



Assistant Headteacher job description

Employment details	
Job title	Assistant Headteacher
Reports to	Headteacher/Deputy Headteacher
Hours of work	32.5 term time
Salary	L4 to L8 £55,747 - £61,534

Leadership and Management

The Assistant Headteacher will contribute to the strategic leadership and day-to-day management of the school, supporting the Headteacher in implementing the school's vision, values, and improvement priorities. They will lead on a number of key whole-school responsibilities.

As English subject lead, they will drive forward the teaching and learning of English across the school, ensuring high standards of literacy and communication skills for all pupils and supporting staff to deliver high-quality, engaging lessons. As Educational Visits Coordinator (EVC), they will oversee the planning, organisation, and evaluation of all educational visits, ensuring that these experiences are safe, enriching, and closely linked to curriculum priorities. In their role as Pupil Premium lead, they will monitor the impact of funding, champion strategies to close the attainment gap, and report on outcomes to staff, governors, and external stakeholders.

The Assistant Headteacher will also act as Transition lead, supporting pupils at key points of transition, including entry to EYFS, progression through year groups, and transfer to secondary school, ensuring continuity and a smooth experience for children and families. They will serve as a professional mentor for students, providing guidance, coaching, and high-quality placements for trainee teachers, while also acting as an ECT mentor to support Early Career Teachers through structured mentoring, feedback, and professional development.

In their role as risk assessment manager, they will take the lead on creating, reviewing, and implementing robust risk assessments, ensuring compliance with statutory requirements and the highest standards of safeguarding. They will also act as the health and safety lead, taking responsibility for ensuring that the school is a safe place to work and learn, monitoring compliance, training staff, and managing procedures effectively. Finally, as PTA link teacher, they will act as the key contact between staff and the Parent

Teacher Association, helping to foster strong relationships with families and enhance enrichment opportunities for pupils.

Teaching and Learning

The Assistant Headteacher will teach for half a day each week to maintain credibility as a practitioner and to model excellent classroom practice. They will work with staff to implement a broad, balanced, and engaging curriculum that meets the needs of all learners, champion inclusive strategies that enable pupils of all abilities to thrive, and ensure the school's teaching and learning culture continues to drive strong outcomes.

Communication and Coordination

The Assistant Headteacher will work collaboratively with staff, pupils, parents, governors, and external partners to strengthen outcomes and ensure effective communication at all levels. They will contribute to a positive school culture that promotes professional dialogue, shared responsibility, and high expectations for all. They will provide accurate, evidence-based reports to governors, Ofsted, and other stakeholders when required.

Safeguarding

The Assistant Headteacher will play a key role in safeguarding and child protection, working as part of the safeguarding team, which may include acting as the Deputy Designated Safeguarding Lead. They will ensure that statutory responsibilities are fully met and that all safeguarding practices are rigorous, consistent, and embedded across the school. They will support staff in recognising, reporting, and responding appropriately to safeguarding concerns, providing training and guidance as needed. They will also maintain accurate records, liaise with external agencies, and contribute to creating a safe and nurturing environment where all children are protected, valued, and able to flourish.

Professional Development

The Assistant Headteacher will actively engage in professional development to maintain up-to-date knowledge of leadership, pedagogy, and statutory requirements. They will support the professional growth of staff across the school through coaching, mentoring, and leading training. They will contribute to the development of a reflective and

ambitious learning culture that values innovation, collaboration, and continuous improvement.