



# DRAYTON MANOR HIGH SCHOOL



*The Parliamentary Review*

Ambition

Character

Civic virtue



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### WELCOME FROM THE HEAD

Dear Applicant

Thank you for the interest you have shown in the post of Assistant Headteacher at Drayton Manor High School and welcome to our inspiring and exciting school that provides a truly exceptional education.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto '*Nec Aspera Terrent - hardships do not deter us*' is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do. The school is a calm and purposeful place where good manners and good behaviour are considered essential. We have no doubt that this moral education and the way it is combined with academic expertise are key factors in our school's success.

Our teachers have excellent subject knowledge and are adept at not only preparing our students for examinations but for building their confidence so they are well prepared for their future lives, whatever their chosen path. We are very proud of our rich and wide curriculum which supports the growth and development of our student body and staff play an integral role in supporting this.

It is over 95 years since Drayton Manor opened in 1930 and we continue to build on the successes of the past to put the school in the best possible position for the next 95 years. Our school is a positive, welcoming and encouraging environment, which is a reflection of the outstanding contribution our staff members make to all aspects of our busy school life.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with a coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

We offer

- The opportunity to work for an organisation which is value-driven and places our students at the centre of everything we do

- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression to Deputy Headship and Headship
- Flexible and remote working opportunities mapped onto each professional's calendar
- Access to a private health care and wellbeing support package
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

Candidates who have extremely high expectations and who are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

As an inclusive employer we are seeking candidates from a range of backgrounds and invite you to visit our website, which offers further information about the school, or contact ([hroffice@draytonmanorhighschool.co.uk](mailto:hroffice@draytonmanorhighschool.co.uk)) HR if you have any queries or would like to arrange a site visit.

Yours faithfully,



Ms Lisa Mills

Headteacher



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

<b>POST TITLE</b>	<b>ASSISTANT HEAD (SENIOR LEADERSHIP TEAM)</b> The school works on a role rotation model. Responsibilities will be aligned with the strengths of the candidate.
<b>GRADE</b>	L15 – L19 (Inner London)
<b>RESPONSIBLE TO</b>	Head Teacher and Governing Board
<b>JOB PURPOSE</b>	To play a key role in whole school strategic and operational leadership working under the direction of the Head.

*All staff have a responsibility for promoting and safeguarding the welfare and safety of children and young people for which s/he is responsible and/or with whom they come into contact.*

### MAIN PURPOSE OF THE ROLE

#### *'Nec Aspera Terrent'*

The postholder will play a key role in the whole-school strategic and operational leadership of the school under the direction of the Head. The successful candidate must fully embrace, and further strengthen, the school's robust academic, pastoral and inclusive ethos, ensuring that our commitment to equity, high standards and personal development continues to have a transformational impact on student outcomes. In doing so, they will help ensure that what Drayton Manor contributes to the education system becomes ever more distinctive.

The successful candidate will be expected to embrace the school's robust academic and pastoral ethos with a view to taking its impact on student outcomes to higher levels, so that what Drayton Manor offers the education system will become ever more distinctive.

They will be expected to prepare and, where appropriate, oversee, the implementation of improvements intended to anchor our ethos and standards ever more deeply into the life of the school, building on what has already proved successful and drawing on the experience of other schools.

Particular priorities for the post holder will be work that promotes:

- ambitious learning; instilling in every student the fundamental importance of academic rigour in all they do, combined with the value of breadth in their studies;
- the character of students; stimulating relish for fresh challenges and personal responsibility; and
- acquisition of civic virtue; including integrity, care for others and sharing non-academic life experiences.

In summary, these priorities aim at producing personally rounded and highly knowledgeable students who strive to be exemplary citizens, contributing in all ways, and especially as role models within their communities; locally or on the world stage.

The Senior Team works on a role rotation model therefore the roles and responsibilities will be considered depending upon the strengths of the candidate.

## **PRINCIPLE RESPONSIBILITIES**

- To play a key role in promoting the aims, values and ethos of the School and facilitate effective communications with all stakeholders.
- To support the Head in leading the operational and ongoing strategic development of the school.
- To attend meetings with the SLT, Governors and other stakeholders if requested to do so.
- To take a lead in monitoring, evaluating and developing the quality of provision across the School and raising student achievement.
- To oversee the quality of the curriculum for a Faculty and/or a Year group, working very closely with the middle leader
- To play a role in contributing to strategic and operational planning, specifically the formulation of the School Development Plan and SEF.
- To report to and work effectively with Governors
- To develop and maintain systems which track and evaluate student progress and outcomes and to subsequently identify and act on areas of improvement.
- Undertake a range of rigorous quality assurance activities in order to report on the impact of school improvement strategies and systems in order to make recommendations for development and target support accordingly.
- Make a significant contribution to the development of leadership and management capacity across the middle leadership structure.
- To oversee the development and embedding of excellence in agreed areas such as Teaching and Learning, the Curriculum and SEND and Inclusion.
- To develop and implement action plans which raise standards and secure improvements.
- Work with the Head and Senior Leadership Team to support, mentor and coach colleagues across the School in the implementation of school improvement strategies and professional development.
- To either be responsible for the line management of a Year group or support with this depending on the wider roles allocated.

- To attend and chair meetings as appropriate.
- To line manage key Heads of Faculty and other appropriate areas of the school as required.
- To work with Middle Leaders to ensure effective systems are in place to track and monitor student progress and provide impactful interventions as necessary.
- Develop, implement, and support relevant school academic policies and procedures.
- To undertake other relevant duties commensurate with the role under the direction of the Head.



## DRAYTON MANOR HIGH SCHOOL

### PERSON SPECIFICATION

POST TITLE: Assistant Head

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Recognised Qualified Teacher Status</li> <li>• Graduate level Qualification/Degree or equivalent</li> <li>• Evidence of recent and relevant professional development</li> <li>• Evidence of relevant qualifications or training in an area of specialism e.g. curriculum, pastoral care, teaching and learning, Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of professional development of leadership skills e.g. Masters in Leadership, NPQML, NPQSL or another appropriate programme or activity</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Relevant and successful Leadership experience (this may be either at middle or senior leadership level)</li> <li>• Understands and can demonstrate what excellence looks like</li> <li>• A proven track record of raising attainment and improving teaching, the curriculum, pastoral work or another relevant area of the school</li> <li>• A proven track of working effectively with key cohorts</li> <li>• A proven track record of working to support improvements in attendance of key cohorts</li> <li>• Evidence of successfully leading change, creativity and innovation</li> <li>• Experience of implementing quality assurance processes which raise standards</li> <li>• Evidence of being an excellent teacher and leader with the ability to coach and mentor others to achieve, maintain and exceed professional standards</li> <li>• Effective use of data to raise standards and drive further improvement</li> </ul>	<ul style="list-style-type: none"> <li>• A track record of working effectively with Senior Leaders to ensure appropriate monitoring and accountability of school improvement work</li> </ul>

Ability / Skills	<ul style="list-style-type: none"> <li>• Thorough knowledge of the National Curriculum</li> <li>• Excellent understanding of current theory and best practice in relation to inclusive practices/SEND/Pupil Premium</li> <li>• Ability to inspire others and provide strong leadership to teachers and support staff</li> <li>• Ability to work with all staff to create and implement a strategic School Improvement Plan based on a thorough evaluation of the School to ensure that students achieve high standards and make good progress</li> <li>• Ability to analyse and use complex data to drive improvement</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Ability to promote and support the school's Equal Opportunities Policy</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
Personal Qualities and Disposition	<ul style="list-style-type: none"> <li>• The ability to provide dynamic, consistent and motivational leadership to ensure the successful delivery of the vision, ethos and overall education strategy</li> <li>• An exemplary leader who will be highly visible across the school and demonstrate strong personal commitment to achieving excellence</li> <li>• A strong, flexible, optimistic and collegiate leadership style when dealing with governors, senior leaders, staff, students, parents and the wider school community</li> <li>• The personal attributes to appropriately and proportionately challenge, motivate and empower others to attain ambitious outcomes</li> <li>• Ability to work hard with competing deadlines, prioritising appropriately, a belief in teamwork, collaboration and maintaining good humour</li> <li>• Energetic and enthusiastic with a naturally positive outlook</li> <li>• Ability to function effectively under pressure</li> <li>• Evidence of commitment to and understanding of collective responsibility</li> <li>• A belief in the importance of teamwork and a collaborative approach and an ability to build supportive working relationships with colleagues both within and outside the department</li> <li>• Meticulous attention to detail</li> <li>• A willingness to commit time to extra-curricular activities and the wider life of the school</li> </ul>	

## EMPLOYEE BENEFITS



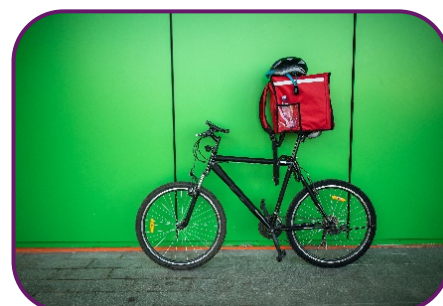
### STAFF PRIVATE HEALTHCARE

All Staff access to Private Healthcare Membership at no cost



### PROFESSIONAL DEVELOPMENT

Ample opportunity for professional development. Education Professionals never stop learning



### CYCLE SCHEME

Salary sacrifice Cycle-to-work scheme available to all staff



### PAID DUTIES & FREE MEAL

Free lunch provided for each paid duty carried out at £24.50/hour



### COMMUTE TO WORK

Within walking distance of Hanwell & Drayton Green Rail Station and accessible by E1, E3 and E11 buses & Elizabeth Line



### WORKING HOURS & ANNUAL LEAVE ENTITLEMENT

Monday to Friday 35 hours/week  
Generous leave entitlement. Over 34 paid holidays

## THE APPLICATION PROCESS

Candidates should complete an application form describing how their skills, knowledge and experience match the job description and person specification for the post of Assistant Headteacher (Inclusion). This should be sent via email to [hroffice@draytonmanorhighschool.co.uk](mailto:hroffice@draytonmanorhighschool.co.uk) to arrive by 12.00pm on Tuesday 5 May 2026. You can download an application form [HERE](#). Candidates are welcome to visit or speak to the Head Teacher ahead of an application by contacting the HR department.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The closing date is 12.00pm, Tuesday 5 May 2026.

*Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

