



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**ASSISTANT HEADTEACHER—
STRATEGIC LEAD FOR SCIENCE WITH
ADDITIONAL WHOLE-SCHOOL
RESPONSIBILITY**

APPLICANT PACK

OCTOBER 2025

INTRODUCTION

Dear Candidate

We are delighted to welcome applications for the permanent role of Strategic Lead for Science with additional whole-school responsibility (to be determined based on the successful applicant's skillset) at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work. Two years on, we are well on our way to achieving that goal.

Our Senior Leadership Team is made up of ambitious and dedicated professionals who set a strong standard in all aspects of school life. We are committed to being exceptional in everything we do and foster a culture of support, collaboration, and continuous professional development. Staff at all levels are given opportunities to grow, take on leadership responsibilities, and contribute to the school's strategic vision, ensuring that excellence is not only expected but achievable.

The Science Department is a well-established team of dedicated and knowledgeable subject specialists. It is well-resourced and has a strong record of providing engaging, challenging, and supportive learning experiences for all students. Staff work closely together to share ideas, develop their practice, and ensure that every student can achieve their best in Science.

Aside from the curriculum, at Hartford Church of England High School we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System and SEND team, provide further depth to pastoral support and enhance our inclusive approach and philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

Across the school campus, we are blessed with exceptional facilities, with a suite of new and modern buildings for students to learn in. We are increasingly popular as the first choice for parents when selecting high school provision in the Northwich area. This means that the children who join us are enthusiastic to learn and are great to teach. It also means that we have hugely supportive parents who contribute to our school community alongside committed staff and expert governors.

Our extensive CPD programme offers regular opportunities for mentoring, coaching, and professional growth, enabling continued development along your chosen career pathway. Professional development is a key part of our culture, and we are committed to supporting all staff in achieving their goals.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, the local authority and colleagues in other schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

Should you choose to apply for the role of Strategic Lead for Science with additional whole-school responsibility, I look forward to receiving your application. If you would like to tour the school in the meantime and see more of what working at Hartford Church of England High School has to offer, you are more than welcome to do so. Please contact Sara Morris, our Business Manager: Personnel, to arrange a visit.

I look forward to welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

KEY INFORMATION

Job role: Assistant Headteacher—Strategic Lead for Science with Additional Whole-school Responsibility

Starting Date: 1st January 2026

Salary: Leadership Scale L7—L11

Contract Details: Permanent

Closing Date: 12:00noon Monday 20th October 2025

Interviews: Friday 24th October 2025

Benefits:

There are a range of benefits for staff who work in our school community. These include:

- Membership of the Teachers' Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

JOB DESCRIPTION

The role of the Assistant Headteacher – Strategic Lead for Science with additional whole-school responsibility (to be determined based on the successful applicant's skillset) at Hartford Church of England High School is to provide strategic vision, leadership and management, working in close partnership with members of the Leadership Team. The Assistant Headteacher will ensure that the standard of all aspects of Science teaching at the school is outstanding. They will be the strategic lead for the Science department, using best practice and up-to-date research to drive forward the quality of teaching and learning, achieving exceptional outcomes. Furthermore, the Assistant Headteacher will be responsible for an additional whole-school responsibility to be determined based on the successful applicant's skillset.

The Assistant Headteacher will be a highly successful and experienced teacher of Science, who is able to enthuse, motivate and inspire young people. Prior to their appointment, the Assistant Headteacher will have demonstrated excellent leadership at a middle and/or senior level with notable impact. They will have outstanding management and communication skills possessing the ability to effectively drive forward change whilst bringing key stakeholders (staff, parents and students) on board. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success to date. They will be innovative, with the ability and determination to develop Hartford Church of England High School as a centre of excellence for Science, ensuring that our stakeholders have full confidence in all students achieving high quality outcomes when they leave the school at the end of Year 11.

Shaping the Future

The Assistant Headteacher – Strategic Lead for Science with additional whole-school responsibility will work closely with the Headteacher, Senior Leadership Team and Governing Body to create a shared vision which inspires and motivates all members of the school community. In particular, they will significantly contribute to:

- Developing the strategic vision and direction for the school which is based upon a detailed understanding of the school's needs and relevant external influences.
- Implementing the strategic vision effectively so that practices become consistent across the school.
- Communicating the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.
- Demonstrating the impact of the implementation of the strategic vision for the benefit of all stakeholders.
- Maximising the opportunity afforded by being a Church of England high school.
- Creating an organisational structure which maximises both the school's finances and resources, and which reflects the school's values and vision.
- Playing an active role in maximising the expectations, aspirations and ambitions of our students, their families and carers and the local community.
- Leading by example to create a culture of respect and tolerance and valuing of others in accordance with the Christian foundation of the school, fostering positive relationships across the school community.
- Leading by example as a role model and line manager of other colleagues both on the leadership team and throughout the school.
- Keeping up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the school.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

JOB DESCRIPTION

Curriculum, Teaching, Learning and Achievement in Science

The Assistant Head is responsible for overseeing all aspects of Science at Hartford Church of England High School. Whilst working alongside the Head of Science, other senior leaders and key staff, the Assistant Head will:

- Hold the Head of Science to a model of high support and high challenge, providing guidance, feedback, and accountability to ensure ambitious targets are set, professional growth is facilitated, and all aspects of the Science department achieve excellence.
- Ensure that the Science curriculum at Key Stages 3 and 4 has a strong intent and is planned and sequenced towards clearly defined end points, so that teachers can articulate the Science pathway through all areas of the subject in all year groups.
- Lead and embed quality assurance processes in Science to ensure the curriculum is implemented effectively, resulting in high-quality teaching and learning and producing reliable, accurate assessment data.
- Lead the strategic development of assessment frameworks in Science at Key Stages 3 and 4, ensuring Hartford Church of England High School is recognised as a centre of excellence in the subject.
- Provide strategic leadership and constructive challenge to the Head of Science, ensuring high standards of student engagement and fostering a culture of praise and recognition across the department.
- Promote innovation and best practice in Science teaching, encouraging staff to trial new approaches and share effective strategies across the department.
- Ensure that inclusion is embedded across all Science teaching, so that disadvantaged pupils, those with SEND, and other vulnerable learners make strong progress.
- Design a CPD programme with clear intent, providing Science teachers and associated colleagues with the training and support needed to deliver an engaging, high-quality curriculum that meets the needs of all students.
- Build and maintain external partnerships in Science to strengthen staff expertise and improve the quality of educational provision within the curriculum.
- Work alongside other senior leaders to effectively deploy and evaluate aspects of the pupil premium, and SEND spending so that they are used to improve outcomes in Science across all year groups.

Whole-School Strategic Responsibility – to be determined

The Assistant Headteacher is responsible for leading an area of whole-school improvement. Whilst working alongside the Headteacher, other senior leaders and key staff, the Assistant Headteacher will:

- Be the strategic leader for an area of whole-school responsibility.
- Lead the development and implementation of all strategies in relation to the whole-school responsibility, ensuring alignment with national best practice and research.
- Create evidence-informed strategies to drive areas of improvement within the area of whole-school responsibility.
- Design and implement targeted interventions in the area of whole-school responsibility.
- Be the strongest of advocates for students at Hartford Church of England High School, ensuring their needs, aspirations, and voices are central to school improvement.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

JOB DESCRIPTION

- Be proficient in understanding the barriers that students and staff may face in the development of intervention strategies, ensuring that inclusion permeates all initiatives determined.
- Take responsibility for the allocation and evaluation of any pupil premium, SEND and wider budget funding.
- Create monitor and quality assurance processes for the area of whole-school responsibility.
- Lead and create professional development opportunities for staff in the area of whole-school responsibility.
- Champion pupil premium and SEND student voice and belonging, ensuring disadvantaged students feel seen, heard, and valued.
- Oversee transition support at key stages, where required, (e.g. Year 6–7, Year 11–Post-16) to maintain aspiration and continuity of provision, in the area of whole-school responsibility.
- Build partnerships with families, external agencies, and community organisations to enhance support and opportunities for the school in the area of whole-school responsibility.
- Use data to inform policy, procedures and interventions in the area of whole-school responsibility,
- Prepare reports and evaluate the effectiveness of leadership, provision and interventions within the area of whole-school responsibility.

Other Senior Leadership Responsibilities

The Assistant Headteacher will contribute significantly to the leadership of the school by:

- Playing a full part in the life of the school community, supporting the Christian distinctiveness of the school, and contributing to the school's vision, values and ethos in and out of the classroom
- Supporting the school in meeting its legal requirements for collective worship
- Taking assemblies in line with the ethos and values of Hartford Church of England High School
- Creating and fostering an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development, displaying high standards of professionalism.
- Developing and maintaining a culture of high expectations, aspirations and ambitions for themselves and others.
- Ensure that, through the line management of colleagues, regular meetings take place with clear actions defined, and that appraisal targets are set and monitored in line with school's appraisal policy and procedure.
- Presenting relevant evaluative and summary reports to key stakeholders including governors.
- Leading by example as a teacher, achieving high standards of student attainment and progress, behaviour and motivation.
- Actively engaging in the School Appraisal process
- Mentoring and supporting colleagues
- Challenging under-performance at all levels and ensuring corrective action and follow-up.
- Making a significant contribution to the development and maintenance of school policies and practices, ensuring their consistent application
- Planning, chairing, organising and attending meetings as appropriate



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

JOB DESCRIPTION

- Representing the school at external meetings
- Sustaining effective, positive relationships with all staff, students, parents/carers, governors and the local community.
- Leading or attending staff, student and parent voice sessions to gauge the views of all stakeholders, acting on the outcomes of these appropriately.
- Attending school events
- Managing budgets in line with areas of responsibility
- Undertaking duties at break, lunchtime, before and after school ensuring that students are observed and safeguarded between lessons and during social times
- Complying with all policies and procedures with specific awareness of those relating to child protection and safeguarding, health and safety, security, confidentiality and data protection
- Contributing to support programmes for students and staff that may, on occasion, include weekends and holiday periods
- Any other reasonable duties as requested by the Headteacher.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as the Leadership Team evolves.

Policies and Documents

- Policies in line with additional whole-school responsibility
- Relevant contributions to the School SEF
- Relevant contributions to the School Development Plan
- Relevant policy and practice contributions.

Line Management of:

- Head of Department(s) as appropriate to the role
- In line with additional whole-school responsibility

Responsible to:

- Deputy Headteacher



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

PERSON SPECIFICATION

Assistant Headteacher - Person Specification

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> • Degree • Teaching Qualification • Successful teaching experience in Science, including the teaching of Science to GCSE level • Record of excellence in the classroom • Strong track record of one's own continuing professional development • Evidence of delivering improvement through others • Previous Middle Leader experience • Experience of managing and leading others • Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain outcomes in area of responsibility • Successful experience of leading effective CPD • Substantial knowledge of recent developments in areas of responsibility 	<ul style="list-style-type: none"> • Previous Senior Leader experience • Post-graduate certificate • Relevant in-service training e.g. relevant NPQ • Experience of working in more than one school 	<ul style="list-style-type: none"> • Application • Interview • References
Leadership and Management	<ul style="list-style-type: none"> • Evidence of excellent leadership and management, inspiring confidence in staff and students so that they can succeed and achieve their personal best • A secure understanding of line management and appraisal and experience in both • Ability to effectively lead a team to ensure the best outcomes for students • Ability to successfully deploy, lead and train on a wide range of effective strategies to enhance progress and outcomes • Ability to innovate and implement ideas • Ability to teach in an informative and engaging manner, with a passion for your own subject • Having a clear understanding of the needs of all learners and be able to evaluate and support both learners and staff in order that each can achieve their very best • Commitment to organising and delivering wider learning opportunities outside of the classroom • Recent evidence of establishing successful links with other schools • Experience in the effective management of finances and deployment of resources • Demonstration of the understanding of curriculum and how this role impacts on the whole school curriculum 	<ul style="list-style-type: none"> • Recent evidence of establishing successful links with outside organisations • Ability to deploy specialist support staff effectively 	<ul style="list-style-type: none"> • Application • Interview • References



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

PERSON SPECIFICATION

Assistant Headteacher - Person Specification cont..

	Essential	Desirable	Evidence
Interpersonal Skills	<ul style="list-style-type: none"> Fully committed to the Christian ethos of the school Inspirational Ability to forgive and move on Ability to challenge and support students and staff Excellent spoken and written communication skills Ability to establish excellent working relationships with staff, students, parents/ carers and other stakeholders High expectations Commitment to school improvement Team worker Independent worker Resilient under pressure Excellent attendance Flexible 		<ul style="list-style-type: none"> Application Interview References
Safeguarding	<ul style="list-style-type: none"> Willingness to consent to apply for an enhanced disclosure DBS check Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people including the mental health of young people 		<ul style="list-style-type: none"> Application Interview



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL