



**Highworth**  
Grammar School



# Job Application Pack

# Assistant Headteacher

## Curriculum & Teaching

**Required for September 2026**

February 2026

Maidstone Road, Ashford, Kent, TN24 8UD

# Our School Motto



Our school motto is: *Ad Caelestia Sequere... Reach for the stars*  
and so, Highworth aims to develop students who are:

**Reflective, creative  
& innovative**

**Eager** for life-long learning

**Aiming** to achieve their  
full potential

**Considerate,**  
confident, independent individuals

**Happy** in a caring,  
respectful community

Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.



# Welcome

Highworth Grammar School combines a tradition of academic excellence with extensive pastoral support. The school has been educating students from the Ashford community for over a century and we are now a thriving school with over 1500 students and 140 staff. Students at Highworth love learning and are highly motivated. We care about our students and they care about each other which creates a happy and supportive learning environment.

Students at Highworth are given rewards for creativity, eagerness for learning, achievement, independence, and team work. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

Whilst the school is academic, we recognise and fully support the creative aspects of the curriculum and are proud of the many opportunities provided for achievement in music, D&T, and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

Our A Level and GCSE results and performance measure page can be accessed using this link:

<https://www.find-school-performance-data.service.gov.uk/school/136379/highworth-grammar-school>

If you feel your outlook matches ours and you want to be part of a thriving school community, we would love to hear from you.

**Duncan Beer**  
**Headteacher**

# Features of the School



- Broad and balanced curriculum fully supporting a range of subjects
- Caring, supportive and committed staff
- Commitment to professional development
- High academic standards with a large proportion of outstanding lessons
- Vertical tutoring
- Regular Learning Community events
- Student representation on Governing Body
- Strong ethos of peer support and student leadership
- Large and vibrant Sixth Form
- Cloud storage and software provided by Google
- Laptop for every teacher
- 44 mobile laptop trolleys
- Purpose built sports hall
- 3 Performing Arts studios
- Music Technology suite and recording studio
- D&T suites with latest technology
- Research into use of new technologies/pedagogy
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum teaching time for full time teachers is 45 out of 50 teaching periods



## Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside.

Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range.

Students also transfer to our school at 16+ from other schools. There are minimum entry requirements to join the school at Sixth Form.

## Staff

We are fully committed to the professional development of all our staff.

All new teachers and ECTs follow a well informed and structured induction programme.

All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation.

Every member of staff takes part in the annual performance development scheme which also embodies our motto of 'Reach for the Stars'.

# Job Description



## SLT at Highworth

The Senior Leadership Team at Highworth is focused on high academic standards in a happy and thriving school. Each member of the team is rooted in the classroom as a practising teacher and also provides strategic line management. The leadership style is creative, thoughtful and collegiate, with a healthy dose of pragmatism. Decisions are made after listening to the school community, establishing best practice and drawing on expertise and experience.

There is a good balance between the traditional pastoral and curriculum responsibilities within the team. Our staff and students care about their school and their own Learning Community greatly. At Highworth, the vertical Mentoring System and Learning Communities are more than just a structure - they are a point of pride. Both staff and students are deeply invested in their Communities, bringing a wonderful energy and an element of friendly rivalry to whole school events.

Our "REACH" motto is at the heart of everything we do at Highworth. We approach things as a school team with professionalism, transparency and honesty. The Senior Leadership Team takes responsibility for an environment where every member of staff has a voice, is committed to success and ensures Highworth is the best it can be for the students and each other.

## Purpose

To play a major role under the overall direction of the Headteacher in order to ensure high standards of teaching and learning and the wellbeing of all staff and students:

- a) formulating the aims and objectives of the school
- b) establishing the policies through which they shall be achieved
- c) managing staff and resources to that end
- d) monitoring progress towards their achievement

## Accountabilities - Teacher

- To complete the tasks of the classroom teacher as set out in the School Teachers' Pay and Conditions document (extract attached for reference) having due regard for the school's aims and objectives, schemes of work/syllabi, and policies of the Governing Body.
- To work with the Head of Department to ensure students are taught to the highest standard.
- To share in the corporate responsibility for the wellbeing and discipline of all students.
- To take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.
- To contribute to the school aims by providing activities that enrich the curriculum and the students' experience of learning.
- To support and implement all relevant aspects of the development plan and make a measurable contribution to whole school objectives.

# Job Description



## Accountabilities - Assistant Headteacher

### Teaching and Learning Lead: Curriculum and Teaching

- Maintain a strategic overview of the school curriculum and national curriculum initiatives
- Develop and implement a whole school curriculum that meets the needs of stakeholders
- Oversee a programme of events for students and parents/carers about learning

### Quality Assurance of Teaching and Learning and Student Experience (Curriculum)

- Lead a whole school programme for Quality Assurance of Teaching and Learning and Student Experience (Curriculum) through a programme of departmental reviews to ensure an appropriate curriculum is delivered and to a high standard
- Work with the Assistant Headteacher for Achievement and Inclusion to ensure the Quality Assurance programme is coherent and in-line with whole school priorities

### Use of Technology in Education

- Support the Deputy Headteacher in the strategic development of IT for education
- Maintain strategic overview of the school's response to AI

### Staffing and Options

- Maintain a strategic overview of the curriculum staffing to ensure an efficient and effective timetable
- Liaise with the Timetabler and Data Manager to ensure an efficient and effective timetable (including in year changes)
- Maintain a strategic overview of the GCSE and KS5 options process
- Liaise with the Sixth Form team around the Y12 curriculum and admission process

### Overview of Cover

- Maintain a strategic overview of Cover and staff absence
- Receive daily absence calls and approve personal absence (Teachers)
- Liaise with the Senior Cover Supervisor about daily cover
- Arrange additional staffing where required in liaison with the HR and Finance Managers

### CPD Strategy/Staff Training and INSET

- Maintain a strategic overview of CPD, liaising with stakeholders about training needs
- Develop a researched based CPD programme for staff based on needs
- Plan INSET Days
- Evaluate the impact of the CPD programme and provide reports for the Governing Body

### Performance Development

- Maintain strategic and operational oversight of the Performance Development Programme

### HODs Lead

- Take the lead in Heads of Department meetings, setting the agenda/themes and providing minutes

### Line Manage Departments

- Line management of assigned departments

## **Governors**

- Attend Governors meetings (Curriculum) as required

## **Equality and Diversity**

- Support the Headteacher in the delivery of whole school Equality priorities

## **Responsibilities**

- To support and implement all relevant aspects of the school development plan and make a measurable contribution to whole school objectives
- To attend meetings as appropriate with the Governing Body to provide such reports and information as required
- To maintain a high visible presence around the school to support our high expectations for standards and behaviour

## **Performance Development:**

All staff review the Highworth Green standards and Blue standards and personal targets in their annual Performance Review.

## **Staff Development:**

- Staff should assess development and training needs and discuss them with their Line Manager.
- Staff should keep personal records of all staff development activities in which they have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post holder will be required to: promote the health, safety and wellbeing of self and others; safeguard student and staff welfare; and follow school policies and the staff code of conduct.

# Person Specification



CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Graduate with a good degree (any subject discipline considered)</li> </ul>	<ul style="list-style-type: none"> <li>Relevant post-graduate qualification in education or management (e.g. NPQML/NPQSL)</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Professional development in preparation for a leadership role</li> <li>Leadership and management experience in a school</li> <li>Have a proven track record of leading and managing staff; being supportive, sympathetic, constructive and, when necessary, challenging</li> </ul>	<ul style="list-style-type: none"> <li>Significant whole-school leadership experience</li> <li>Senior leadership team experience</li> <li>Evidence of strategic planning leading to measurable improvement of standards</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Outstanding teacher</li> <li>A minimum of 5 years teaching experience</li> <li>Experience of teaching across the full age range up to and including A Level (age 11-18)</li> <li>Involvement in school self-evaluation and development planning</li> <li>Line management experience</li> <li>Demonstrable experience of staff development</li> <li>Experience of working with external agencies/collaborating with other schools</li> <li>Evidence of delivering excellent results</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in a 'Good'/'Outstanding' school</li> <li>Experience of teaching in a selective school</li> <li>Experience of creating, implementing and monitoring effective policies and procedures</li> <li>Experience of working in more than one school</li> <li>Experience of whole school curriculum design and/or timetabling</li> <li>Experience of school ICT systems and AI</li> </ul>
<b>Abilities, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Operational awareness and understanding of legislative frameworks</li> <li>Excellent subject knowledge</li> <li>Knowledge and understanding of the current OFSTED framework</li> <li>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>Effective communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of school finances and/or budgeting</li> </ul>

	<ul style="list-style-type: none"> <li>Ability to communicate a vision, inspire others and develop a team</li> <li>Ability to build effective working relationships</li> <li>A strong commitment to high academic and behavioural standards and a strong understanding of the academic ethos necessary to raise achievement at GCSE &amp; A level</li> <li>Up to date knowledge of effective teaching and learning strategies</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Skilled communicator with an ability to lead individuals and to persuade them to share, explore and adopt new and different methods and approaches where appropriate</li> </ul>	
<b>Organisational Fit</b>	<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that could be considered to be taking advantage of the leadership role</li> <li>Demonstrates high levels of honesty and integrity, ensuring transparency in all professional dealings and acting as a reliable representative of the school</li> <li>Calm and purposeful, able to work closely and openly with a team and communicate the team's vision</li> </ul>	



# How to Apply



Applications are made online via our vacancy portal.

**We do not accept CVs.**

**Deadline for applications:** Monday 23<sup>rd</sup> February 2026 at 8am

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Highworth Grammar School reserves the right to withdraw the position if an early appointment is made.

**Highworth Grammar School is committed to:**

*Safeguarding and promoting the welfare of young people*

This post will require an enhanced disclosure from the Disclosure & Barring Service (DBS).

*Creating a diverse workforce*

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Safer Recruitment:**

In line with 'Keeping Children Safe in Education' recommendations, all candidates invited for interview will be required to complete a self-disclosure form and will be subject to an online search check.

