

Dear Colleague

Cove School is an 11-16 secondary school based in the North East of Hampshire. We are a foundation school with strong links with Hampshire local authority. Cove School has an increasing roll number with over a thousand students attending, with above national average attendance.

Our desire is to be the best school in the area and significantly improve outcomes for all students in our care.

The school leadership team comprises of two deputy headteachers, one for academic outcomes and one that oversees inclusion. Alongside these colleagues are four assistant headteachers in charge of pastoral care, curriculum/data, behaviour & standards, and disadvantaged students as well as the School Bursar.

We are looking to improve capacity around the consistency and quality of teaching across the school through extensive high-level coaching at middle leadership level as well as at classroom teacher level.

Other responsibilities will be added depending on the skills and knowledge of the successful candidate.

We very much look forward to receiving your application and interviews will take place following the Easter holiday break. I hope you manage to get a rest.

Regards

Dr A. King
Headteacher

Cove School Vision

Cove School is committed to serving the local community by inspiring all children to achieve the highest possible academic and personal standards.

We strive for this through creating a positive, safe, caring school environment, where relationships are strong, where success is celebrated, where high expectations are upheld, and all staff, parents and students work collaboratively to create a culture of life-long learning.

Through celebrating the successes of every child, and ensuring they develop the habits of respect, kindness, and hard work, we ensure Cove students are ready for life in modern Britain.

Job Description

Job Title: Assistant Headteacher (Quality of Teaching)

Reports to: Deputy Headteacher – Academic & Headteacher

Contract: Full-time, Permanent

Salary: Leadership Pay Scale **L13 to L17 (£66,919 - £73,819)** per annum

Start Date: September 2025

Overall Purpose of the Post

The Assistant Headteacher will play a pivotal role in the leadership and strategic direction of the school while also overseeing the development and implementation of coaching across the school.

This is an exciting opportunity for a dedicated and visionary leader to drive excellence in teaching, learning, and improve outcomes across the school.

The post holder will support the Headteacher in achieving outstanding educational standards while ensuring greater consistency in high quality teaching across all curriculum areas.

Responsibilities

School Leadership and Management

- Lead by example and model the values of the school.
- Support the Headteacher and the teaching & learning team in delivering the school's vision, ethos, and strategic priorities.
- Lead on whole-school improvement initiative of high-quality coaching, ensuring high standards of teaching, learning, and pupil progress.
- Contribute to the strategic direction of the school by shaping policies, assessment strategies, and staff professional development.
- Work with curriculum leaders across Cove School to diagnose areas of strength and development needs.
- Take a strategic lead on ensuring the consistent delivery of an aspirational curriculum across the school, raising academic expectations of staff and students.
- Provide strategic leadership and training for TLR holders of statutory performance management target-setting and review across the whole organisation.
- Establish, monitor and evaluate systems, processes and policies so the school can operate effectively.
- Relentlessly drive standards of behaviour, punctuality and attendance for all students, challenging staff perceptions and expectations where these are not in line with those of the school.
- Be a visible and approachable leader, supporting staff, students, and the wider school community.
- Ensure compliance with safeguarding, health and safety, and equality policies across all schools.
- Ensure honest, open and constructive professional dialogue is formed between all stakeholders and is exemplified in leadership behaviours.

- To have a strategic oversight of the intended curriculum tracking coverage and progress to ensure teams understand the need for early interventions.
- Support subject leaders in delivering high-quality teaching and holding their staff to account for these standards.
- Drive innovation in teaching pedagogy, including the effective use of technology and cross-curricular links.
- Support curriculum leaders to identify and address gaps in student learning and address these gaps to improve overall attainment.
- Collaborate with external organisations, exam boards, and educational experts to ensure best practices.

Teaching and Learning

- Model outstanding teaching practice and provide coaching and mentoring for staff.
- Lead whole-school initiatives that enhance student engagement, confidence, and achievement.
- Support the implementation of effective assessment and feedback strategies that drive pupil progress; alongside the assistant headteacher for curriculum.
- Promote a positive and inclusive learning environment where all pupils can thrive.

Governance, Accountability and Working in Partnership

Under the direction of the Deputy Headteacher - Academic, the Assistant Headteacher will:

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations in the local area and Hampshire LA.
- Actively seek to improve and develop the partnership and communication between the school & parents.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.
- Understand and welcome the role of effective governance, accepting responsibility for all aspects of school performance.
- Provide data and information for the school and local Governing Body in a timely, effective manner.

General Requirements

Cove School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate:

- Cove School is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory DBS and Health assessment and provide two satisfactory references.

The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

No.	Categories	Essential / Desired	Application Form	Interview
1	Qualified Teacher Status (QTS)	E	√	√
2	Experience in senior leader positions	D	√	√
3	A postgraduate qualification in a core academic subject of English, Maths or Science	D	√	√
Experience				
4	Proven track record of raising achievement at whole school level.	E	√	√
5	Be an outstanding teacher with a proven track record of achieving high outcomes across all ability levels in 11-16 age range.		√	√
6	Experience of leading whole-school initiatives that have improved student outcomes.	E	√	√
7	Experience of accurate and impactful quality assurance monitoring. You will be able to verify internal judgments within the schools.	E	√	√
8	A proven track record of leading core curriculum (s) and middle leaders of other departments in the drive to achieve strong outcomes.	D	√	√
9	Experience in leading large-scale teacher training Programs including coaching.	D	√	√
Abilities, Skills and Knowledge				
10	Strong knowledge of national education policies, curriculum frameworks, and assessment models.	E	√	√
11	Excellent leadership, communication, and interpersonal skills.	E	√	√
12	Ability to analyse data effectively and use it to drive strategic decision-making.	E	√	√
13	Commitment to professional development and continuous school improvement.	E	√	√
14	Adept at working independently so that you are self-Driven and pro-active. You are equally skilled at working within a large team, contributing strongly to a collective ethos.	E	√	√
Personal Characteristics				
15	An unwavering commitment to the Cove School vision and values	E	√	√
16	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
17	Resilience and the ability to grow professionally and flexibly within a rapidly developing organisation	E	√	√