



Appointment of
Assistant Head Teacher: Safeguarding and
Behaviour

November 2025

INFORMATION FOR POTENTIAL APPLICANTS



Letter from Chair of Governors

Dear potential applicant

Thank you for your interest in the position of Assistant Head Teacher: Safeguarding and Behaviour at Kingsmeadow Community School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and has an excellent track record in narrowing the achievement gap between PP and other students.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities first hand.

Yours sincerely,

Sarah Diggle
Chair of Governors



THE POST: ASSISTANT HEAD TEACHER: SAFEGUARDING AND BEHAVIOUR

PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete an application form, giving the names and addresses of two referees (references will be taken-up prior to interview).

The application form and relevant documents can be found on the school's website under Staff Vacancies. We will only accept applications on the Gateshead Council application form, and CV's or other application formats will not be accepted.

Applications should be completed and submitted by noon on Wednesday 19 November 2025.

Interviews will take place on Thursday 27 November 2025. If you have not heard from us by this time you must assume that your application has been unsuccessful on this occasion.

If you require any further information prior to making an application, please contact the Office Manager; Michelle Lane at mlane@kingsmeadow.org.uk or on 0191 4606004 ext 222.

I look forward to receiving your application. Further information about our school can be found on our website. We would welcome and encourage prospective candidates to visit the school.

Thank you for your time and your interest in the school.



ABOUT KINGSMEADOW SCHOOL

Any welcome that I give here in writing cannot do justice to the welcoming atmosphere that is felt on entering Kingsmeadow Community School. We are a community school in every sense of the word. At Kingsmeadow you will find an ambitious, dedicated and caring staff body working with students who have a real desire to work hard and succeed.

At the heart of Kingsmeadow School lies a highly aspirational, academic curriculum of which we are fiercely proud. All students have the opportunity to access the EBACC and around 90% do so. Our sixth form offer is made up of exclusively level 3 courses. We do not limit our expectations of our students and, in doing so, we find that they strive to step up and meet those expectations. Aspiration is the key to success.

The students who attend Kingsmeadow School come from an increasingly diverse community. Using our core values of Integrity, Resilience and Respect, we seek to equip our students with the skills they need to be successful citizens who contribute positively to society, whilst giving them the academic profile they need to be able to open up doors of opportunity in their future. Our strong academic curriculum is supported by a generous Character Curriculum which runs through years 7 to 13. This is delivered through our daily Thrive sessions, which account for two hours of curriculum time per week. These sessions incorporate much of the PSHE, RSE, SMSC and British Values education, as well as our own Character Curriculum. This was all highly commended in our September 2021 Ofsted visit and has moved from strength to strength since then.

As a Google Reference school we use the Google suite across the school. Teachers and students are well versed in using Google Classroom for classwork and homework. Students have good access to technology, with over 400 Chromebooks plus desktops available in school.

Kingsmeadow Community School has undergone significant improvement over the past year, and will continue to do so into the future. A new pastoral structure offers unparalleled support to our students and creates an atmosphere within school where teachers are not distracted by poor behaviours, but are allowed to teach. Academically, we have classroom expectations which ensure consistency of practice without stifling the creativity of great teachers. This can be seen through our 2024-25 results, which were among the highest that the school has ever seen. Moving forward, we have four whole-school priority areas which we are addressing this year: literacy and oracy; maximising the impact of time spent in the classroom; embedding inclusive practice; praise Culture (students and staff)

I am looking to appoint the right person who can work with me and the senior leadership team in continuing to deliver the improvements that the students and community of Kingsmeadow Community School deserves.

Mark Barrett
Head Teacher



LEADERSHIP STRUCTURE

Headteacher

Mr M. Barrett

Deputy Headteachers

Mrs A Douglas

Mr S Ferguson

Business Manager

Miss C. Bulman

Assistant Headteachers

Mr G. Dunlop

Mrs M. Langley

Mr A. Milton

Mrs C. Richardson

JOB DESCRIPTION - Assistant Headteacher: Safeguarding and Behaviour

Job Title	Reports to	Effective Date
Assistant Head Teacher	Head Teacher	September 2026 or earlier
Salary Grade	Conditions of Service	Line management
L11 - L16	Full time	Yes

The duties required of all teachers under Pay and Conditions of Service legislation are a necessary part of this job description. This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder.

Core Purpose

The Assistant Headteacher will, along with the Senior Leadership Team, be responsible and accountable for the successful development and sustainability of Kingsmeadow Community School. The Assistant Headteacher will, under the direction of the Headteacher, take a leading role in:

- Formulating the aims and objectives of the school
- Ensuring the safeguarding of students and staff in school
- Driving an inclusive agenda for students in school
- Strategic planning for ongoing improvement
- Establishing and embedding protocols, policies and practices
- Management of staff and resources
- Monitoring of progress of identified groups of students and department areas towards the achievement of aims and objectives

Qualities

The assistant headteacher will:

- Uphold public and staff trust in school leadership and maintain high standards of communication, ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the students of Kingsmeadow Community School
- Manage workload and administration effectively, having a high level of accuracy and meeting deadlines

Duties and Responsibilities

The duties listed are illustrative of the general nature and level of responsibility of the role. This is not an exhaustive list of all the tasks that the assistant headteacher will carry out. Duties and responsibilities will be adapted to suit the needs of the headteacher and of the school, as well as the skills and experience of the postholder.

Contribute to strategic planning in order to meet the school's vision

- Share collective responsibility for whole-school decisions
- Establish a proactive approach to Safeguarding across the school
- Lead a pastoral team in promoting good Learning Behaviours across the school
- Actively participate in events and activities aimed at promoting the school in the community
- Communicate effectively with governors, parents and outside agencies
- Support the headteacher

Qualities and Knowledge

The Assistant Headteacher for Safeguarding and Behaviour will:

- Hold and articulate clear values and moral purpose, focused on providing a safe and inclusive education for all children

- Sustain a wide current knowledge and understanding of effective safeguarding and behaviour systems locally and nationally
- Lead by example, upholding the Kingsmeadow Community School core values of integrity, resilience and respect
- Commit to personal professional development to inform ongoing improvement
- Communicate compellingly and drive strategic leadership, empowering all pupils and staff to excel.

Students and Staff

The Assistant Headteacher will:

- Demand ambitious standards for all students, overcoming disadvantage and advancing equality and inclusion
- Instil a strong sense of accountability in staff for the impact of their work on students' outcomes
- Drive improvements in Learning Behaviours among students which positively impacts their outcomes
- Utilise external agencies, where appropriate, to support improvement in students' behaviour and outcomes
- Support an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Actively promote student and staff wellbeing, ensuring an atmosphere where all members of the school community feel valued and supported

Systems and Processes

The Assistant Headteacher will:

- Ensure that systems around the safeguarding of students are effective
- Contribute to the personal development curriculum, ensuring the effective teaching of safeguarding to students
- Ensure that behaviour reporting systems are used effectively by staff to support student learning
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding
- Actively support the governing board, ensuring that it has the relevant information to be able to fulfil its role effectively

The Self-Improving School System

The Assistant Headteacher will:

- Work with other organisations to champion best practice and secure excellent achievements for all students and department areas
- Develop effective relationships with fellow professionals and colleagues
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for relevant staff
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Assistant Headteacher: Safeguarding and Behaviour

Person Specification

AF – Application Form

IP – Interview Process

Ref – Reference

Specification	Essential/Desirable	Method of Assessment
QUALIFICATIONS & TRAINING		
• Degree or equivalent	Essential	AF
• Qualified Teacher Status	Essential	AF
• Evidence of continuing professional development	Desirable	AF
• Up to date safeguarding training	Essential	AF
• DSL qualified (or ability to pass DSL qualification prior to appointment)	Essential	AF
PROFESSIONAL EXPERIENCE		
• Experience of pastoral leadership at secondary level	Essential	AF & Ref
• Experience of secondary school behaviour management systems	Essential	AF & IP
• Evidence of successful management of change, including monitoring effectiveness	Essential	AF & IP
• Experienced teacher of 11-18 range	Desirable	AF, IP & Ref
• Experience of sourcing and utilising effective support through external providers	Desirable	AF, IP & Ref
SKILLS, KNOWLEDGE & ATTRIBUTES		
• Well organised, administratively accurate and able to organise own time effectively	Essential	AF, IP & Ref
• In depth knowledge of safeguarding legislation, including latest KCSIE statutory guidance	Essential	AF & IP
• Knowledge of a range of behaviour management systems and approaches	Desirable	AF & IP
• Ability to communicate effectively with and motivate staff	Essential	AF & IP
• A proven track record of positive communication with parents and carers	Desirable	AF & IP
• Excellent classroom practitioner	Essential	AF, IP & Ref
• Effective use of whole-school data to evaluate student performance	Desirable	AF & IP
• Experience of strategic planning and self-evaluation	Essential	AF & IP
• Familiarity with school accountability frameworks, particularly Ofsted	Desirable	AF & IP
PERSONAL QUALITIES		
• Belief that inclusion sits at the centre of effective education	Essential	IP & Ref
• Enthusiasm, drive and love for the job	Essential	IP & Ref
• Ability to work effectively in a senior leadership team, adopting and communicating decisions positively even when they are not your own	Essential	IP & Ref

• Passion for ensuring all aspects of school life promote integrity, resilience and respect	Essential	SP & Ref
• Able to lead through personal example as well as through leadership systems	Essential	SP & Ref
• Excellent communication skills	Essential	SP & Ref
• Ability to organise, plan and prioritise time effectively	Essential	SP & Ref
• Ability to act decisively	Essential	SP & Ref
• Excellent attendance and punctuality	Essential	Ref