



Archbishop Temple
Church of England High School

Application Pack

Assistant Headteacher: Flourishing Pupils

**(Attendance + Behaviour,
Personal Development and Wellbeing)**

**L10 – L15
(£64,691-£73,105)**

**Required from
September 2026**



Dear Applicant,

Thank you for your interest in the role of **Assistant Headteacher** at Archbishop Temple Church of England High School.

This is a rare and exciting opportunity to join our Senior Leadership Team at a time of significant growth, ambition and momentum. Due to our continued expansion, we are seeking an **exceptional pastoral leader** who is ready to make a genuine difference to the lives of young people and to help shape the next phase of our school's journey.

We are looking for a talented, driven and visionary middle leader to work alongside an experienced Assistant Headteacher, building on the strong systems already in place and ensuring that **every pupil flourishes academically, socially and spiritually**. This is not a maintenance role — it is a chance to lead, influence and leave a lasting legacy.

Your impact will include:

- Leading pastoral provision across **Years 7, 8 and 9**, setting and sustaining the highest expectations for behaviour, attendance, conduct and pupil wellbeing.
- Playing a key role in safeguarding as **Deputy Designated Safeguarding Lead**, ensuring that safeguarding is not just compliant, but fully embedded in the culture and daily practice of the school.
- Leading the **primary-to-secondary transition**, ensuring every Year 7 pupil feels known, valued and ready to succeed from day one.
- Inspiring, supporting and challenging colleagues to be the very best they can be.
- Contributing strategically as a valued member of the **Senior Leadership Team**, helping to shape the future direction of the school.

We are seeking someone who:

- Is deeply committed to safeguarding, inclusion and our **Christian ethos**.
- Has a proven record of successful impact at **middle leadership level**.
- Is ambitious for pupils, staff and themselves.
- Has the presence, credibility and warmth to lead people effectively.

In return, we offer:

- Enthusiastic, respectful and highly motivated pupils who are proud of their school.
- A dedicated, collegiate and supportive staff team.
- A genuine commitment to your **professional growth and leadership development**.
- The opportunity to make a meaningful and visible impact in a thriving and ambitious school.



Archbishop Temple Church of England High School was judged **Good in all areas** by Ofsted in January 2025. Inspectors noted that *“pupils are proud to attend this school”* and that our *“ambitious curriculum helps most pupils to achieve well.”* We are consistently oversubscribed, with over **600 applications for 210 Year 7 places**, reflecting the confidence our community has in the education we provide.



This is a school with **huge potential**, strong values and a relentless focus on doing what is right for young people. Our staff are committed, our pupils are exceptional, and our future is exciting.



If this opportunity inspires you, I strongly encourage you to apply. Please complete the application form available on our website and include a **letter of no more than two sides of A4 (Calibri, size 11)** outlining your suitability for the role. Applications should be emailed to **head@archbishoptemple.com**, marked for the attention of **Mrs C Simpson, PA to the Headteacher**.



The **closing date** for applications is **Monday 9 February 2026 (midday)**. Interviews are planned for **Tuesday 24th and Wednesday 25th February 2026**. Shortlisted candidates will be contacted by telephone initially, followed by detailed information via email.



Safeguarding is central to everything we do. The successful candidate will be required to complete an **enhanced DBS check**. Please note that CVs will not be accepted.



Further information about our school can be found at **www.archbishoptemple.com**.



If you are passionate about pastoral leadership, committed to high-quality Christian education, and ready to take the next step in your leadership journey, then this role is for you. I very much look forward to receiving your application.

With best wishes for your future career,

Yours sincerely

Mr Ivan Catlow
Headteacher



About Archbishop Temple Church of England High School



Introduction

Established in 1964, Archbishop Temple Church of England High School is a voluntary-aided Church of England secondary school located in the affluent suburb of Fulwood, north of Preston. Currently, the school serves 885 pupils (growing to 1050 by 2029) aged 11–16 and is committed to providing an outstanding education rooted in Christian values.

Senior Leadership Team

- **Headteacher:** Ivan Catlow
- **Deputy Headteacher:** Lindsey Dudaniec
- **Senior Assistant Headteacher:** Jennifer Wozniak-Rush
- **Assistant Headteachers:** Jessica Banner, Ian Baybutt, Melanie Shaw
- **School Business Manager:** Julie Childs

A Church of England School

As a Church of England school, we uphold Christian values and expect all staff to support our ethos, regardless of personal faith. Our mission is to serve the local community by providing an outstanding education to children of all faiths and none. This is expressed through regular acts of worship and a culture that values and cares for every member of our community.



Curriculum

Our curriculum is designed to meet the needs of all pupils by offering a breadth of educational opportunities. In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE, and PE. Additionally, pupils select courses from a wide range of GCSE options, including the EBacc suite of qualifications. The curriculum is delivered through five 58-minute periods per day, organised on a two-week timetable.

GCSE Results Success

We are proud of our pupils' achievements in their GCSEs. In 2025, 82% of our pupils achieved five good GCSEs, including English and mathematics, placing us among the highest-performing schools in Lancashire. Our Attainment 8 score was 55.56, and our Progress 8 score was 0.3, indicating that pupils made better-than-average progress compared to their peers nationally. Notably, 89.6% of pupils achieved a grade 4 or higher in English Language and Literature, and 87.7% achieved a grade 4 or higher in mathematics. These results reflect our commitment to academic excellence and the hard work of our pupils and staff.



Ofsted Inspection 2025

In January 2025, the school underwent an Ofsted inspection and received the following ratings:

- **Quality of Education:** Good
- **Behaviour and Attitudes:** Good
- **Personal Development:** Good
- **Leadership and Management:** Good

Pastoral Care and Academic Guidance

Heads of Year and form tutors are responsible for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day for a programme of activities designed to promote pupils' social and learning skills, support literacy, and enable tutors to get to know each pupil as an individual.

Home-School Links

We aim to develop strong links between home and school. Parents receive Weekly News publications and are provided with regular communications about developments in school. In addition, we publish various brochures and organise information evenings for parents at key points in their children's education, together with awards evenings to celebrate the success of pupils at different Key Stages.

Special Educational Needs and Disabilities (SEND)

At Archbishop Temple Church of England High School, we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area; teaching assistants offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

Extra-Curricular Activities

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include dance, science, cookery, film club, eco club, IT, and many others. There are also excellent opportunities for pupils to begin or continue instrumental tuition and participate in the annual school musical production. Educational visits and exchanges are also part of our annual programme.

School Uniform

Pupils are expected to dress appropriately for a learning environment. School uniform is compulsory for all pupils.



ICT Resources

In recent years, the school has invested heavily to develop our ICT provision. We have a state-of-the-art Wi-Fi system and an excellent Virtual Learning Environment. Every pupil has their own iPad for use in learning, and this technology supports our innovative teaching and learning. Every teacher has an iPad Pro for their own personal use and a PC in their classroom.

Archbishop Temple Active in the Community

Pupils at Archbishop Temple Church of England High School are encouraged to learn from the expertise, experience, and information available within the local community. The school, in return, aims to provide a significant contribution to the community through the high-quality education, guidance, and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Archbishop Temple Church of England High School is active in its support of charities, and each year we organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

Our Local Area

Despite being a university city and home to 135,000 people, over two-thirds of Preston is classed as a rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Preston is frequently quoted in national studies as a city that has got things right in terms of town planning and infrastructure development. Preston benefits from excellent rail and road links; indeed, the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast, and Morecambe Bay are within 30 minutes' drive. The Lake District is 40 minutes away. Liverpool and Manchester are less than 1 hour away. London is 2 hours away by train, with Preston being a mainline west coast station, giving easy access to Scotland.



Job Description



Key Purpose

The Assistant Headteacher: Flourishing Pupils will be a key member of the Senior Leadership Team, responsible for the strategic leadership and development of the pastoral care of Years 7, 8 and 9. Inspiring and embodying the ethos and culture of our special school, securing our Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Class Teacher Tasks

- Fulfilling the professional duties expected of all teachers, in line with the current School Teachers' Pay and Conditions Document and the Teachers' Standards.
- Undertaking the responsibilities outlined in the school's class teacher job description, including providing teaching cover as and when required.
- Teaching a timetable that represents roughly 40% of a full teaching load as part of the Assistant Headteacher role.

Assistant Headteacher Tasks

- Take the lead on pastoral care for Years 7, 8 and 9, with a focus on supporting pupils' well-being, behaviour, attendance and overall conduct, while upholding the high standards we expect across the school.
- Contribute to safeguarding as the Deputy Designated Senior Leader, making sure staff are well trained and that our safeguarding procedures are understood, followed and firmly embedded in day-to-day practice.
- Coordinate the transition from primary to secondary school so that new Year 7 pupils feel welcomed, settled and ready to succeed from the moment they join Key Stage 3.
- Overseeing the induction process for pupils entering Key Stage 3 so that they settle quickly, feel supported and understand the expectations of school life.
- Supporting the Deputy Headteacher and working closely with the Assistant Headteacher for Years 10 and 11 by collaboratively organising pupil Voice opportunities across the school, including organising our pupil information assemblies.
- Support with mental health provision as the school's designated mental health leader, ensuring pupils receive appropriate support and guidance.
- Encouraging pupils to develop strong self-discipline, positive attitudes and a commitment to contributing to the wider school community.
- Upholding high standards of behaviour by promoting respect for others, reinforcing expectations around conduct and managing individual disciplinary matters when they arise.
- Helping shape and refine the school's rewards systems to strengthen pupils' sense of belonging and their engagement with school life.
- Any other reasonable request made by the Headteacher.

This outlines the role as it currently stands and may be updated in consultation with the employee as the needs of the school evolve.

Senior Leadership Tasks

- Assist the Headteacher in the strategic leadership and management of the school.
- Assist the Headteacher in the day-to-day organisation and management of the school.
- Support and/or represent the school at meetings as and when required.
- Undertake such duties as are delegated by the Headteacher.

- The internal organisation, management and control of the school by contributing to:
 - Maintaining and developing the ethos, values and overall purposes of the school.
 - Formulating the aims and objectives of the school and policies for their implementation.
 - A development plan which will translate school aims and policies into actions.
 - Monitoring and evaluating the performance of the school.
 - Implementing the Authority's and the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
 - The efficient organisation, management and supervision of school routines.
 - To assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

Person Specification



	Essential	Desirable	Source
Qualifications and Professional Development			
Qualified Teacher Status	√		A
Good honours degree or equivalent	√		A
A commitment to CPD	√		A, L
NPQSL, or other relevant leadership qualifications		√	A, L
Up to date safeguarding training and knowledge of legislation for the protection of young people	√		A, L
A practising Christian		√	A, L, R
Involvement in parish community		√	A, L, R
A willingness to support and promote the school's distinctive Christian ethos	√		A, L, I
The ability to offer a faith reference		√	A, R
Knowledge, skills and personal qualities			
Leadership of a team such as a Head of Year / Head of curriculum area / Associate Assistant Headteacher	√		A, L, I, R
Experience of leading whole-school initiatives with demonstrable impact	√		L, I, R
Experience of working in partnership with parents	√		L, I, R
Experience of holding others to account for their performance	√		L, I, R
Ability to demonstrate a good awareness of current national education policy and strategy	√		L, I, R
Ability to analyse data to inform strategic decision-making	√		L, I, R
Strong interpersonal and communication skills	√		L, I, R
Capacity to inspire, motivate, and challenge staff and pupils	√		L, I, R
A clear commitment to safeguarding and promoting the welfare of pupils	√		L, I, R
A willingness to contribute to the wider life of the school and its Christian ethos	√		L, I, R
Candidates should be able demonstrate they have:			
A genuine belief in the value of each child	√		L, I, R
A knowledge of the GCSE and NC requirements of their subject	√		L, I, R
A good knowledge and understanding of current curricular developments	√		L, I, R
The ability to maintain a high standard of teaching and learning	√		L, I, R
The ability to establish firm, fair and effective discipline	√		L, I, R
A willingness to be part of a team	√		L, I, R

High levels of commitment, motivation and initiative	√		L, I, R
Good ICT skills	√		L, I, R
The ability to relate well to all members of the school community	√		L, I, R
Good communication skills	√		L, I, R
High personal standards and high expectations of themselves and others	√		L, I, R
A flexible approach to school life	√		L, I, R
A desire to contribute to a range of extra-curricular activities	√		L, I, R
A willingness to contribute to the exploration and development of additional KS4 courses	√		L, I, R
An excellent health and attendance record	√		L, I, R
Experience of working with governors and/or external partners	√		L, I, R
Prioritise, plan and organise themselves and others	√		L, I, R
Think analytically and creatively and demonstrate initiative in solving problems	√		L, I, R
Demonstrate a capacity for sustained hard work with energy and vigour	√		L, I, R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	√		L, I, R

Source	
A	<i>Application Form</i>
L	<i>Letter</i>
I	<i>Interview</i>
R	<i>References</i>

Application Closing Date

**The closing date for applications is
Monday 9th February 2026 (midday)**

Shortlisted candidates will be contacted shortly after this date.

If you have not heard from us by Friday 13th February 2026,
please assume your application has been unsuccessful.

Candidates are welcome and encouraged to visit the school prior to application. If this is what you wish to do, please contact Carol Simpson, Headteacher's PA, at c.simpson@archbishoptemple.com.

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed but it will be a two-day interview process held on **Tuesday 24th and Wednesday 25th February 2026.**

Applications may be submitted on email to head@archbishoptemple.com or by post.

Archbishop Temple Church of England High School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.