

Robertsbridge Community College, Part of Aquinas

[www.robertsbridge.org.uk](http://www.robertsbridge.org.uk)

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# Application Pack

## Assistant Headteacher

Required: September 2025



Robertsbridge  
Community College

# Assistant Headteacher

Robertsbridge Community College is looking to appoint an outstanding Teacher and inspirational leader as an Assistant Headteacher. Specific responsibilities of the role will be established as a part of the interview process based on the applicant's skill set; we welcome applications from colleagues with experience of either pastoral or curriculum leadership.

As a senior leader you will be an exemplar of best practice modelling the highest standards of conduct, leadership and teaching. You will be expected to engage in all aspects of senior leadership at the school such as: carrying out duties throughout the day, the delivery of assemblies, the line management of curriculum and pastoral colleagues and to conduct formal appraisal and other staff meetings.

Responsibilities for all Assistant Headteachers include:

## GENERAL DUTIES

- Be an active member of the SLT and assist the headteacher in leading the school.
- Leading on key strategic areas of school improvement as decided at interview.
- Line management of staff and teams.
- Modelling highest expectations and a drive for excellence for all.
- Leading on the creation and modification of policies that directly impact student and communicating these effectively to all stakeholders.
- Embedding a culture of reflection amongst students to support them in becoming independent in making wise choices.
- Developing quality assuring systems that improve and foster excellent student outcomes.
- Engaging in whole school training and development.
- Building teams of staff that work collaboratively to achieve the school's objectives.
- Be an excellent teacher.
- Take a lead responsibility for ensuring that pupils' personal, emotional and academic needs are prioritised by providing strategic leadership across the school.
- Contribute to a safe and welcoming learning environment for pupils, particularly for those who may be vulnerable.

We would be pleased to welcome you for an informal visit to our school prior to application.

Robertsbridge Community College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



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## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description. All sections of the form should be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

- Closing date for applications: **9.00 am on Wednesday 30 April 2025**

***We reserve the right to interview and appoint at any stage during the recruitment process.***

### SHORTLISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- Interviews and task activities **Tuesday 6 May 2025**

### APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **September 2025**

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to **hstedman@robertsbridge.org.uk**. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

**Robertsbridge Community College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



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## OVERVIEW

### DETAILS

**Remit:** Assistant Headteacher

**Grade Range:** Leadership

**Salary:** L12-17

**Hours:** Full Time

**Accountable to:** Deputy Headteacher

### THE COLLEGE

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex.

Since March 2025, **Robertsbridge Community College** has been part of the **Aquinas CE Education Trust** - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

#### **Our Vision and Values**

Our vision is for Robertsbridge to be a school where happy young people thrive and grow into successful adults. A school where our young people are nurtured and challenged across the Robertsbridge experience to be the best they can be, unlocking potential within a caring environment where great teaching is the norm.

Our school is a safe, happy, exciting place where the student is at the heart of everything we do. Our students are cared for, nurtured and challenged, enabling them to thrive and flourish, making great progress as learners and people

#### **Our People**

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture.

#### **Our Journey**

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on its improvement journey.



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## JOB DESCRIPTION

### THE ROLE

Specific responsibilities of the role will be established as a part of the interview process based on the applicant's skill set. In addition to carrying out the professional duties of a teacher other than headteacher, including those duties particularly assigned to them by the Headteacher, shall play a major school improvement role under the overall direction of the headteacher in:

- a. formulating the aims and objectives of the school;
- b. establishing the policies through which they shall be agreed;
- c. managing staff and resources;
- d. monitoring progress towards their achievement;
- e. working to maximise students' progress towards their full potential underpinned by the ethos and values of the school and Trust

**This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment.**

### LEADERSHIP/MANAGEMENT

- Supporting, coaching, leading and holding staff to account as part of the school relentless drive to improve.
- Apply the principles of unapologetic accountability through day-to-day practice.
- Challenge underperformance at all levels through constant evaluation and quality assurance.
- Play an active and impactful role in the appraisal process, bringing the school's Improvement plan to life.
- Play a key role in ensuring the school is a self-evaluating institution with a robust system of quality assurance.
- Build upon and sustain the momentum of recent improvement, through high energy, high presence leadership and active engagement with school improvement and evaluation activities.
- Analyse key data and use to inform future improvement.
- Monitor the spending of budgets delegated to carry out specific tasks, ensuring appropriate records are kept and value for money is obtained, preparing bids, plans and evaluations of the use of these as required.
- Facilitate appropriate opportunities for professional development for all staff.
- Build and maintain excellent relationships with all stakeholders.
- Manage the school's involvement in relevant networks.
- Manage resources and allocate them to support effective teaching and learning.
- Be an outward facing professional, constantly reflecting, and exploring how to improve own performance.



## TEACHING AND LEARNING

- Deliver high quality lessons as an exemplar of great teaching.
- Ensure that the quality of own teaching remains a non-negotiable priority, engaging with relevant CPD to ensure own practice remains at the highest level.

## SAFEGUARDING

- Work as DDSL, modelling the highest standards of safeguarding vigilance and ensuring consistent application of school policy by self and all teams led.

## GENERAL

- Shared responsibility with the headteacher and other senior leaders for the following:
  - Taking and overseeing assemblies.
  - Being on lunch duty.
  - Attendance at parents' evenings and other school events and functions.
  - Being part of the behaviour referral system.
  - Promoting the expansion of extra-curricular activities.
  - Promoting good relationships with parents and the community.
  - Promoting staff and student wellbeing.
  - Participating in staff recruitment procedures.
  - Leading staff training.
  - Forging positive relationships with parents and wider community.
  - Entertaining visitors to the school.
  - Promoting equality of opportunity through all school policies and practices.
  - Providing AAC and Trust with regular updates on matters.
  - Attending AAC and Trust meetings as appropriate.
  - Representing the Headteacher when necessary.
  - Undertake additional duties as reasonably expected under the direction of the Headteacher.

## OTHER DUTIES

The final job description will depend on the skills and expertise of the person appointed. Specific responsibilities undertaken by members of the leadership team are reviewed regularly to meet the needs of the school and to develop and broaden the experience of individual team members.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

## FLOURISHING PEOPLE AND PROFESSIONAL DEVELOPMENT

Once your probation period is completed successfully, you will transfer to the Aquinas Trust "Flourishing people CPLD cycle." This will involve:

- Self-evaluation
- Development goal setting
- Termly check ins



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Along with this work you will, with the support of your appraiser, you have the opportunity to “Research, Train and have a go” – this would be a project that you can complete about an area of education you are interested in.



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## PERSON SPECIFICATION

### ASSISTANT HEADTEACHER

[a] TRAINING AND QUALIFICATIONS	Essential or Desirable
Qualified Teacher Status	E
Degree or equivalent	E
Commitment to professional learning activities	E

[b] LEADERSHIP COMPETENCIES	Essential or Desirable
Have high expectations of themselves and their students	E
Hold positive values and attitudes, and adopt high standards of behaviour in their professional role	E
Have commitment to ensure every student achieves their full educational potential	E
Use student data to inform progress and attainment	E
Have a commitment to progress and enthusiasm for learning	E
Have diligence, drive and focus to boost standards	E
Have high quality organisational and communication skills	E
Have a commitment to collaboration and co-operative working	E
Demonstrate exemplary professional and personal standards in all their actions	E
Be able to establish fair, respectful, trusting, supportive and constructive relationships with students	E
Have the ability to inform, advise and guide students to ensure progression	E
Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language	E

[c] EXPERIENCE OF TEACHING	Essential or Desirable
In a secondary school	E
As a highly effective practitioner	E

[d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential or Desirable
Excellent, secure knowledge of their subject and related pedagogy	E





Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies	E
Skills in literacy, numeracy and ICT to support their teaching and wider professional activities	E
A range of approaches to assessment, including the importance of formative assessment	E
Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications	E
How to make effective personalised provision for those they teach	E
Up-to-date safeguarding procedures, and the ability to identify and support students as	E
Have a knowledge of curriculum blocking	D
Have a knowledge of timetabling models	D
Have experience of leadership in a 6th form provision	D

<b>[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES</b>	<b>Essential or Desirable</b>
Inspire, challenge and motivate colleagues and students towards a shared vision	E
Teach challenging and well organised lessons across the age and ability range	E
Promote and maintain effective relationships	E
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	D
Listen to and reflect positively on feedback	E
Demonstrate an ability to communicate to a range of audiences	E
Willing to be flexible to meet the needs of the college	E
Lead assemblies or collective worship	E

<b>[f] CONFIDENTIAL REFERENCES AND REPORTS</b>	<b>Essential or Desirable</b>
A positive recommendation from current Headteacher or employer	E
A supportive reference from one other source	E
Enhanced DBS check undertaken and acceptable to the Headteacher	E

