



Assistant Headteacher Job Description

Responsible to: Headteacher

Main purpose of the assistant headteacher, under the direction of the headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- The assistant headteacher will also have a timetabled teaching commitment of 40%, complying with the teachers' standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the headteacher.

Strategic Context:

The role leads and quality assures provision that supports pupils to:

- develop character, confidence and resilience
- understand how to be healthy, safe and responsible
- engage positively in enrichment, cultural capital and wider experiences
- develop independence and preparation for adulthood
- have meaningful pupil voice and participation

Duties and responsibilities

Leadership Under the direction of the headteacher:

- Support the headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the head teacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Plan and deliver CPD specific to the needs of staff

Managing staff under the direction of the headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Promote safety and wellbeing of all staff, including considering workload
- Hold staff to account for their professional conduct and practice
- Lead on mentoring for ECTs and ITTs, modelling best practice for teachers
- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

Systems and processes under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, pupil personal development-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school other areas of responsibility





Assessment

- Support with whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
 - Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Promote the safety and well-being of all pupils
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies

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
- Work closely with the school's Family Liaison Officer and SEND 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
- Promote strong partnerships with parents, carers and external agencies

Specific Responsibilities

- Provide strategic leadership for Personal Development across school and college.
- Ensure Personal Development provision is planned, sequenced, inclusive and impactful.
- Evaluate the impact of Personal Development on pupils' attendance, behaviour, engagement, confidence and readiness for next stages.
- Contribute to whole-school improvement planning, self-evaluation and monitoring.
- Model inclusive, values-driven leadership aligned with the school's ethos and SEND context.

General

- This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;
- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance Management Review process;
- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

Other responsibilities

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

