



Have faith...believe you can!



Assistant Headteacher

Application Pack

Leadership Scale 10-16 (dependent on experience)

Full-time – to start in September 2026

April 2026



Dear Applicant,

Assistant Headteacher

We are seeking to appoint a dynamic, committed and inspirational Assistant Headteacher with responsibility for Pastoral Leadership to join our Senior Leadership Team. This is an exciting opportunity for an outstanding practitioner with a strong passion for pastoral leadership and inclusive school culture. You will be someone who has (or can demonstrate clear potential for) successful leadership at middle or senior level. Show strong commitment to pastoral care, inclusion and safeguarding and possess the ability to inspire students and staff through clear vision and high expectations. This is a key role within the school, combining strategic leadership of pastoral systems with high-quality classroom practice including the teaching of GCSE and A Level in your subject specialism.

The successful candidate will play a pivotal role in shaping a culture where every student feels safe, supported and able to thrive academically, socially and emotionally. You will play a part in the strategic direction of the school, with a particular emphasis on student wellbeing, behaviour, inclusion and personal development. Applicants with a background in **Economics, Computing, Science or Religious Education** will be considered favourably.

St John the Baptist School (SJB) is an exceptionally high-performing school, as reflected in its recent Ofsted and CSI Inspections, where it was judged outstanding in every area. It is a community where staff are supported to thrive, grow and develop their careers. It is a school where teachers can teach effectively in classrooms with students who have a real thirst to learn. Furthermore, it is a place where you will be valued, and your wellbeing is considered as being of great importance. We believe the most effective learning takes place when staff feel happy, supported and appreciated, and we understand the vital role that support staff play in ensuring this. If you would like to know more about the role, and if you would like to come in and meet the team and discuss the opportunity further, please contact James Granville Hamshar, Headteacher, at j.granville-hamshar@sjb.surrey.sch.uk

We are an over-subscribed, mixed Catholic comprehensive school of approximately 1550 students (including a thriving Sixth Form), located just outside Woking town centre, and a 15-minute walk from the train station (22 minutes from London Waterloo on the train). We are part of the Xavier Catholic Education Trust; a group of nineteen schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children they serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal, and we work hard to ensure they are supported and cared for. The School Leadership Team see it as their role to serve the staff, and ensuring an effective work-life balance for all is key in that. Our staff enjoy working here because our standards, facilities and staff wellbeing are excellent; and because we like to have fun!

We are also exceptionally fortunate to work with such brilliant students; they are a pleasure to teach and make excellent progress. If you come to visit us, you will see that they are happy, hard-working and very positive about the school and learning. We want all our children to grow into happy, confident, resilient and articulate young people who leave SJB equipped to lead fulfilling lives and make a positive contribution to society. Everything we do is with that aim in mind, and we always seek to 'do what is best for the children' and as a result they thrive and achieve their potential. During the 2025 public exams our Year 11 students achieved an Attainment 8 score of 58; with 86% of all grades 4+; 38% of all grades 7+; 66% achieving 5+ grades in English and Maths. Post-16 results were also very strong with 39% A*-A grades and 92% gaining A*-C grades.

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed several 'in-house' apps for both staff and students and are always seeking new opportunities to improve our use of technology. We are a designated Apple Distinguished School. The ideal candidate will have a good grasp of technology and be keen to develop this within their role. However, full training will be provided for all new staff.

We are very committed to improving the whole school system and have a long-standing history supporting other schools and the development of teachers for many years as Teaching School and now as a lead school in the Xavier Teaching School Hub. We also lead the North East Hampshire and Surrey Maths Hub and have strong links with Teach South East SCITT. This means we are able to offer our staff new opportunities in training future teachers

and various support roles; developing Maths teaching across all phases; and supporting local primary and secondary schools. We currently have a number of staff that work in a variety of capacities in other schools. We work hard to offer development to all stages of a teacher's career; from initial teacher training to NPQH for prospective Headteachers.

We are very proud to have been recognised as "transforming" under the SSATs Framework for Exceptional Education in all twelve aspects of our practice including: climate for learning; culture of reflection; professional learning; variety of teaching; wellbeing and leadership through moral purpose. The first school in the country to do so! We have also recently been awarded the Chartered College Research Mark in recognition of our commitment to embedding an evidence-informed culture in our school.

Support for staff is exceptional and there are significant opportunities for professional development at all levels. The school is fully staffed, partly because staff know that they can concentrate on teaching and are very well supported by both the School Leadership Team and the excellent support staff. We have a well-established programme of support for newly appointed staff, which enables them to settle into the school routine quickly and effectively.

As an employee at SJB, we offer an excellent benefits package including:

- Corporate discount package provided by Edenred (including pre-tax car scheme, cycle-to-work scheme, dental care and many other retailer discounts).
- All teachers are allocated additional PPA time each week on top of the legal 10%
- Department planning and collaboration time is built into the week; it is not an add-on
- A smart feedback policy minimises marking, allowing teachers to spend time planning engaging lessons
- Flexible opportunities for part-time staff
- New staff induction day and leadership development day (if relevant to post)
- New staff CPD programme
- Mentor/Coach
- Individual iPads for staff and bespoke iPad support and training
- Excellent training and professional development opportunities both within the school and across the Trust including access to the National College Online, SAfE and all NPQs fully funded.
- Generous Pension Scheme (TPS)
- Ability to book MOT through the school with onsite pick-up/drop-off
- Free annual flu vaccination
- Excellent onsite catering facility
- Free use of the onsite gym (6-8am and 5-8pm weekdays)
- Weekly dry-cleaning pick-up/drop-off service
- Tax free Apple laptop/desktop purchasing scheme with optional payment plan
- Regular staff social events
- Discretionary time off for one-off, special events
- Opportunities to shape the future of our school – staff voice/feedback is incredibly important to us.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeate everything that we do. We appoint members of staff, who, whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school at any time.

Below you will find the person specification and a brief overview of the role. To apply, please complete the application form on Eteach (CVs are not accepted) ensuring that you submit a personal statement as part of it. **The deadline is 9am on Wednesday 29 April.** We welcome all applications, including those from people of different religious or ethnic backgrounds.

In conclusion, we believe this is a truly fantastic place to work and we are confident that you will too if you take the time to come and meet us! Thank you for your interest in this post and the school. I look forward to reading your application.

James Granville Hamshar
Headteacher

Application & Selection:

Closing date: 9am on Wednesday 29 April 2026

Shortlisting: As applications are received, no later than Wednesday 29 April 2026

Interviews: As applications are received, no later than w/c Tuesday 5 May 2026

We reserve the right to interview and appoint this position ahead of any advertised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit an application as early as possible.

To apply, please complete the application form on Eteach ensuring that you submit a personal statement as part of it - (CVs are not accepted on their own). Shortlisted candidates will be notified, invited for interview and references will be taken up immediately unless otherwise requested.

St John The Baptist School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The School encourages all candidates to be familiar with the following documents: Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024; and our Safeguarding and Child Protection Policy.

In line with the General Data Protection Regulation (GDPR), the School asks candidates to consider the Privacy Notice for Job Applicants which can be found [here](#). The documents listed above are available on the School's Policies page. Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references. An online search may also be conducted.



Job Description

Role: Assistant Headteacher with Pastoral Leadership

Purpose: To provide strategic and operational leadership for pastoral care across the school. The Assistant Headteacher will lead and develop pastoral systems, promote excellent behaviour, attendance and inclusion, contribute to whole-school leadership, and teach GCSE and A Level in their subject specialism.

Responsible to: Headteacher

Salary: Leadership Scale 10-16 (dependent on experience)

Contract: Permanent contract

Hours: Full-time

Start date: September 2026

Responsibilities:

Strategic Direction

- Develop and implement whole-school pastoral policies in line with the school's vision, values, and commitment to high standards.
- Promote the importance of strong pastoral systems and the contribution they make to student achievement, wellbeing, and inclusion.
- Maintain a clear understanding of the effectiveness of behaviour, attendance, safeguarding, and pastoral support systems and their impact on student outcomes.
- Use this understanding to contribute to the School Development Plan and produce action plans to improve pastoral provision.
- Promote students' spiritual, moral, social, cultural, physical, and mental development, alongside British values, across all aspects of school life.
- Consult with students, parents/carers, and staff on pastoral provision and evaluate feedback against the school's values, vision, and aims.
- Ensure pastoral systems meet the needs of all students, including disadvantaged students and those with special educational needs and/or disabilities (SEND).
- Promote careers readiness, personal development, and resilience through effective pastoral programmes.
- Ensure effective deployment of pastoral staff, including Heads of Year, Learning Support Assistants, and other support staff.
- Liaise with feeder primary schools to support effective student transition (with support from the AAHT i/c Transition where appropriate).
- Work with counterparts across Xavier CET on pastoral initiatives, student support strategies, and shared best practice.
- Work with the Headteacher, Deputy Headteachers, and other members of the SLT to support whole-school improvement.

Leading Pastoral Provision

- Develop and regularly review the vision, aims, and purpose of the school's pastoral systems.
- Oversee behaviour, attendance, safeguarding, and inclusion strategies to ensure they are consistently implemented across the school.
- Ensure there are clear and effective systems for monitoring behaviour, attendance, student wellbeing, and pastoral interventions.
- Have overarching responsibility for student conduct, attendance, and wellbeing across the school.
- Ensure the effective use of ICT systems to track behaviour, safeguarding, and attendance data.
- Ensure the school's agreed systems and workflow principles are consistently followed.

Behaviour, attendance and culture

- Lead the implementation and evaluation of the behaviour policy.
- Promote a calm, inclusive and high-expectations culture.
- Oversee attendance strategies and reduce persistent absence.

Learning and Teaching

- Teach GCSE and A Level in your subject specialism, modelling consistently high-quality classroom practice
- Contribute to curriculum development and assessment within your department
- Plan and teach well-structured lessons to all assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment and implementing the schools 'Assessment Principles'.
- Adapt teaching to respond to the strengths and needs of students.
- Set high expectations which inspire, motivate and challenge students.
- Promote excellent progress and outcomes by students.
- Demonstrate excellent subject and curriculum knowledge.
- Demonstrate their quality of teaching is consistently 'good' and frequently 'outstanding'.
- Participate in arrangements for preparing students for external examinations.
- Ensure the schools 'Feedback Principles' and 'Homework Principles' are adhered to.
- Utilise the student iPads/laptops effectively to support learning.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

Presence and duties

- Maintain a visible presence around the school day.
- Undertake duties and contribute to SLT rotas.
- Carry out other duties commensurate with the role.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

SJB Person Specification – Assistant Headteacher

	Essential	Desirable	Evidence
Education & training			
Qualified Teacher Status	○		Application form
Degree	○		
Evidence of continued professional development (NPQ or equivalent)	○		Certificates
Experience			
Excellent classroom practitioner	○		Application form
Successful pastoral leadership experience	○		
Expert knowledge and experience teaching GCSE and A Level in your subject specialism	○		
Effectively holding others to account	○		References
Leading and effecting change	○		Interview
Experience of leading pastoral systems (behaviour, attendance, safeguarding and inclusion)	○		
Knowledge & skills			
Demonstrate a clear commitment to safeguarding and student wellbeing	○		Application form References Interview
Ability to analyse data and use it to improve pastoral outcomes	○		
Show strategic thinking, resilience and the ability to lead change	○		
Ability to work well with a range of audiences, including parents/carers and other professionals	○		
Confident and competent in the use of IT.	○		
Ability to build effective working relationships with staff and other stakeholders	○		
Extensive knowledge of effective behaviour management strategies.	○		
Ability to build effective working relationships with staff and other stakeholders.	○		
Effective communication and interpersonal skills.	○		
An excellent knowledge of guidance and requirements around safeguarding children.	○		
Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject area you teach.	○		
Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum.	○		
Personal qualities			
Uphold and promote the ethos and values of the school.	○		Application form References Interview
A commitment to achieving the very best outcomes for all students	○		
Able to lead and develop other colleagues	○		
Resilience, integrity and professionalism	○		
Commitment to maintaining confidentiality at all times.	○		
Energy, enthusiasm, and passion.	○		
Commitment to safeguarding and equality.	○		
Openness, sense of humour, energy and enthusiasm.	○		

St John the Baptist School – Elmbridge Lane – Woking – GU22 9AL

Website www.sjb.surrey.sch.uk – Email jobs@sjb.surrey.sch.uk – Tel 01483 729 343

