

Assistant Head Teacher

Application Pack



Captain Cook
Primary School

*'Together on a
Voyage of Discovery'*

Assistant Head Teacher

Pay Scale: L4 – L8 (£55,747 - £61,534)

Contract: Full Time, Permanent

Required: September 2026, or as soon after resignation dates allow



Are you an ambitious and values-driven leader looking to make a meaningful difference within a vibrant and supportive school community? We are seeking an exceptional Assistant Headteacher to join our leadership team and play a key role in the next stage of the school's journey.

With a newly appointed Head of School, this is an exciting time to join Captain Cook Primary School as we build on our strengths and continue to shape a culture of high expectations, inclusive excellence and opportunity for every child.

This is a unique opportunity to combine excellent classroom practice with meaningful strategic leadership. Alongside a teaching commitment, the successful candidate will work closely with the Head of School and wider leadership team to strengthen teaching and learning, contribute to curriculum development, champion inclusion and safeguarding and help shape whole-school improvement, including the role of Deputy Designated Safeguarding Lead (DDSL).

We are looking for someone whose practice, ethos and approach to school life will positively shape the experiences of our children, strengthen our school culture and support colleagues to thrive. As such, the successful candidate will:

- Be an outstanding classroom practitioner- have a passion for teaching, learning and improving outcomes for children
- Have high expectations, lead by example and embody our school values in all that they do
- Be reflective, innovative and committed to continuous improvement
- Be enthusiastic, flexible and thrive as part of a collaborative team

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form, and a personal statement of no more than 1000 words which highlights why you would be perfect for this role.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Captain Cook Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

School visits are encouraged.

Dates for visits -

Please email Julia Cains to book - JCairns@captaincook.lingfieldtrust.org.uk

Monday 8th June, 4pm

Wednesday 10th June, 4pm

Friday 12th June, 4pm

Closing Date: Thursday 18th June, 12 noon

Please send completed applications to JCairns@captaincook.lingfieldtrust.org.uk

Interviews: Friday 26th June 2026

JOB DESCRIPTION – Assistant Head Teacher

POST:	Assistant Head Teacher
GRADE:	L4 – L8 (£55,747 - £61,534)
RESPONSIBLE TO:	Head of School
STAFF MANAGED:	Teaching and Support Staff
JOB PURPOSE:	To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Main Responsibilities	<p>In line with the current School Teacher's Pay and Conditions Document, it is the responsibility of the post holder to carry out the following professional duties:</p> <p>Fulfil the general responsibilities of Assistant Head Teacher. This will include:</p> <ul style="list-style-type: none"> • Working with the Head of School to provide vision, leadership and a clear direction for the school. • Supporting the Head of School in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school. • Supporting the Head of School in the day-to-day management and organisation of the school. • Supporting the Head of School in ensuring that financial management and administrative procedures in school support its vision and aims. • Supporting the Head of School in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations. • Supporting the Head of School in the production, implementation, monitoring and review of policies adopted by the School's Local Governing Body. • Supporting the Head of School in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards and increasing teachers' effectiveness. • Sharing in the curriculum development of the school and driving forward the vision and future developments with Head of School. • Supporting the Head of School in the deployment, supervision and welfare of all staff. This may include being an ECT mentor, when appropriate.
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- Supporting the Head of School with the discipline and pastoral care of all pupils.
- Initially to have a class-based responsibility of 2 days in Key Stage 2
- Any other tasks as may be reasonably requested by the Head of School from time to time.

Fulfil the specific responsibilities of Assistant Head Teacher. This will include:

- Demonstrating an understanding and knowledge of curriculum development; planning and preparing lessons, teaching pupils assigned to you, setting and marking work, assessing, recording and reporting on the development, progress and attainment of pupils, communicating and consulting with colleagues, parents and relevant outside agencies.
- Being a member of the senior leadership team, attending leadership meetings with other senior colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme.
- Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.
- Ensuring open lines of communication, liaising with the Head of School and relaying information to colleagues.
- Working alongside the Head of School in monitoring achievement and standards across the school. Leading across school: including; analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met. This will also include data management, ensuring all data is collected, analysed and reported on with the support of the Headteacher.
- Actively participate in the process of performance management.
- A commitment to safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- Being the Deputy Designated Safeguarding Lead for the school.
- Maintaining personal expertise and sharing this with other teachers, acting as a role model of good practice for other teachers, modelling effective strategies with them, monitoring and evaluating standards of teaching, particularly pupils with SEND identifying areas for

	<p>improvement, planning and implementing strategies to improve teaching where needs are identified.</p> <ul style="list-style-type: none"> • Responsibility for targeted interventions and ensuring the effective deployment of support staff. • Ensuring that the school works closely in partnership with both the immediate and wider community by developing effective transition arrangements for children. • Contribute towards the developing ethos of Captain Cook Primary School and the wider ethos and appeal of Lingfield Education Trust. • To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
<p>Lingfield Education Trust</p>	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
<p>Date of Issue:</p>	<p>September 2026</p>

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION | Assistant Head Teacher

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Application</p> <ul style="list-style-type: none"> • Fully supported reference (AF, R) • Completed application form • Well-structured supporting letter (no more than 1000 words) detailing why you are the right person for this unique position (AF) 	
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • DfE recognised Teaching Qualification (AF, C) • Qualified Teacher Status (AF, C) 	<ul style="list-style-type: none"> • Evidence of further training in leadership and management (AF/C) • Evidence of successful completion of NPQ qualifications (AF/C)
<p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Recent experience of leadership in a primary age range school (subject or phase) (AF,R,P) • Experience of leading change in a primary setting (AF,I,R,P) • Experience of working well in partnership with staff, governors, children, parents and the wider community (AF,I,R) • Proven track record of success when leading a subject or OFSTED area (AF,I) 	<ul style="list-style-type: none"> • Experience of Ofsted inspection and post inspection action planning (AF,I,R) • Trained to Safeguarding Level 2 or 3, or willingness to be so (AF,I,R) • Experience of educational software to support school improvement e.g. Arbor (AF,I,R) • Have experience in more than one school or have supported other school settings (AF,I,R) • Experience of being a mentor (AF,I,R) • Experience of supporting the SENDco (AF,I,R)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Professional Development</p> <ul style="list-style-type: none"> • Evidence of attendance at recent and relevant training within the last two years (AF/I) 	<ul style="list-style-type: none"> • An active interest in staff development and experience of delivering staff training (AF/I/R)
<p>Skills</p> <ul style="list-style-type: none"> • Exemplary classroom practitioner and role model for excellent teaching and learning (AF,I,R,O) • Able to analyse and interpret, identify trends and develop appropriate support and intervention strategies for improvement (AF,I,R,P) • Has a good understanding of the National Curriculum (AF,I,R) • Has a good working understanding of the Primary Curriculum and assessment arrangements, including phonics screening and all end of Key Stage statutory tests(AF,I,R) • Has a good understanding of the needs of children across the primary age range (AF,I,R) • Has a sound understanding of strategies to enhance teaching and learning opportunities based on robust data analysis (AF,I,R) • Has a good understanding of school self-evaluation and improvement planning (AF,R) • Has a good understanding of current educational initiatives and relevant legislation – including early years (AF,I,R) • Communicates well orally and in writing at all levels (AF,I,R) • Able to plan, organise and prioritise (AF,R) • Proven leadership qualities to motivate and inspire others (AF,I,R) 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Enthusiasm, vision, energy adaptability and perspective. (AF,I,R) • Deals with difficult situations effectively. (AF,I,R) • Evidence of being able to build and sustain effective working relationships with staff, governors, Trustees, parents and the wider community. (AF,I,R) • High degree of motivation for working with children and young people. (AF,I,R) • Commitment to partnership working/collaboration between schools (AF,I,R) 	
<p>Special Requirements</p> <ul style="list-style-type: none"> • Interest in working with children to promote their development and educational needs (AF,I,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children (D) • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. (AF,I,R,D) • Suitability to work with children (D) 	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

If required, Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.