



**Assistant Headteacher
Stivichall Primary School
Recruitment Pack**

Learning at Stivichall is a passport for life



Dear Candidate

On behalf of the governors and the school, we would like to thank you for your interest in the post of Assistant Headteacher at Stivichall Primary School.

This is an exciting and unique opportunity for a highly effective and inspiring school leader to support our Headteacher and Deputy Headteacher to build on the exceptional reputation and success of the school.

At Stivichall Primary School, our school motto is central to our values, ethos and practice. We all believe that learning at Stivichall is a passport for life and this is true for staff as well as pupils. We value creativity and innovation alongside equality and parity of provision.

We are looking for a committed and talented Assistant Headteacher who shares our values and has the drive to support the Headteacher and staff team in leading our school on its continued journey towards exceptional.

Interested candidates are encouraged to contact the school office to arrange an opportunity to visit the school and find out more. This candidate pack provides some background information about the role and our school. We hope it will encourage you to submit an application for this exciting role.

Best wishes

Mrs K Ferguson
Headteacher

Miss Kirstie Wren
Chair of Governors



STIVICHALL PRIMARY SCHOOL

Stivichall Primary School is a happy, caring school with high aspirations for all our pupils and staff. The school was last inspected in October 2021 and remains good with much that is celebrated in the report. Our pupils have access to an ambitious and exciting curriculum and are given excellent opportunities to learn within a safe, stimulating and inclusive learning environment. We benefit from close proximity to the War Memorial Park and we are extremely fortunate to have extensive school grounds which allow us to provide Forest Schools and an abundance of Learning Outside the Classroom experiences.

This successful and popular school is oversubscribed due to its excellent reputation and is in the top 20% of schools nationally. With over 525 pupils on roll, we are a large primary school with 2.5 forms of entry which makes this an exceptional opportunity for an experienced and aspirational school leader. Our strong and committed staff team, supported by an effective governing body, is instrumental in ensuring that the school provides an excellent education for all pupils.

OUR MISSION STATEMENT

Our school is committed to offering rich and purposeful learning opportunities inside and outside of the classroom that develop spiritual, moral, social and emotional well-being whilst engendering a life long love of learning across our community. Through creative and inspirational teaching and learning our curriculum will excite the imagination of our pupils, extend their horizons, meet their individual needs and equip them with a passport for life.

At Stivichall Primary School, we aim to promote the personal development of all our pupils through a range of teaching and learning opportunities including protective behaviours, P4C and PSHE. We strive to prepare them for life in modern Britain by being responsible and active citizens, who contribute positively to society and are respectful of people who are different to themselves. Our Stivichall Values underpin both the learning behaviours and character traits that the children should aspire to demonstrate in all aspects of school life and beyond. All of this is encapsulated in our character curriculum.



Pupils at Stivichall have a wealth of opportunities to develop their skills, talents and self-confidence, both inside and outside of the classroom. These are beautifully encapsulated in our learning pledge. From drama to dance, cricket to netball, spelling to singing, exciting offsite educational visits to residential trips that provide life-long memories, our children are encouraged to aim high and seize success. We set high standards and have expectations of our pupils in terms of both educational targets and personal goals, preparing pupils for their educational and professional future. Children at Stivichall have a happy and confident outlook which prepares them to tackle life's challenges - whatever they might be.

Central to our school ethos is a desire to provide the best possible learning experience and outcomes for each and every one of our pupils. We endeavour to build positive and productive relationships with parents and families, actively encouraging participation and involvement to ensure that children are fully supported and encouraged in their life-long learning journey. In a changing and evolving world, we strive to create a place of learning which enables children to be adaptable, resilient, creative, excited, free-thinkers who are capable of developing and applying their learning in a wealth of ways with a 'can-do' attitude.

At Stivichall Primary School, we believe that the mental wellbeing of our pupils and staff is key to developing happy, inquisitive teachers and learners who are able to face challenges in a positive and proactive way. We work together to fill each other's buckets and be the change we want to see in the world.



Our Stivichall Tree is a visual reminder of our aims and aspirations. The green leaves encapsulate our learning behaviours and the golden acorns remind us of the important characteristics we want to grow in order to be the best people we can be.

We believe that parents are essential partners with the school in the education of the children and therefore aim to involve them in the life of the school and keep them fully informed about the progress of the children. Parents assist in a number of ways to the daily life of the school. There is an active Parent Teacher Association, which successfully organises many social and fundraising functions throughout the year helping to fund wonderful projects that benefit our pupils.

In addition, we have a successful wraparound provision which provides before and after school care and a wide array of extra-curricular activities led by school staff and external companies. These are well attended and contribute significantly to the success of the school. Historically, our Deputy Headteachers have always supported and led after school activities as well as attending our residential from Year 3 to Year 6. We hope our successful candidate will continue this tradition.

The Post

In recognition of the needs within our successful school and as one of our Deputy Headteachers prepares to become the co-headteacher of another Coventry school, we have reviewed our existing staffing structure and are open to recruiting an Assistant Headteacher who will work alongside the Headteacher, Deputy Headteacher and wider leadership team. The post requires an outstanding classroom practitioner with proven leadership skills. The successful applicant will have a clear vision and understanding of primary education and will have the necessary skills to work with the Headteacher, the Senior Leadership team, staff, parents and



Governors in driving our school vision and ethos. This role will provide the successful candidate with the opportunity to join a successful and well-respected school which has all the necessary ingredients to be outstanding. The successful candidate may have a teaching responsibility of up to 0.6. Dedicated leadership time is guaranteed. Specific areas of responsibility will be negotiated with the successful candidate.

The school has a well-established induction programme and support is provided for newly appointed staff.

If you would like to be part of this wonderful school or would like to find out more about us, *more information about the school can be found on our web site at www.stivichallprimary.org.*

All candidates will be informed, in due course, of the result of their application.

Completed applications should be submitted by Wednesday 22nd April 2026.

Visits to the school are welcomed and will be scheduled via the school office.





**STIVICHALL PRIMARY SCHOOL
JOB DESCRIPTION FOR ASSISTANT HEADTEACHER**

Salary grade: Leadership Group L6-10

Subjects required to teach: Full primary range

Line management responsibilities:

to: Headteacher

for: Middle Leadership Team, Phase, Curriculum Development and Resource Management

Preamble:

'I would be happy to have my own child in any class at any time at Stivichall Primary School.'

The Assistant Headteacher's key role is to work alongside the Headteacher and Deputy Headteacher to make this statement true for every member of staff and governor at Stivichall. This role is primarily to ensure ALL children make not only outstanding academic progress, but also have opportunity to develop and progress as individuals ready to contribute positively to society as learners, ready to take on any challenge they may face.

Every child at Stivichall is on a voyage of discovery and is a uniquely creative being. The role of the Assistant headteacher alongside the headteacher, is to oversee an innovative, skills based curriculum that meets the needs of every child and encompasses the values and educational philosophy of Stivichall Primary School working alongside colleagues to model and deliver outstanding, world class practice.

The Assistant Headteacher works closely with professional partners in education and higher education, locally and nationally. This role is a crucial within the school's leadership team and the successful candidate needs to be able to work alongside the Headteacher and Deputy Headteacher to successfully implement the shared vision of ensuring that "learning at Stivichall is a passport for life."

As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. There follow the particular expectations of this post. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

The post will require you to work in partnership with the Headteacher, Deputy Headteacher, governors and staff to ensure the continuous improvement of the school.

You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined from time to time in consultation with the Headteacher.

The main expectations of the role are as follows:

TEACHING AND LEARNING

- Up to 0.6 teaching responsibility
- Teach pupils in the range of 4 - 11 years, being the range of the pupils on roll.
- Prepare, deliver, review and evaluate the aspects of the curriculum for which you have responsibility as a teacher. This is to be undertaken in relation to agreed school policies, curriculum documentation and the School Development Plan.

As whole school aspect leader

- Areas of specific responsibility Curriculum development, implementation, monitoring and evaluation, cross and inter phase moderation and staff CPD
- Lead and support innovative and creative curriculum approaches

- Promote high standards of teaching and learning throughout the school challenging underperformance where appropriate
- Prepare, review and evaluate an aspect of the whole school curriculum for which you have responsibility as curriculum leader/are a member of that curriculum team. This is to be undertaken in relation to agreed school policies, curriculum documentation and the School Development Plan.

1. SHAPING THE FUTURE

- Support the Headteacher and governors in establishing a vision for the future development of the school.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- Contribute to the identification of key areas of strength and development in the school
- Work to a high standard in implementing agreed policies, priorities and expectations, to set a good example for other colleagues
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- Contribute to the self-evaluation of the school
- Establish links and collaborate with schools within locally and nationally to ensure continued improvement

2. LEADING LEARNING AND TEACHING

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted
- Provide training for staff on effective teaching and learning
- Promote the active involvement of pupils in their own learning
- Contribute to target setting, including statutory procedures and targets for individuals and groups of pupils throughout the school
- Support strategies to promote high standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Support the development of an effective assessment framework
- Promote the use of ICT to enhance and extend pupils' learning
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice
- Promote and monitor Quality First Provision to close the gap between higher attaining and underperforming pupils

3. DEVELOPING SELF AND WORKING WITH OTHERS

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school, setting clear expectations for Inclusion and Equality
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

4. MANAGING THE ORGANISATION

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility, in order to bring about improvements



- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

5. SECURING ACCOUNTABILITY

- Support the governing body in meeting its responsibility to account for the performance of the school including Pupil Premium expenditure
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary

6. STRENGTHENING COMMUNITY

- Gain an understanding of the diversity of the school community
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community, including extra curricular enrichment
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

Stivichall Primary School

Assistant Headteacher and Curriculum Leader Person Specification

Leadership Aspect	Essential	Desirable	Evidenced through
Qualification	<ul style="list-style-type: none"> • Have qualified teacher status • Degree or equivalent • A commitment to professional development • Evidence of attendance on leadership courses • NPQML or equivalent 	<ul style="list-style-type: none"> • Evidence of further learning • NPQSL or equivalent 	Application form
Experience	<ul style="list-style-type: none"> • Successful experience of leading one or more subject areas • Substantial, successful teaching experience • Successful experience of leading a phase or Key Stage • Substantial and successful experience of teaching in at least two key stages • Experience of curriculum leadership across the primary age range 	<ul style="list-style-type: none"> • Experience of working in more than one other school or learning environment • Experience of leading significant curriculum change to implementation • SLE experience • Experience of teaching Early Years • Experience of teaching across KS1 	Application form
Professional Development	<ul style="list-style-type: none"> • Experience of supporting training and helping to co-ordinate the professional development of colleagues. • Knowledge of Education Acts, other relevant legislation and Ofsted requirements • Awareness of current developments in Education and the implications of these, particularly for vulnerable groups 	<ul style="list-style-type: none"> • Participation in work with other schools / agencies • SLE experience 	Application Form
Strategic Leadership	<ul style="list-style-type: none"> • Minimum of 5 years classroom teaching experience • A vision of the overall aims and direction of a successful school • The ability to communicate aims and vision in order to inspire and motivate others • Ability to think strategically to plan effective deployment of support staff and resources 	<ul style="list-style-type: none"> • Experience of working directly with parents to raise standards and involvement with the community • Experience in implementing the strategic use of tracking and assessment tools and 	Application form Tasks Interview

	<ul style="list-style-type: none"> • Evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies. • A good knowledge and understanding of what constitutes quality first teaching and the necessary skills of leadership and management to embed expectations across the school. • The ability to access and analyse relevant data and to use this information to set priorities and determine school action to support all pupils. • Some knowledge of the statutory requirements and other relevant legislation relating to school leadership and management. • Know how and when to consult with and engage the support of 'external agencies' such as the services provided by the Local Authority. • Ability to ensure school improvement including curriculum development is well planned and cohesive. 	<p>procedures at whole school level</p> <ul style="list-style-type: none"> • Experience in leading on policy review • Experience of managing change in a school 	
<p>Leading and Managing others</p>	<ul style="list-style-type: none"> • Experience of working in and leading staff teams including performance management • Experience in holding others to account • Ability to communicate effectively, orally and in writing to a range of audiences • Experience of effective whole-school self-evaluation and improvement strategies • Ability to provide clear information and advice to staff and governors • Ability to establish respectful, effective working relationships 	<ul style="list-style-type: none"> • Experience of working with governors to enable them to fulfil whole-school responsibilities • Leading sessions to inform parents • Experience of offering challenge and support to improve performance • Experience of managing change in a school • Played a key role in implementing a School Development Plan 	<p>Application form Interview Tasks</p>
<p>Learning and Teaching</p>	<ul style="list-style-type: none"> • A good understanding of what contributes successful learning and the 	<ul style="list-style-type: none"> • An awareness of the way schools can 	<p>Application form</p>

	<p>ability to promote the most effective teaching strategies to bring this about.</p> <ul style="list-style-type: none"> • A good understanding of how assessment strategies are used to inform learning in order to help pupils make progress • A clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils. • Knowledge of Education Acts, other relevant legislation and Ofsted requirements • Awareness of current developments in Education and the implications of these, particularly for vulnerable groups 	<p>promote values, a moral code and understanding of citizenship</p> <ul style="list-style-type: none"> • Experience of leading CPD activities • Experience of monitoring and evaluating teaching and learning • Experience of implementing strategies to promote equality of opportunity 	<p>Observation Interview</p>
Attitudes	<ul style="list-style-type: none"> • A developmental approach to working with others • A growth mind-set and an educational ethos rooted in placing the child at the centre of all decisions and actions • Innovative and solution focused • Evidence of thinking clearly about the role of an Assistant headteacher, educational philosophy and presentation of experience to meet the requirements of the post • A commitment to raising achievement through partnership with parents / carers and other agencies • Determination to impact on school development and a desire to see every child succeed 		<p>Application form Interview Tasks</p>
Additional skills and abilities	<ul style="list-style-type: none"> • The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school. • The communication skills needed to provide clear and accurate information and well – informed advice • The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate. 	<ul style="list-style-type: none"> • Experience of being a safeguarding lead 	<p>Application form Tasks Interview</p>

	<ul style="list-style-type: none"> To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues. A commitment to equal opportunities Resilience under pressure with a high level of commitment- a desire to go the extra mile 		
References	<ul style="list-style-type: none"> Excellent and unequivocal 		References
Health and attendance	<ul style="list-style-type: none"> Good health record and consistent attendance 		Application form References

If you feel you can meet these demanding requirements then we look forward to hearing from you and welcome your application for this post.

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How to apply

If you wish to apply for this role, please apply via the Coventry City Council careers website, alternatively please download and complete an application form from WM Jobs and return to school@stivichall.coventry.sch.uk. CVs or applications via any other recruitment website will not be accepted.

In addition to your application from please submit a document responding to the prompts below:

INFORMATION ABOUT YOUR CURRENT POST

(No more than one side of A4 for each please, minimum font size 11).

- I. Description, with particular reference to your present post and responsibilities, how your experience meets the requirements of this post.
- II. Describe, with some examples, your leadership and management style and how people respond to it.

YOUR LEADERSHIP VISION, ETHOS AND EXPERIENCE

You are invited to comment on the following. Please confine your answers to one side of A4 per question.

Describe with some examples from your own practice:

- I. How teaching and learning can be structured to raise standards of attainment and progress for all children in English and maths whilst maintaining and broad and exciting curriculum.
- II. How a Deputy Headteacher can inspire and motivate students, staff, parents/ carers and the wider community through leading by example and embodying the school's values.
- III. Describe an example of a whole school issue that you have successfully led and implemented and its impact at whole school level.

Please note, referees will not be contacted before final interviews without your express permission. In line with Safer Recruitment Practice, the successful candidate will be subject to final references before an appointment is formally offered.



Stivichall Primary School is committed to safeguarding and promoting the welfare of children and adults through Safer Recruitment processes. The school expects all staff and volunteers to share this commitment. DBS enhanced check will be required for this post. The school welcomes diversity and is committed to equal opportunity.

Our children want us to get the right person, therefore our selection process will consist of the following format:

Stage 1: School visit (optional but recommended)

Stage 2: On successful shortlist from application a lesson observation will be arranged at the candidate's current setting.

Stage 3: Following successful selection from the lesson observation, candidates will be invited to a recruitment day in school including interviews and a presentation to governors on a question given in advance.

Closing date for application: Wednesday 22nd April 2026
Visits to School: Tuesday 14th April 4pm and Thursday 16th April 8.30am
Lesson observations in own school: from Thursday 23rd April 2026
Interviews: Tuesday 28th April or Thursday 30th April 2026