



Headmaster: A P Mead MA (Hons) (Oxon)  
Deputy Head: K B Catchpole BSc (Hons)

# Lytchett Minster School

Post Green Road, Lytchett Minster, BH16 6JD  
01202 622413 | [www.lytchett.org.uk](http://www.lytchett.org.uk)

## Assistant Headteacher (Behaviour for Learning) **L10 – L15 (£64,691 - £73,105 per annum)**

Thank you for your interest in the post of Assistant Head at this school. This post represents an outstanding professional opportunity for an enthusiastic, well-qualified and inspirational teacher with a proven track record in leadership.

This information aims to give you an insight into the culture of the school and the specific role being advertised. Full details including application forms and general school details can be found in the Vacancies section on the school website.

### The SLT Team

The SLT team currently comprises of the Headteacher, Deputy Head, 3 Assistant Headteachers, the School Business Manager, Head of Sixth Form and Head of Inclusion.

Whilst each member of the SLT team will have distinct responsibilities, there are common features for each member of the team. For example, all members of the team will line manage one or more subject areas and are involved in line management, appraisal and monitoring of staff. It is a very supportive team and we work collaboratively, all taking part in strategic planning and discussing whole school issues. We meet weekly after school on Wednesdays for strategic decision making.

### Post Details

We are looking for a knowledgeable, enthusiastic and committed colleague to join our Senior Leadership Team. The successful candidate will lead on behaviour across the whole school. The role is an important one and demands considerable powers of leadership, inspiration, efficiency and, of course, sheer hard work. We are looking to appoint a highly professional, well qualified and experienced teacher and leader, with a strong track record of examination success in his/her own teaching and a clear and recognised track record of raising and sustaining standards of achievement and behaviour.

SLT members are expected to be on duty every break and lunchtime.

The postholder will work closely with the Assistant Head (Safeguarding and Attendance) but specific responsibilities will include:

- *Behaviour and discipline*
- *Reflection Base*
- *Pupil Premium Champion*
- *Exams (supporting Exams Manager)*
- *Link with external agencies (Youth at Risk meetings, Dorset and BCP learning centres)*

- *Bus issues (behaviour)*
- *Staff Duties (in collaboration with Cover Manager)*
- *Detentions (in collaboration with House teams)*
- *Line management of Inclusion Base Manager, Exams Manager, Behaviour TA*
- *Attends Pastoral and MGB Governors' Meetings*

## Person Specification

Category	Essential	Desirable
Education and training	<ul style="list-style-type: none"> <li>● Degree or equivalent</li> <li>● Qualified teacher status</li> </ul>	
Professional Development	<ul style="list-style-type: none"> <li>● Evidence of recent and appropriate involvement on professional development</li> </ul>	<ul style="list-style-type: none"> <li>● Involvement in a Leadership development programme</li> </ul>
Previous experience	<ul style="list-style-type: none"> <li>● Relevant teaching experience in a secondary school</li> <li>● Excellent classroom management skills</li> <li>● Experience of leadership in pastoral care</li> <li>● Experience of working as a team leader with responsibility for the performance of others</li> <li>● Experience of observing lessons and providing constructive feedback</li> <li>● Experience in the process of raising standards, target setting and evaluating progress against targets</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in more than one school</li> <li>● Experience of intervention processes to improve behaviour and raise achievement</li> <li>● Experience in the process of school self-evaluation and quality assurance and the creation of School Improvement Plans</li> <li>● Experience of acting as a Pupil Premium champion</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>● An excellent classroom practitioner with current or very recent experience of teaching to a high level</li> <li>● A good understanding of Adverse Childhood Experiences and trauma that affects students as they grow up</li> <li>● A thorough knowledge of current educational issues</li> <li>● Pedagogical expertise and the ability to promote effective teaching and learning</li> <li>● An ability to articulate high expectations and a strategic vision which is shared by all stakeholders</li> <li>● An ability to analyse, interrogate and interpret data and use it for school improvement</li> <li>● A high level of personal organisation coupled with ability to prioritise and delegate</li> <li>● Excellent oral and written communication skills</li> <li>● The ability to use ICT effectively in leadership, management and teaching</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of successful collaboration with other schools and the wider community</li> <li>● Positive and imaginative approaches to promoting excellence</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>● A thorough understanding of issues surrounding the safeguarding of</li> </ul>	

	children and a commitment to child welfare and safety	
Collaborative working	<ul style="list-style-type: none"> <li>• A willingness to work with organisational procedures and processes to meet the required standards for the role</li> <li>• Experience of developing successful relationships with staff, parents, students, governors and the wider community</li> </ul>	
Commitment to equality	<ul style="list-style-type: none"> <li>• Respects and values the different experiences, ideas and backgrounds others can bring to work and to the team</li> </ul>	
Character and attitude	<ul style="list-style-type: none"> <li>• Inspirational role model with a genuine enthusiasm and passion for working with young people</li> <li>• Excellent people skills</li> <li>• Strong character with the ability to stay calm and measured under pressure</li> <li>• Exceptional work ethic</li> <li>• Self-motivated with the ability to manage a work/life balance</li> <li>• Resilient and demonstrates the ability to work well under pressure, managing time and priorities effectively</li> <li>• A genuine rapport with children and young people</li> <li>• Ability to establish positive relationships with parents, particularly with those who are hard to reach</li> <li>• A creative and innovative thinker</li> <li>• A sense of humour</li> <li>• Highly respected by colleagues in present role</li> </ul>	
Additional factors	<ul style="list-style-type: none"> <li>• Excellent record of punctuality and attendance</li> <li>• A commitment to raising standards</li> <li>• An inclusive approach to education</li> </ul>	

If you would like to informally discuss this post prior to applying, please contact Andrew Mead, Headmaster at [meada@lytchett.org.uk](mailto:meada@lytchett.org.uk). If you wish to apply for this role, please complete the online application form at <https://lytchett.careers.eteach.com/#/>. In the letter of application, you will need to demonstrate that you possess the above qualities and give a clear statement of the particular contribution you would be able to make to the school. You should also refer to your areas of expertise in the field and any previous relevant experience.

**Please note that the deadline for this application is 9am on Friday 23<sup>rd</sup> January 2026.**

*Please note that Lytchett Minster is committed to safeguarding & promoting the welfare of children & young people. All appointments made are subject to an Enhanced DBS check.*