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CALDEW
SCHOOL

WHERE EVERY STUDENT

IS SUCCESSFUL TODAY

AND PREPARED

FOR TOMORROW.

POST AND APPLICANT INFORMATION.

ASSISTANT HEADTEACHER - ACHIEVEMENT

Salary: L10-14 (£62202 - £68586)
Contract Term: Full time, permanent
Start date: 1st September 2025
Closing date: Midday, Friday 28th February 2025

PURPOSE OF THE ROLE:

The Assistant Headteacher (Achievement) will play a key role in improving the quality of teaching and learning across the school, raising standards, and improving outcomes for students. The role involves the strategic leadership of plans that will raise student achievement with a particular focus on underachieving groups including those students who are Pupil Premium.

Safeguarding Statement

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

<https://www.caldew.cumbria.sch.uk/our-school/policies-other-key-documents/>

Equal Opportunities Statement

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

Application Process

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

Key Responsibilities:

1. Leadership

- To serve as Assistant Headteacher of the school
- Responsible for raising the achievement of Pupil Premium students so that attainment gaps narrow over time
- Develop and implement intervention strategies that raise achievement
- Lead the school's internal and external exams, including non-exam assessment, ensuring full compliance with JCQ regulations
- Collaborate with Heads of Department to develop and implement a strategic plan to raise standards.
- Play a proactive role in the school's quality assurance processes, ensuring consistency in teaching and learning.
- Lead and line manage key areas of the school, as agreed each year
- Lead by example, demonstrating a strong commitment to professional growth and continuous improvement
- Work with the senior leadership team and with governors on the continuing development of the school.

2. Teaching and Learning

- Deliver consistently outstanding lessons across Key Stages 3, 4, and 5, acting as a role model for high-quality teaching.
- Maintain a focus on improving GCSE and A-Level outcomes through evidence-based teaching strategies.
- Lead on the development of study and revision skills
- Lead the school's homework strategy
- Keep up to date on research about the most effective practice

3. Professional Development (CPD)

- Lead the design and delivery of CPD sessions to enhance pedagogy and subject knowledge at departmental and whole school level.

4. Data and Performance Monitoring

- Lead the school's target setting strategy
- Be responsible for the development and implementation of the school's progress data system, including the analysis of assessment data that enables the progress of students to be monitored at child, class and subject level
- To lead on ensuring the school has a high-quality system for reporting

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PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<p>Good honours degree in relevant subject</p> <p>Qualified Teacher Status (QTS) with a strong track record of outstanding teaching</p>	<p>Further relevant qualifications</p> <p>Evidence of attendance and learning from short training courses and opportunities</p> <p>NPQSL</p>	Application References
LEADERSHIP	<p>Successfully leadership of strategies that have improved student outcomes at department or year group level</p> <p>Ability to use data to drive decision-making and improve outcomes</p> <p>Experience of line managing other staff</p>	<p>Successfully leadership of a whole school strategy that has had an impact on student outcomes</p>	Application References
EXPERIENCE AND SKILLS SPECIFIC TO TEACHING	<p>Successful teaching experience Key Stages 3 and 4</p> <p>An excellent classroom practitioner with evidence of using a wide range of varied teaching and learning styles</p>	<p>Successful experience teaching A-Level</p> <p>Experience of observing lessons, identifying strengths and areas for development and providing effective feedback</p> <p>Experience of coaching teachers</p> <p>Experience of delivering CPD</p>	<p>Application References</p> <p>Teaching Exercise</p> <p>Interview task</p> <p>Interview</p>

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		Use of interactive ICT systems for teaching and learning	
SKILLS AND KNOWLEDGE	<p>Understands the barriers that Pupil Premium students face and which strategies are most effective in raising their achievement</p> <p>Proven ability to lead and inspire colleagues to improve their practice</p> <p>Experience of using data packages to analyse progress data</p>	Strong coaching and mentoring skills, with the ability to provide effective, supportive feedback.	<p>Application</p> <p>References</p> <p>Interview</p> <p>Interview</p> <p>Tasks</p>
PERSONAL QUALITIES	<p>Passionate about education and committed to improving student outcomes.</p> <p>A proactive and reflective practitioner, with a growth mindset.</p> <p>Collaborative, approachable, and supportive, with the ability to inspire and motivate others.</p> <p>Organised and able to balance teaching commitments with leadership responsibilities.</p>		<p>Application</p> <p>References</p> <p>Teaching</p> <p>Exercise</p> <p>Interview</p>

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	<p>Able to work with colleagues at all levels to focus on improving the quality of teaching and learning.</p> <p>Empathy with and genuine liking of young people</p> <p>Professional ambition, drive and determination</p> <p>Drive and initiative to respond quickly to developments in education and the subject</p>		
CONTINUING PROFESSIONAL DEVELOPMENT	<p>Commitment to keep up to date on relevant research on effective teaching strategies</p> <p>Ability to recognise own strengths and areas for development and resulting training needs</p>		Application Interview