



Woodside Primary School

Assistant Headteacher

Permanent, full-time with 0.4 (2 days per week) class teaching commitment

Leadership Scale L1 – L5



Closing date: 9am, Friday 02 October 2026

Start date: January 2027

Interview date: TBC

www.woodsideschool.co.uk

Headteacher's Welcome

Thank you for your interest in the role of Assistant Headteacher at Woodside School.

We have high staff retention, and vacancies, particularly in leadership roles, are rare. Therefore, this is a great opportunity for the right candidate to make a real contribution to our school.

Oswestry is an ancient market town in North-West Shropshire, on the border with Wales. We are surrounded by beautiful landscapes and great places to visit. Woodside Primary School is a large and popular school serving the community of Oswestry and surrounding villages. We are a three-form entry primary school from Reception to Year 6. We also have a Nursery offering part-time and full-time provision.

To support our parents and children we have wraparound care from 7.30am to 5.30pm providing a breakfast and afterschool club every weekday and during some school holidays.

We can offer the successful candidate the chance to be part of a caring, dedicated team with wonderful staff, committed trustees, a supportive community, and excellent facilities. We are committed to investing in staff professional development and have a clear policy on staff wellbeing.

We hope you find this application pack informative. If you would like to have an informal discussion and a tour of our school this is warmly welcomed. If you are unable to visit but would like to discuss the role with the Headteacher, a virtual meeting can be arranged. You can make contact via admin@woodside.shropshire.sch.uk or by calling 01691 652446.

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I look forward to meeting you and to receiving your application.



Claire Donaldson
Headteacher

Assistant Headteacher Job Description

Employment details

Job title	Assistant Headteacher
Reports to	Headteacher/Deputy Headteacher
Hours of work	Full-time, 0.4 teaching commitment
Salary	L1 – L5

Summary of the role

This is a high-profile senior leadership role designed for an inspirational, strategic educator ready to impact a large-scale primary setting. Working closely with the Headteacher, Deputy Headteacher and Senior Leadership Team, the Assistant Headteacher will drive the academy's strategic vision, school growth, and continuous school improvement. In a large single academy, you will oversee an expanded staff team and substantial pupil cohorts, ensuring the highest standards of teaching, learning, and operational excellence. You will champion an inclusive culture, lead major curriculum or phase initiatives, and ensure that all children—particularly vulnerable groups—make accelerated progress. You will also take a leading role in safeguarding.

Key Responsibilities

Strategic Leadership and Academy Management

- Translate the school vision into actionable, measurable development plans to maintain high educational standards.
- Manage the complex day-to-day operations of a large campus and deputise for the Headteacher/Deputy Headteacher as necessary.
- Support self-evaluation processes, feeding directly into the School Development Plan and Ofsted Inspection Framework readiness.
- Work with the Headteacher and Deputy Headteacher to prepare high-quality, data-driven reports for the Board of Trustees and academy committees.

Teaching, Curriculum, and Assessment at Scale

- Maintain a strategic leadership allocation with a limited, high-impact teaching commitment to model "quality first teaching".
- With the SLT, maintain oversight of our large-scale curriculum design, ensuring it is broad, balanced, sequenced, and aligned with national standards.

- Work with the Deputy Headteacher to lead robust assessment tracking across a large pupil population, running pupil progress meetings to prevent any child from slipping through the cracks.
- Partner with the SEND Lead and Safeguarding & Inclusion Lead to ensure provisions effectively support diverse pupil needs, maximizing the impact of the Pupil Premium Grant and other specific funding.

Safeguarding and Pastoral Care

- Act as a Deputy Designated Safeguarding Lead (DDSL), ensuring a vigilant safeguarding culture across our large school.
- Work with SLT to oversee whole-school behaviour policies, promoting a positive, inclusive environment that scales effectively across all year groups.
- Develop strong communication channels with a large, diverse community of parents, carers, and external agencies.

Leading, Managing, and Developing Staff

- Line manage phase teams or curriculum teams, establishing clear accountability and high expectations.
- With the Headteacher and Deputy Headteacher, execute the school's appraisal cycle, identifying training needs and driving staff development.
- Design and deliver whole-school professional development, supporting Early Career Teachers (ECTs) and middle leaders in collaboration with the Headteacher and Deputy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	• Qualified Teacher Status • Degree level qualification • NPQH, NPQSL or equivalent	
Experience	• Substantial proven, successful primary teaching experience • Team leadership and/or leadership of a curriculum team or whole school initiative • Proven track record of raising standards and accelerating pupil progress • Experience liaising with and presenting to parents, carers, and other stakeholders	• Experience of teaching disadvantaged children • Experience of working in a large primary school environment • Experience on SLT with line management responsibilities • Experience working as a DSL or DDSL
Knowledge, skills and understanding	• Strong knowledge of the primary National Curriculum and statutory assessments • Ability to analyse performance data and diagnostic assessments to track pupil progress and drive strategic decisions • Strong knowledge of identification, assessment, and provision strategies for a wide range of needs • Excellent written and verbal communication skills • Experience of appraising staff	• Understanding of academy governance, statutory compliance and safeguarding • Experience managing large-scale organisational change
Personal qualities	• Positive, warm and child-centred • Inspiring, highly visible leadership presence • Ability to motivate teams • Excellent emotional intelligence, resilience and adaptability under pressure • Ability to maintain confidentiality • Punctual, reliable and committed • Keen to forge and maintain relationships with the community • Team player with the ability to relate well to/communicate with children and adults • Ability to coach and challenge colleagues • Confidence to contribute to Senior Leadership meetings, Trustee meetings, etc • Excellent organisational skills, including ability to manage workload, work under pressure and prioritise • Willing to initiate and embrace change • Adaptable and flexible approach to work • Commitment to own professional development • Ambition to progress towards Deputy Headship or Headship role • Sense of humour	