

THE HOLT SCHOOL

Holt Lane
Wokingham
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Assistant Headteacher Safeguarding & Pastoral

Required January or April 2026

Permanent – Full time

L11-18

Required for January or April 2026, an outstanding, energetic and well-qualified teacher, who has the ambition and drive to join our Senior Leadership Team and to develop and deliver an ambitious vision for to support our school's outstanding culture and climate.

We are looking for a middle leader or existing senior leader with a proven track record of excellent leadership within their department, year group or area and who is ready to move on to the next stage of their career.

The successful applicant's main roles will be Designated Safeguarding Lead, behaviour and attendance leads and leadership of the pastoral teams. The ideal candidate will have pastoral responsibilities to reflect their strengths.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Katie Warner HR manager for more information about this post and to arrange a visit.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing Date: 9am on Wednesday, 19th November 2025

Interview date: Friday 5th December 2025

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Assistant Headteacher	Name:	
Reports to:	Co-Headteacher	Issued/Reviewed:	
Pay Scale:	L11-18	FTE	1.0
Employment Status	Permanent		
Allowance:			

To be line managed by:

1. Teaching and Learning: (18/50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school's B4L policy to maintain the highest standards of behaviour at all times

2. Senior Leadership Responsibilities

- To lead discussion on areas of responsibility and to actively participate in weekly SLT meetings
- To lead pastoral actions from quality assurance programme.
- To run after school and lunchtime detentions

- To meet and greet staff on morning briefings with tea and coffee,
- To lead a weekly duty team
- To lead the interview and selection process for vacancies linked to line mgmt. areas of responsibility
- To keep abreast of current issues in education and to disseminate to staff where appropriate
- To keep up to date with education research on pedagogy, leadership, curriculum and assessment.
- To plan and deliver assemblies.

Leadership of the Student Support team

- To line manage the student support manager; weekly meetings, to quality assure decisions re safeguarding issues, students, parents, counselling lists and school systems.
- Identify the training needs and coordinate training for student support staff.
- Hold the student support team to account so that their attitudes and actions reflect the ethos and expectations of the leadership team.
- Responsible for first aid and medical issues complying with statutory requirements.

Leadership of the Pastoral Teams

- Create agendas and chair half termly meetings with HOY and annual pastoral planning day
- Responsible for attendance for the whole school. As attendance lead to meet fortnightly with HOY and liaise with EWO service
- Lead transition arrangements
- Identify and coordinate training needs of HOYs
- Lead smooth communication between HoY eg organise HOY area on sharepoint, set up year group folder
- To negotiate and finalise the tutor teams and rooming for each academic year.

Behaviour Lead

- Represent the school at behaviour leads meetings
- To lead managed moves, fixed term transfers and FAPP referrals between The Holt and other schools
- To decide on appropriate alternative provision and to liaise and make referrals

Designated Safeguarding Lead

- Lead the training of all staff and volunteers in statutory safeguarding practices in school.
- Liaise with HR manager to ensure all training is recorded on the SCR
- Lead the other DSLs in school to ensure high quality and appropriate responses to all safeguarding concerns, liaising with social care.
- Insist on timely referrals to social care
- Set up and quality assure therecords of referrals to social care and ensure outcomes are recorded accurately.
- Design and distribute safeguarding briefings to all staff each half term.
- Write reports and attend child protection case conferences, CP core meetings and CIN meetings.
- Attend DSL meetings to keep up to date
- Organise and attend bi-ennnial training for DSL

- To be responsible for keeping up to date with new statutory legislation and ofsted requirements and make necessary changes to school systems and policies.
- To update safeguarding policy annually.
- Write and present the annual safeguarding report to governors every September.
- Liaise with outside agencies
- Ensure HOY prepares for and attends Early Help and/or CIN meetings where appropriate.
- Brief the safeguarding gov once per half term

To lead on Parent Engagement

- To lead parents' evenings Year 7 -13 and liaise with the data team, student support and HOY to ensure the smooth running.
- To organise at least two information evenings a year for parents to help them support their children with their learning and well-being.

Lead Transition Arrangements

- Liaise with the student support manager, incoming HOY 7 and SENCO to ensure the timeline for transition is correct.
- To coordinate Year 6 parent welcome evenings and Year 7 parent information evening.

Mental Health Lead

- To attend and ensure MDPM meetings are effective
- To instigate support from Camhs, EP and other agencies to support mental health training in school
- To lead the on site services of ARC, Faith Joanne , EP, Camhs, Daisy's Dream and to keep up-to-date lists of students receiving one to one support.
- To manage the waiting list for counselling services in school.
- To liaise with HoS once a half term to monitor students seeing Martina.

Line Management

- Two departments, Student support manager and school counsellor

Engagement with Governors

- Attend FGB meetings
- Write reports for governors as required

3. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

4. Life of School

- To support the ethos of the school through the Mission Statement.
- To attend meetings that form part of the directed time.

- To comply with the School's Health and Safety Policy
- To carry out duties as published

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher