	E	X	X
Adaptability to changing circumstances and ideas.	E		X
A commitment to the ethos of the School	E		X
Ability to work under pressure and prioritise effectively	E		X
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	E		X

How to apply

To apply for this post, please email Teri-Lea Goulding hr@slatedrow.com to request the Milton Keynes application form.

To apply for this post, please note that the application form must be completed in full and signed. It is not sufficient to substitute a CV for all or any part of the form.

We encourage applicants to visit the school and ask that you contact the school to arrange this.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Completed applications should be sent to:

Miss Zoe Baines, Headteacher hr@slatedrow.com

Slated Row School, Old Wolverton Road, Wolverton, Milton Keynes, MK12 5NJ

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Deadline: **Friday 15th May 2026**
Shortlisting: **Tuesday 19th May 2026**
Interviews : **Wednesday 20th May 2026**

References

Please note that it is our practice to take up references before shortlisting for an interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Child Protection

Slated Row is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references, which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.