



**The Forest School**



**The Forest School**  
Robin Hood Lane  
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Headteacher  
Ms Shirley Austin B.Ed.(Hons);  
B.A.(Hons); B.Sc.(Hons)

## Assistant Headteacher

Salary: Scale L11-L15  
Start date: September 2025

We are seeking to appoint a leader of exceptional quality to join our Senior Leadership Team as the school expands. We are looking for a passionate and committed leader, who will be able to enthuse our students, and who is keen to continue to develop professionally.

Potential candidates will be senior leaders who have a proven track record of school improvement with the belief that they can make a difference. You will need to have outstanding leadership skills, energy and ambition to bring out the best in our school, staff and students.

As part of our senior leadership team you will be expected to lead the school community by example. We expect you to provide professional leadership for the school which secures its success and continuous improvement, ensuring high quality education for all its students and outstanding standards of learning and achievement as we 'Aspire to Become Elite'.

You will be joining a supportive, successful and highly motivated team that have our school motto of, 'Aspire to Become Elite' at the heart of their enhanced, rich curriculum model. The students are role models and ambassadors for our school's ethos.

We are a co-educational school in year 7 since September 2024 (with boys only up to year 11) and a co-educational Sixth Form. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system reducing our carbon footprint, revamped technology including food room, whole school repainted, and wall art, new interactive whiteboards, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall and conditioning centre, all weather pitches: MUGA, an all-weather football dome and our new performance and conditioning centre of excellence, available to both staff and students. Academically the school has a progress measure above national average. Our curriculum is clearly mapped and was a strong "good" as part of our Ofsted 2021.

To get a glimpse of our vibrant school community and facilities, check out our school video [\[here\]](#), showcasing our students, staff, and the dynamic environment you'll be a part of.

The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



For all information, please visit the [school website](#), and to apply please complete the Support Staff Application Form returning it to <mailto:recruitment@forest.academy>. Unfortunately, CVs will not be accepted.

### **The Interview Process**

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early. We reserve the right to interview and opt out early if we receive a large numbers of suitable applications.

The school will complete online searches on all candidates and reserves the right to do so on receipt of all applications.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS** is Tuesday, 22<sup>nd</sup> April at midday.

It is our normal procedure to request references on candidates prior to interview.

### **The Forest School Support and Professional Development**

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

*We look forward to hearing from you.*

# **THE FOREST SCHOOL ACADEMY TRUST**

## **ASSISTANT HEADTEACHER**

<b>Role</b>	Assistant Headteacher	<b>Reports to</b>	Headteacher
<b>Purpose</b>	<p>Duties and responsibilities under the direction of the Headteacher. Responsibilities will depend on the strength of the candidate.</p> <p>This Job Description is subject to review and redefinition in line with school development</p>		
<b>Dimensions</b>	<b>Students:</b> Variable		<b>Staff:</b> Variable
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>Working in accordance with statutory policies.</li> <li>Liaising with officers, inspectors and other outside agencies.</li> <li>To support with oversight of pastoral care.</li> <li>To support school policies for any staff underperformance.</li> <li>Developing relationships between the school and its local community.</li> <li>Being accountable for the delivery of key strategic objectives and the delivery of agreed objectives as determined in negotiation with the Headteacher and the Senior Leadership Team as a whole.</li> </ul>		
<b>Strategic Management</b>	<ul style="list-style-type: none"> <li>Working with the Headteacher in securing the strategic vision for the school.</li> <li>Securing the achievement of Key Performance Targets identified in the school strategic plan.</li> <li>Ensuring that school systems and accountabilities are delivered according to the key principles of our ethos of 'ASPIRE'; Aspiring, Safe, Prepared, Independent, Respectful and Excellent.</li> <li>Planning and delivering school policies in key areas.</li> <li>To provide strategic leadership on areas of responsibility for the annual process of the SEF and periodic school improvement plan creation and monitoring.</li> </ul>		
<b>Leadership and Management of People</b>	<ul style="list-style-type: none"> <li>Providing an approachable, authoritative and visible presence in and around the school to provide support for staff, students, parents and the local community.</li> <li>Carrying out performance management key leaders and managers.</li> <li>To perform other duties determined in discussion with the Headteacher.</li> <li>Training, coaching, supporting and directing staff as required to ensure a positive, professional and achievement-focused ethos is maintained.</li> <li>Lead by example and be proactive in the implementation of the school's behaviour policy.</li> <li>To use data to lead on robust conversation in line management structure offering support and challenge.</li> </ul>		
<b>Specific responsibility for the strategic leadership of the following areas</b>	<ul style="list-style-type: none"> <li>Ensuring high quality communication and contribute to parental satisfaction ratings.</li> <li>The development and implementation of innovative systems for monitoring, recording and evaluating the quality and effectiveness of teaching.</li> <li>The continual drive for improvement in the quality of teaching and learning through: <ul style="list-style-type: none"> <li>Leading department reviews, trustee visits and assessment analysis meetings</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• The Performance Management system including the setting of objectives in line with School targets and the deployment of achievement awards</li> <li>• Developing objective, feedback systems that provide opportunities of reflection &amp; improvement</li> <li>• In collaboration with the Senior Leadership Team you will contribute a raising standards intervention programme to address gaps in learning and achievement</li> </ul>
<b>Additional generic SLT responsibilities</b>	<ul style="list-style-type: none"> <li>• To be committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.</li> <li>• Taking a lead in creating a positive, inclusive climate, that carries the school's vision forward.</li> <li>• Be proactive by independently keeping up to date with latest DfE, Ofsted and action research in relation to the school's key priorities.</li> <li>• Be aware of the diversity, values and experience of the school community and challenge inequality wherever it exists.</li> <li>• The post-holder must also: <ul style="list-style-type: none"> <li>• Fulfil a negotiated teaching commitment and be an excellent classroom practitioner.</li> <li>• Conduct assemblies and detentions as designated by the Headteacher.</li> <li>• Support extended day activities to enhance student learning experiences.</li> <li>• Fulfil the role of a student mentor if required</li> <li>• Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the school.</li> </ul> </li> </ul>

Person Specification	
Requirement	Essential
<b>Qualifications</b>	
Educated to degree level or equivalent	✓
Qualified teacher status	✓
<b>Experience</b>	
Minimum of two years' leadership experience	✓
Demonstrable experience of improving student outcomes	✓
High quality teaching and learning ability	✓
Successful management of a team of people	✓
A record of continuous professional and career development	✓
Developing and leading curriculum initiatives using the latest technologies to support learning	✓
Understanding of innovative approaches to timetabling	✓
In-depth knowledge and understanding of national educational priorities/developments to include the 11-19 curriculum, raising attainment, assessment for learning and changes to assessment and reporting	11-16 essential ✓
<b>Professional Knowledge and Understanding</b>	
Understanding of the skills and attributes required for effective leadership	✓

A rigorous understanding of the Ofsted framework in all areas	✓
Good knowledge of the National Curriculum	✓
Good knowledge of the national strategies as they apply to key stage 4 and 5	✓
Thorough understanding of the intervention packages available to support accelerated learning	✓
Excellent understanding of creative curriculum design	✓
Good understanding of what constitutes effective assessment target-setting and intervention strategies	✓
Good understanding of the needs of students who have recently arrived to the country and/or students who are vulnerable to high levels of mobility, and be able to use this knowledge to inform policy and practice	✓
Experience of policy writing and devising schemes of work	✓
Knowledge of effective strategies to meet the needs of all students	✓
Understanding of the principles of Racial Equality and Equality of Opportunity and how these may inform whole school policy	✓
<b>Qualifications</b>	
Educated to degree level or equivalent	✓