



ASSISTANT HEADTEACHER

Full Time, Permanent Job Advert



**Small enough to care,
big enough to deliver a positive impact**



Seaton Valley High School

Prospect Avenue
Seaton Delaval
Tyne and Wear
NE25 0FW
0191 237 1505

ASSISTANT HEADTEACHER

Leadership Payscale L8 to L12 £ 61,534 to £67,898

Permanent, Full Time

Required from 1 September 2026

Following the current post holder leaving for a promotion, we are looking for an inspirational Assistant Headteacher to join our team at Seaton Valley High School. You will work closely with the Head of School and the Senior Leadership in driving forward our school at a genuinely exciting time.

Within our schools we have a strong sense of purpose and are strongly committed to the achievement of every student. We aim to provide quality education in a safe and caring environment, giving all of our students the opportunity to achieve their full potential.

The successful candidate will personally have a key role in providing strategic leadership, working collaboratively to ensure strategies and systems across the school. Your track record of contributing at a strategic level to school improvement will also show your ability to work in partnership with a range of stakeholders to achieve desired outcomes and impact.

Although it is important that you can think strategically, you will also need to adopt a hands-on approach to deal with the diverse demands of school life and have highly developed communication skills to build effective relationships with students, parents, staff and our community. If you have a passion for education then this is a fantastic opportunity to make a significant contribution to the federation and become an integral part of our future success.

Seaton Valley High School benefits from a strong sense of community where every student is known and valued. Students embrace our core expectations: **be ready, be respectful, be safe**. These values are deeply embedded in everyday school life, helping to create a calm, purposeful learning environment where all students thrive.

Who We Are Looking For

We believe that every student deserves the chance to succeed, and we are looking for a dedicated Assistant Headteacher to help us make that happen. If you share our values and want to become part of a school that puts students and learning at the heart of everything we do, we would love to hear from

you.

Visits to the school are also warmly welcomed and encouraged. Please contact us by email at vacancies@svf.org.uk to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

How to apply

Please visit www.svf.org.uk/vacancies to apply for this post.

Please read through all of the information on the role including the job Advert, Job Description & Person Specification along with the Candidate information pack.

Click on the link to apply, this will take you to www.mynewterm.com, our application portal, where you will be able to complete an application form online.

Deadline for applications is 9am Monday 18th May 2026

Interviews are taking place on Wednesday 20th May.

Please note that we do not accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Please note that as part of our recruitment process, we carry out **online searches on publicly available information** for all shortlisted candidates.

Job Description

Post Title: Assistant Headteacher	Seaton Valley Federation	
Leadership Pay Range: L8 - L12	Home base: Seaton Valley High School	
Responsible to: Executive Headteacher of Seaton Valley Federation of Schools and Head of School.	Date: May 2023	Responsible for: Line management of departments and delivery of a whole school leadership portfolio as assigned by the Executive Headteacher.
Job Purpose: To lead in one or more strategic areas as directed by the Executive Headteacher.		
Duties and key result areas: Professional duties are to be carried out in accordance with the terms and conditions for Assistant Headteachers within the current School Teachers' Pay and Conditions Document. The leadership and management duties of this Assistant Headteacher role shall include: Strategic Direction and Development • Working with the Executive Headteacher and Head of School to provide vision, leadership and a clear direction for the school with regard to all pupils. • Working with the Executive Headteacher and Head of School to formulate objectives, policies and protocols for SVHS with regard to planning and monitoring their implementation. • Participating in producing, monitoring and evaluating the school development plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement. • Working with the Executive Headteacher, Head of School and other senior leaders to monitor and evaluate the work of the schools and use the outcomes of these activities to improve the effectiveness of all schools in the federation. • Securing the commitment of staff, pupils, parents and the wider community to the vision and direction of the school and Federation. Teaching and Learning within the School • Promoting and securing good teaching, effective learning, high standards of achievement, good behaviour and discipline for pupils. • Implementing and monitoring the curriculum and its assessment for pupils in areas as agreed with the Executive Headteacher and Head of School. • Assess, record and report on the development and progress of all pupils and analyse relevant data to promote the highest possible aspirations for all students and target expectations and actions to raise all students' achievements. Provide timely, accurate and constructive feedback on all students' attainment, progress and areas of development. • Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils, in order to set and meet challenging, realistic targets for improvement • Creating and maintaining an effective partnership with parents/carers to support and improve pupils' achievements and personal development.		

Leading and Managing School Staff

- Assisting the Executive Headteacher and Head of School in the selection and appointment of staff as appropriate.
- Ensuring safe working practices to protect vulnerable pupils are implemented by all staff across the provision including undertaking risk assessments.
- Deploying and managing all staff and ensuring their training and development needs are met.
- Implementing and sustaining effective systems for the management of staff performance.
- Motivating and enabling all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs in relation to teaching students.

Efficient and Effective Deployment of Financial Resources

- Managing, monitoring and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Safeguarding for students

- Along with the rest of the SLT, take a lead for promoting the safety and the welfare of children within the school.
- Working alongside the Head of School, provide advice and support to staff. Where necessary and under the guidance of the Head of School, liaise with the local authority and work with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
- In conjunction with the Lead for Safeguarding ensure safeguarding policies in relation to students and procedures are fully implemented and adhered to by all staff.
- Ensure all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and refer these concerns to either the Head of School or Lead for Safeguarding.

Accountability for the strategic area(s) assigned

- Creating and developing an organisation in which all relevant staff recognise that they are accountable for the success of all pupils.
- Presenting a coherent and accurate account of the pupils' and staff performance in your area of responsibility to an appropriate range of audiences.
- Ensuring that all pupils and their parents/carers are well informed about the areas of your responsibility and about the contribution that they can make to achieving the school's targets for improvement.

Generic responsibilities for all Deputy and Assistant Headteachers across Seaton Valley Federation

- Provide support and challenge for staff.
- Form effective relationships with parents and carers in order to ensure that students are supported at school and at home.
- Monitor and evaluate all aspects of the schools' provision and to use the outcomes of these activities to further improve provision and support for all students.
- Keep the school under regular review through engaging in quality assurance activities.
- Act as an appraiser.
- Maintain up-to-date records.
- Strategically lead the schools along with the Executive Headteacher, Heads of School and other members of the Senior Leadership Team.
- Attend relevant training.

General Responsibilities

- Attend and contribute to the Senior Leadership Teams of the schools and the wider Federation
- Contribute to the work of the governing body by providing papers and attending meetings as required

The federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the pay level has been established on this basis.

Work Arrangements

Transport requirements: Able to meet the transport requirements of the post.

Working patterns: As identified in the relevant School Teachers' Pay & Conditions Document

Working conditions: Normally office or classroom based.

Person specification for Assistant Headteacher

Post Title: Assistant Headteacher	Criteria	Essential	Desirable	Evidence *
Qualifications	1. Has qualified teacher status	✓		A
	2. Has recent professional training relevant to the post	✓		A
	3. Willingness to undertake CPD relevant to the post	✓		A
	4. Has up to date designated safeguarding training or be willing to do the training as soon as in post.	✓		A/I
	5. Has current experience of being a DSL		✓	A/I
	6. Has a masters or equivalent in education		✓	A
Experience	7. Has experience of teaching within the 9 – 18 age range but not necessarily all stages.	✓		A
	8. Has experience of leading teams	✓		A
	9. Has experience of developing and delivering in-service training for staff	✓		A
	10. Experience of setting and monitoring a departmental or other budgets	✓		A
	11. Has experience of working with pupils resulting in measurable improvements in these pupils.	✓		A
	12. Has current experience of working at middle or senior leadership level	✓		A
Knowledge	13. Knows, understands and applies knowledge of partnership working between schools	✓		A/I
	14. Knows, understands and applies knowledge of teaching pedagogy and practice.	✓		A/I
	15. Knowledge of examination and testing requirements in key stages 4, 5		✓	A

	16. Understands data and tracking procedures across a range of measures	✓		A/I
	17. Understands practical methods for improving learning behaviours across a variety of age ranges and pastoral issues	✓		A/I
Skills/attributes	18. Delivers high quality classroom experiences	✓		R
	19. Able to use data and target setting to raise student aspirations and show measurable impact	✓		A/I
	20. Has high levels of communication and interpersonal skills including building positive relationships with adults and children	✓		I
	21. Has a sound knowledge and understanding of ICT applications	✓		A/I
	22. Has sound judgement, shows determination and initiative and is hard working	✓		R
	23. Able to inspire challenge, motivate and empower others	✓		R
	24. Able to analyse and interpret information, think strategically and contribute to the vision for the schools and federation.	✓		R/A/I
	25. Able to effectively prioritise, monitor and evaluate initiatives	✓		R/A
	26. Able to lead a team using a collaborative style whilst ensuring a high level of performance from all	✓		R/A
	27. Able to think creatively, anticipate and solve problems, plan and organise themselves and others and delegate with appropriate monitoring	✓		R/A
	28. Good level of oral and communication skills and interpersonal skills including building positive relationships with adults and children	✓		R/A/I

General	29. Fully subscribes to the Vision, Values and Aims of the schools and federation	✓		A
	30. Has high expectations of self and others	✓		R/A
Other	31. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	✓		R
	32. No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post	✓		R