



Meole Brace School

Learning - Respect - Success

Applicant Information

Assistant Headteacher

To start: 1st September 2025





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March 2025

Dear Applicant

Thank you for your interest in this post.

The opportunity has arisen for a strong, enthusiastic and ambitious leader to become an Assistant Headteacher for the core business of our school—teaching and learning.

Teaching and learning is developing in our school but we are ambitious to be securely good and exceptional over time. The successful candidate will share this ambition and have a passion for improving teaching and learning, and the ability to drive change. You will possess the leadership and communication skills necessary to support and motivate others and the organisational skills to manage the breadth of work that this role encompasses.

You will have knowledge and experience of developing great teaching using evidenced informed research such as 'What Makes Great Teaching' and Rosenshine Principles to develop a whole school framework and a shared codified language around teaching and learning.

Working with the Head and Deputy Head Curriculum you will play an integral role in shaping the future of teaching and learning in our school.

You must complete the application form in full. Please confine your letter to no more than two sides of A4, paying particular attention to the job description and person specification and how your past experience has prepared you for this post. We would also like to understand your vision for what makes effective teaching and learning in the 21st century.

Yours sincerely,

Miss Seema Purewal
Headteacher



Headteacher Seema Purewal

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Recent parent views

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."

"I have two children who have been at Meole and cannot speak highly enough about the school."

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.





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Advertisement – Assistant Headteacher

Grade: L11 – L16

(63,815 to £72,162)

Full Time

Permanent

Required to start 1st September 2025

We are seeking to appoint an additional Assistant Headteacher to join our ambitious, popular and successful school. You will work alongside the Headteacher, senior team and governors, and you will have a key role building on recent improvements and helping to shape future provision. Our school is a vibrant place to work and always puts high quality teaching and learning at the heart of what it does.

Further information about the school and an application pack visit our website: www.meolebrace.com.
Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: 2nd April 2025 @ 12 noon

Interview date: W/k commencing 7th April 2025

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices.

Headteacher Seema Purewal

Meole Brace School 01743 235961

Longden Road admin@meole.co.uk

Shrewsbury SY3 9DW www.meolebrace.com





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Job Description – Assistant Headteacher

Details of Post

- ▶ Assistant Headteacher
- ▶ School/ Federation/ Academy/Trust: Meole Brace Secondary
- ▶ Reporting to: Headteacher
- ▶ Main Workplace: Meole Brace School
- ▶ Grade and SCP: L11 – L16

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices

Purpose of Post

- To ensure high-quality, expert teaching across all subjects, built on an evidence-informed understanding of effective practices and how students learn

Specific responsibilities:

Teaching and Learning

- To act as the lead professional in the classroom, promoting the highest standards of teaching and learning.
- To create a school wide Teaching and Learning Framework and policy based on evidence informed practice.
- Lead on improving the quality of teaching and learning across the school to eliminate variance in classroom practice so that it is consistently strong within and across all curriculum areas and departments.
- To ensure that teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines.
- Support teachers to explore research evidence from their own subject areas to deepen their understanding of highly effective pedagogy and, in doing so, to continually improve their practice.





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Job Description – Assistant Headteacher

- Work with the SENDCO to develop and deliver whole school training based on adaptive teaching, to ensure that staff know how to adjust their lesson planning and delivery based on their secure understanding of students' needs and how children learn
- Contribute to the whole school Quality Assurance calendar/schedule on an annual basis.
- Play a lead role in quality assuring the teaching practice of all staff throughout the school through regular monitoring and evaluation through lesson visits and build up a profile of the strengths of teaching and learning across the school.
- Contribute to subject and curriculum reviews.
- Support Heads of Department to evaluate the effectiveness of classroom practice and Teaching and Learning in their subject areas

Professional Development and Learning:

- To ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole school improvement, team and individual needs
- To prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Actively seek out feedback and monitor the impact regarding teaching and learning CPD and ensure that it is meeting the needs of the teaching staff and modify accordingly
- To assist the Headteacher to ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.
- Contribute to the CPD calendar for the Academic Year in relation to teaching and learning training.
- Seek out/deliver appropriate whole group and individual staff training to develop teaching and learning practice
- To work with underperforming staff, coaching them to become more effective teachers.
- To work with Curriculum Leaders to develop their coaching skills so that they can effectively support teachers within their own areas.
- Oversee and manage ITT and ECT progress and development, ensuring an appropriate induction and support programme is in place.
- Be expected to play a full part in the life of the school community to support the Leadership team.





Person Specification – Assistant Headteacher

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• Qualified Teacher Status• An appropriate Degree• Professional development in preparation for a leadership role e.g. NPQ
Experience	<ul style="list-style-type: none">• Be a fantastic teacher!• Demonstrate a track record of developing colleagues.• Leadership and management experience in a school• Involvement in school self-evaluation and development planning.• Demonstratable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">• Have cutting edge knowledge of research informed practices around teaching and learning.• Understanding of high-quality teaching, and the ability to model this and support others to improve• A strong understanding of assessment and how it can inform strong teaching and learning.• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position