



Fareham
Academy

Applicant Pack

Assistant Headteacher

Leadership L10-L14
£65,167 - £73,470

Start date: 01 September 2026

Fareham Academy
www.fareham-academy.co.uk/vacancies

For an informal discussion about this post, more information or to arrange a visit, please contact the Academy on 01329 318003 or by email to Miss C Roberts, Deputy Headteacher on c.roberts@fareham-academy.co.uk

Closing Date: 15 April 2026 (09:00am)

Letter from Headteacher

Dear Applicant,

Thank you for considering joining Fareham Academy. We are a caring and forward-thinking school where academic achievement sits alongside the personal development of every child. Our motto, “*Unlocking Potential – Creating Opportunity*,” together with our values of Resilience, Aspirations, and Kindness, reflects the ambition we hold for all our students.

Our staff are deeply committed to providing the highest quality education, and we are equally committed to supporting their professional growth. We prioritise development at every stage of a career, ensuring colleagues have the opportunities, training, and guidance they need to progress.

Many of our staff have moved into leadership roles within Fareham Academy and the wider education community, highlighting the strength of our culture and the talent within our team.

We are now seeking the right person to contribute to our school and be part of the exciting journey ahead. I wish you every success with your application.

If you have any questions on the recruitment process, please email g.payne@fareham-academy.co.uk or visit our website: www.fareham-academy.hants.sch.uk

Yours faithfully,

Randall Jull
Headteacher

“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”



Assistant Headteacher

This is an exciting opportunity for a skilled and experienced leader to join our Senior Leadership Team. Fareham Academy is seeking to appoint a highly qualified, ambitious senior leader with a proven record of achievement.

We are looking for an aspirational classroom practitioner who is committed to securing excellent outcomes for students. The successful candidate will serve as a model of outstanding practice in the classroom, demonstrating both intellectual rigour and professional credibility to raise standards for all our young people.

Are you someone who can inspire, motivate, and support both students and staff to achieve their full potential?

Applications are invited from candidates who:

- Have a successful, proven track record of senior or middle leadership in their current role.
- Are committed to improving the outcomes for all our students.
- Have a proven ability to work in partnership with staff, learners and their parents/carers offering support and challenge.
- Are able to lead, motivate and inspire students and staff.
- Have the ambition, resilience and determination to succeed.
- Are a creative and strategic thinker, able to see through and sustain initiatives.
- Have excellent communication, organisational and inter-personal skills.

This is an exciting opportunity to take on the role of Assistant Headteacher. Working closely with the Headteacher, you will contribute positively to identifying priorities and opportunities for academy improvement, ensuring the achievement of exceptional outcomes for all students. You will also play a key role in delivering the academy's strategic aims and ensuring that all systems operate smoothly, consistently, and effectively on a daily basis.

As a vital member of our Senior Leadership Team, you will have a significant impact on our ongoing school improvement journey. You will join a supportive, highly skilled, and dedicated team of leaders and staff who are committed to securing record examination results, driving sustainable improvements across every aspect of the academy, and providing ambitious and enriching opportunities for all students.

All applications to be submitted to Mrs G Payne, Executive Assistant via email on g.payne@fareham-academy.co.uk

Your Opportunity

At Fareham Academy, we are committed to equipping students with the skills they need to develop independence and confidence in their learning. Teaching and Learning sits at the heart of our practice, and every decision we make is guided by its impact on student progress and outcomes.

We are seeking a highly motivated individual who:

- Has strong subject knowledge and a belief in young people
- Is dynamic, innovative and inspirational in the classroom
- Is passionate about their subject and committed to raising standards
- Challenges students to achieve their full potential
- Can deliver high-quality lessons across all year groups
- Works well as part of a team
- Sets high expectations for themselves and their students
- Builds positive relationships with students
- Uses data effectively to enhance teaching & learning
- Keeps up to date with educational developments

In return, we offer:

- A professional, supportive and dedicated staff team focused on raising achievement
- Enthusiastic students who value their learning environment
- Strong opportunities for professional development
- A caring, vibrant school community
- Personalised CPD tailored to your needs
- Private Health Care and 24/7 access to a virtual GP
- Teachers' Pension

“A place where staff cultivate a desire for learning and self-improvement.”



Post Details		Schedule 6			
Department:	SLT				
Job Title:	Assistant Headteacher				
Salary:	L10 – L14				
Responsible to:	Headteacher				
Job Purpose Statement					
<p>The Assistant Headteacher will play a key role in the strategic and operational leadership of the academy. Working closely with the Headteacher and Senior Leadership Team, the postholder will contribute to shaping the vision, direction and culture of the school, ensuring the highest standards of teaching, learning and student achievement.</p> <p>They will lead on agreed whole-school priorities, securing strong and sustainable improvement, and ensuring that systems and practices operate effectively on a day-to-day basis. The Assistant Headteacher will model outstanding professionalism and classroom practice, support staff development, and champion high expectations for all students.</p> <p>The role exists to:</p> <ul style="list-style-type: none"> • Drive forward academy improvement in line with strategic goals • Ensure high-quality teaching and learning across the school • Promote an inclusive, aspirational and safe learning environment • Strengthen staff performance, wellbeing and professional growth • Secure excellent academic and personal outcomes for all students <p>The Assistant Headteacher will be an influential and visible leader, committed to ensuring that every young person receives the best possible educational experience.</p>					
<p><i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i></p>					
Person Specification					
Qualifications	Essential/ Desirable	A	I	L	R
Relevant qualifications to degree level or the equivalent. Evidence of further relevant professional development. Qualified Teacher	E E E E	* * * *			
Experience of Educational Management	Essential/ Desirable	A	I	L	R
Experience of Senior Leadership in a secondary 11-16 range school at a senior level.	D	*			*
Detailed knowledge and understanding of the National Curriculum.	E		*		*
Appropriate and successful teaching experience. Proven track record at KS4.	E		*		*

Ability to motivate and encourage children	E		*		*
Strategic policy development and implementation.	E	*	*		
Demonstration experience of implementing strategies for raising achievement and achieving excellence for students, staff and self.	E	*	*		
Demonstrate effective team leadership	E	*	*	*	*
Successful experience in data analysis, target setting, monitoring and review.	E		*		
Evidence of impact of work with external organisations	E	*	*		
Experience of school development planning and evaluation	E		*		*
Ability to demonstrate understanding of complex problems and apply in depth knowledge to address them	E		*		*
Ability to create effective relationships with a variety of different people	E	*		*	
Professional Knowledge and Understanding	Essential/Desirable	A	I	L	R
Current educational issues, including national policies, priorities and legislation	E	*	*		
Management of staff, including professional development and recruitment.	E	*	*	*	
Evidence of Line Managing Curriculum areas and Student Support Staff.	E		*		
Financial planning, budgetary management and accountability.	E	*	*	*	
The successful practice of educational inclusion, diversity and access.	E		*	*	
Effective choice and flexibility in learning to meet the personalised learning needs of the every child	E		*	*	
Principles and practices of quality assurance systems, including school review, self-evaluation, performance management.	E	*	*	*	
Leadership and Management Skills	Essential/Desirable	A	I	L	R
Ability to prioritise, plan, organise and manage work life balance	E	*			*
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	E	*	*		
Excellent time management and organisational skills	E		*		
Excellent interpersonal, presentation and communication skills, both written and spoken	E	*	*		*
Ability to manage and deliver own course units and contribute to team taught course units	D	*	*	*	
Ability to contribute to wider school management, administration and initiatives	D	*	*	*	*
Communicating & Influencing	Essential/Desirable	A	I	L	R
Ability to influence desired student behaviour	E			*	*
Ability to generate enthusiasm in students	E			*	*
Excellent communication skills, able to clarify and explain instructions	E		*	*	*
Other skills & Behaviours	Essential/Desirable	A	I	L	R
Ability to stay calm	E			*	
Empathy with students and sympathetic to their needs	E			*	
Professionally discrete and able to respect confidentiality in particular areas	E				*
Safeguarding Children	Essential/Desirable	A	I	L	R
Committed to safeguarding and promoting the welfare of children and young people (References)	E	*	*		
Equality	Essential/Desirable	A	I	L	R

<ul style="list-style-type: none"> The ability to ensure that there is equality of access to educational attainment All aspects of equality are adhered to 	E	*	*		
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Personal and Professional Qualities & Attributes	Essential				
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- Excellent organisational skills
- Able to manage teaching resources, meet deadlines and maintain high standards
- Skilled in planning, delivering and assessing effective teaching
- Contributes to curriculum design and new teaching approaches
- Inspires, challenges and motivates the school community
- Builds and maintains strong, positive relationships
- Thinks strategically and supports a clear, shared vision
- Manages change, challenges and team development effectively
- Listens to and reflects on feedback
- Creative problem-solver
- Able to prioritise, plan and organise self and others
- Sets and achieves ambitious goals
- Knowledgeable, consistent, reliable and an effective communicator who follows through, supports others and promotes sustainability

Organisational Information					
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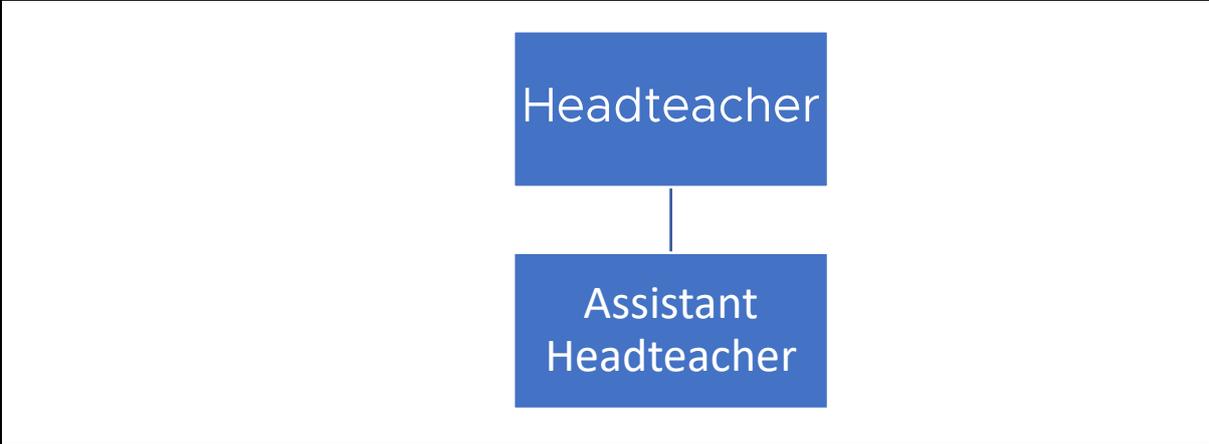
All staff are expected to:

Actively promote equality of opportunity and fair treatment for all colleagues and students, in line with the school's Equal Opportunities Policy.

Contribute to maintaining a safe working environment by:

- Attending Health and Safety training as required, both on appointment and as duties or procedures change.
- Following local safe working practices and adhering to the school's Health and Safety Policy.

Carry out any other duties within the scope of the role as reasonably requested by your manager.



Main Responsibilities/Activities:

This document is not intended to provide an exhaustive list of duties, but rather an outline of the key responsibilities of the role. It should be read alongside the accompanying Job Purpose statement. The postholder will specifically be expected to:

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Assessment

The assistant headteacher will:

- Ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Pastoral

The assistant headteacher will:

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Please note that this reflects the general nature and level of responsibility associated with the role. It is not an exhaustive list of all tasks the Assistant Headteacher may be required to undertake. Additional duties may be assigned that are appropriate to the post and aligned with the postholder's specific area of focus.

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, online checks and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



Fareham Academy

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