



# **Candidate Pack**

## **Assistant Headteacher**

### **September 2025**

Dear Applicant,

Thank you for your interest in the post of Assistant Headteacher at Capenhurst CE Primary School.

Our school is a very happy place to learn and work, and we are looking for a new Assistant Headteacher to support our school leaders, staff and community to provide the high-quality care, support and education our children deserve. We live out our Christian vision everyday:

***We are a nurturing, inclusive, learning community, that celebrates all possibilities, through a journey of curiosity, compassion and resilience, nourishing each other spiritually, emotionally, intellectually and physically with God as our companion.***

*Our shared story which underpins our vision is the Feeding of the 5000 (John 6:1-14)*

We chose the story of 'The Feeding of the 5000' from the John's Gospel (John 6:1-14) as our shared story as we feel that it demonstrates our school's commitment to being ready to share what we have with everyone in our community and beyond. It also reflects the importance of coming together to eat and share which the staff and children all recognised and commented on as being a special part of their day - with the return of family lunch we can now share this moment of companionship with our families as well.

We are a focused, supportive and tight-knit team with a clear sense of fairness, camaraderie and ownership, who care deeply about our pupils as well as our colleagues and know that the genuinely nurturing and inclusive environment we have created is critical to our success. We are calm, sensible, straightforward, friendly, proactive and conscientious and we enjoy the positive difference we make each day. The whole school community values highly our core individual and team traits of approachability, pragmatism, common sense, compassion, frankness, attention to detail and enjoyment. We are looking for someone who can add to our open, honest, and collaborative way we work to benefit all of our children.

Our school is a good school, with an established staff and headteacher, which is a founding school of a new multi-academy trust – The Chester Diocesan Learning Trust. The MAT was approved in October 2024 and the founding seven schools are looking to convert on 1<sup>st</sup> October 2025. This is an exciting time for our school as we take a real part in forming the vision and direction of the trust whilst maintaining our identity as a small school.

As a Governing Board we are keen to appoint an experienced, inspirational leader who can support our Headteacher in leading the school forward.

It is imperative that you visit Capenhurst CE Primary School to see our school for yourself and to know whether you could be the Assistant Head we are looking for. Please contact our School Business Manager, Mrs Auld on 0151 832 3750 to arrange an appointment. There are allocated dates and times noted at the end of this pack. We envisage the successful candidate will join Capenhurst at the start of the autumn term. Applications must be received by **12 noon on 10<sup>th</sup> March 2025**.

Please take time look through the candidate pack, which includes the full job description and person specification, as well as additional information about our school.

We look forward to meeting you soon

Yours faithfully,

Mrs. Pat Mitchell  
Chair of Governors

## Important Information

School website link - [Capenhurst C E Primary School: Welcome to our school](#)

The school website contains a plethora of information about school that you are advised to review.

SIAMS report can be found here - [Capenhurst C E Primary School: Church Inspection Report](#)

Ofsted report can be found here - [Capenhurst C E Primary School: Ofsted Report](#)

### School Structure (15 PAN)

Class one – reception (14)

Class two – year one and two (20)

Class three – year three and four (30)

Class four – year five and six (30)

Current numbers of Pupil Premium - 10 pupils (11%)

Current numbers of SEND – 16 pupils (17%)

### Details of the post:

We are seeking to appoint an Assistant Headteacher who will also be a class teacher in Key Stage 2. At this point the specific curriculum areas/key areas which the successful candidate will lead will depend on their specialisms.

Capenhurst is a good school and recently secured an excellent judgement and report following our SIAMS inspection. We are part of a group of seven Church of England schools that are working together to form a new multi-academy trust – Chester Diocesan Learning Trust – working closely with the Diocese of Chester to do so. Joining school at this time will be an exciting opportunity for someone looking for a new challenge and opportunity to be work within a newly formed MAT.

This post is an extremely important appointment for us and we will provide the successful candidate with the opportunity to be part of the school's continuing development an as excellent school. Our SIAMS report summed us up perfectly when the inspector wrote:

*'Capenhurst is a small school with a generous heart. Their inclusive Christian vision is understood by leaders and pupils. The nurturing of all members of the school community is evident as pupils and staff show genuine compassion towards one another.'*

We are looking to appoint someone who shares this vision and someone with whom we can show genuine compassion and nurture as they move on in their own career. There is no doubt that this will be a rewarding and beneficial opportunity for someone on the next step of school leadership. We will offer a full induction and access to a wide range of high quality CPD both within our school and those across the trust as it grows alongside its schools. The post will commence in September 2025.

Salary scale – L1 to L4

Full-time permanent position

**Main purpose of the role:**

- Be the named school leader in the Headteacher's absence
  - Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher
  - Carry out the professional duties of an excellent class teacher
  - Take responsibility for child protection issues as appropriate
  - Specifically lead the whole school provision of key areas of school leadership
  - Uphold the Christian Distinctiveness of the school at all times, and work to support others in doing the same
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
  - Take a full and active role in the wider school community through developing links with Governors, neighbouring schools and outside agencies
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**Duties and responsibilities****Shaping the future**

- Support the Headteacher and Governing Board in establishing an ambitious vision and ethos for the future of the school, taking an active role in leadership discussions
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- Work alongside the Headteacher to ensure we meet the OFSTED requirement of at least 'good' and that this is maintained over time
- In partnership with the Headteacher, leading by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and considered

**Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff appraisal
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff
- Lead the development and review of agreed aspects of agreed areas of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils driven by a clear curriculum intent and implementation statement.
- Assist the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the Headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school

- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Act as an induction mentor for ECTs, have responsibility for students on teaching placement and those undertaking work experience, as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data, target setting, and the management of the lunchtime supervisors
- Work with the Headteacher in ensuring an appropriate programme of professional development for staff, in line with the school development plan and appraisal including coaching and mentoring as appropriate
- Lead the annual appraisal process for identified staff

### **Managing the organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- Understand issues relating to the organisation, ordering and funding of resources
- To undertake any professional duties, reasonably delegated by the Headteacher

### **Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening community**

- Assist the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate

- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

**Areas of Expertise**

- Effective classroom practice
- School Improvement
- Pedagogy to raise standards
- Assessment and data analysis in all phases of the school
- Communication with all stakeholders
- Safeguarding
- Pupil Premium Expenditure
- Behaviour
- Mentoring and induction of new staff and ECT's

## Assistant Headteacher Person Specification

The following attributes are necessary in undertaking the role of Assistant Headteacher at Capenhurst CE Primary School

Criteria	Essential requirements	Desirable requirements	Evidenced
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant ongoing Continuing Professional Development (CPD)</li> <li>• Honours degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• NPQSL/NPQML</li> </ul>	Application form Letter of application Certificate
Experience	<ul style="list-style-type: none"> <li>• Recent and relevant senior leader experience with a proven track record of raising achievement for all pupils</li> <li>• Proven record of exemplary teaching which has ensured good/outstanding progress and achievement for pupils across the full ability range</li> <li>• Proven record of successful curriculum/subject leadership leading directly to an improvement for all pupils</li> <li>• Experience of leading and implementing whole school initiatives and managing change, developing strategies for raising achievement.</li> <li>• Experience of monitoring and evaluating curriculum delivery</li> <li>• Experience and qualifications relevant to the role of Deputy Designated Safeguarding Lead</li> </ul>	<ul style="list-style-type: none"> <li>• Additional Teaching and Learning Responsibilities e.g. Key Stage 2 Leadership/Assistant Head</li> <li>• Role of educational visits coordinator</li> </ul>	Application form Letter of application Interview
Strategic Leadership	<ul style="list-style-type: none"> <li>• Ability to articulate and share the vision of Capenhurst CE Primary School with all stakeholders</li> <li>• Commitment to the Church of England's deeply Christian Vision for Education, with Jesus' promise of 'life in all its fullness' at its heart.</li> <li>• Evidence of successful strategies for planning, implementing,</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of undertaking effective performance appraisals</li> <li>• Experience of working within a multi-academy trust</li> <li>• Experience of working with groups of school to the mutual benefit of all involved</li> </ul>	Application form Letter of application Interview

	<ul style="list-style-type: none"> <li>monitoring and evaluating school improvement.</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these</li> <li>• Understanding and commitment to promoting and safeguarding the welfare of all pupils</li> <li>• Commitment to equality, diversity, inclusion and justice for all</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of mentoring/coaching students/ECT's</li> </ul>	
Teaching and Learning	<ul style="list-style-type: none"> <li>• Clear understanding of what good quality teaching and learning looks like and strategies to develop this.</li> <li>• Secure understanding of the requirements of the national curriculum and end of year expectations</li> <li>• Knowledge and understanding of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>• A comprehensive understanding of the diverse needs of children with SEND and/or other additional needs</li> <li>• Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of effective monitoring of teaching and learning</li> <li>• Clear understanding of the characteristics of positive and successful behaviour management.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the differing demands of teaching within a small school</li> <li>• Awareness of Trauma Informed Ways of Working</li> <li>• Be able to thread our ambition for all our children to 'be curious, be resilient and be compassionate' into their practice as a teacher</li> <li>• Working knowledge of the Early Years Curriculum</li> </ul>	Letter of application Interview



Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to communicate effectively to a range of audiences</li> <li>• Ability to prioritise workload and work to specific deadlines</li> <li>• Knowledge of ways in which links with external agencies can be used to extend learning opportunities for pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent time-management and organisational skills</li> </ul>	Letter of application Interview
Personal Attributes	<ul style="list-style-type: none"> <li>• Commitment to promoting the mission and values of a Church School</li> <li>• Caring and passionate about achieving the best for all children</li> <li>• Willingness to maintain and develop the caring and nurturing ethos of the school</li> <li>• Appreciates that the school is involved in a partnership between parents, local community and children</li> <li>• A good team member who can work effectively with the whole team in raising standards across school</li> <li>• Being mindful that in a small school you are more than the teacher of your own class</li> <li>• Clearly values the aspects of school life which nurture self-esteem and are concerned with the child's overall welfare</li> <li>• High expectations of self, staff and children</li> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Warm, approachable, tactful and diplomatic</li> <li>• A "can do" attitude and an ability to solve issues as and when they arise</li> <li>• Ability to inspire, challenge, motivate and empower others</li> <li>• Can work collaboratively and effectively with all stakeholders</li> <li>• Self-motivation and able to show high levels of commitment to the role</li> </ul>	Interview

### Application Process

Candidates must submit the following for the attention of **Mrs Claire Green, Headteacher**.

1. Application Form to be completed
2. Supporting letter of application – no more than 2-sides of A4 (font size at least 12)

Deadline for application is **12 noon** on **10<sup>th</sup> March 2025**

Email to [admin@capenhurstcep.cheshire.sch.uk](mailto:admin@capenhurstcep.cheshire.sch.uk)

The following is an anticipated timeline of our proposed recruitment process:

Activity	Timeline
Visits to school (please contact the school office to book.)	Tuesday 11 <sup>th</sup> February, 1.30pm Friday 14 <sup>th</sup> February, 11am Tuesday 25 <sup>th</sup> February, 4pm Friday 28 <sup>th</sup> February, 2pm
Application deadline	10 <sup>th</sup> March 2025
Shortlisting	17 <sup>th</sup> March 2025
Pre-Interview Activities	25 <sup>th</sup> March 2025
Interview	26 <sup>th</sup> March 2025
Appointment	<b>1<sup>st</sup> September 2025</b>

The selection process will include a combination of assessments and an interview panel.

It is envisaged that the decision on appointment will be made within 24 hours of the interview / assessment. Any offers made will be subject to a full DBS check, fitness to work and suitable references.