



Park Primary School

Assistant Headteacher Job Description

Salary: L5 to L8

Reporting to: Headteacher

Initially Responsible for: Safeguarding, Pastoral, Behaviour and Inclusion Leadership

Main Purpose

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in providing strategic leadership and operational management of the school. This includes:

- Communicating and upholding the school's vision and values;
- Contributing to strategic planning and school improvement;
- Supporting the day to day leadership and management of the school;
- Leading on identified whole-school priorities, including safeguarding, pastoral care behaviour and inclusion;
- Managing staff and resources effectively; and
- Monitoring and evaluating progress towards school priorities.

The postholder may also have a teaching commitment, dependent on the needs of the school, and will model high-quality practice in line with the Teachers' Standards.

Core Professional Qualities

The Assistant Headteacher will:

- Demonstrate high standards of integrity, professionalism and ethical conduct;
- Build positive, respectful relationships across the school community;
- Promote a culture of high expectations, inclusion and ambition for all pupils and staff; and
- Act in the best interests of all pupils at all times.

Key Responsibilities

Strategic Leadership and School Improvement

- Contribute to the leadership of the school as a member of the Senior Leadership Team;
- Support the development, implementation and evaluation of the school improvement plan;
- Establish and maintain effective systems, policies and processes to ensure school effectiveness;
- Use data, research and evaluation to inform decision-making and drive improvement; and
- Ensure compliance with statutory requirements, including safeguarding and health and safety.

Teaching, Curriculum and Assessment

- Promote high-quality teaching and learning across the school, grounded in evidence-informed practice;
- Support the development and delivery of a broad, balanced and inclusive curriculum;
- Ensure effective use of assessment to inform teaching, learning and pupil progress;
- Monitor standards of teaching, learning and achievement across all phases;
- Contribute to curriculum and assessment development as required; and
- Champion high expectations for all pupils, including those with SEND and disadvantaged backgrounds.

Pastoral, Behaviour and Personal Development

- Lead and develop a positive, inclusive school culture where all pupils feel safe, valued and supported;
- Oversee whole-school behaviour systems, ensuring consistency, fairness and high expectations;
- Lead on pupil wellbeing, personal development and attitudes to learning; and
- Work closely with the school's welfare lead and pastoral team to coordinate effective support for pupils and families;

- Monitor and analyse attendance, behaviour and safeguarding data to inform strategic actions;
- Ensure early identification and effective support for vulnerable pupils; and
- Promote strong partnerships with parents, carers and external agencies.

Inclusion and SEND

- Promote a fully inclusive culture where all pupils can access a broad and balanced curriculum and achieve well;
- Lead the SEND provision, or work closely with the SENCo, to ensure high-quality provision for pupils with SEND, including effective identification, support and review;
- Ensure the school meets its statutory responsibilities, including the SEND Code of Practice, and maintains strong, compliant systems and documentation;
- Monitor the progress and attainment of pupils with SEND and other vulnerable groups, using this to inform provision and drive improvement;
- Work in partnership with parents, carers and external professionals to secure the best possible outcomes for pupils;
- Support staff to deliver adaptive, high-quality teaching that meets the needs of all learners.

Safeguarding and Child Protection

- Take a lead role in safeguarding and child protection, acting as the Designated Safeguarding Lead (DSL) or Deputy DSL as required;
- Ensure safeguarding policies, procedures and training are effectively implemented in line with statutory guidance, promoting a strong culture of vigilance across the school;
- Work closely with the welfare lead and pastoral team to identify, support and monitor vulnerable pupils and families, maintaining accurate and confidential records;
- Liaise with external agencies and attend multi-agency meetings (e.g. Child Protection Conferences, Core Groups, Early Help, CLA), ensuring timely referrals and coordinated support; and
- Monitor and evaluate safeguarding practice, using this to inform school improvement and ensure high standards are consistently maintained.

Staff Leadership and Development

- Line manage and support designated staff, including middle leaders;
- Contribute to staff appraisal and accountability processes;
- Support staff wellbeing and workload management;
- Promote high-quality professional development across the school; and
- Model excellent classroom and leadership practice.

Partnerships and Community

- Build and maintain effective relationships with parents, carers and the wider community;
- Work collaboratively with governors, external agencies and other schools;
- Represent the school professionally in internal and external contexts; and
- Support clear and effective communication of the school's vision and priorities.

Additional Responsibilities

- Contribute to the wider life of the school, including events and community engagement; and
- Undertake duties as directed by the Headteacher in line with the evolving needs of the school.

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks, and the post holder may be required to do other duties appropriate to the level of the role.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.