

Job Title: Assistant Headteacher – Nursery
School Hours: Full time
Salary: Assistant Headteacher L1-5
Start Date: September 2026

Accountable to: The Headteacher and Governing Body

Accountable for: Carrying out professional duties in accordance with and subject to conditions of employment as set out in School Teachers' Pay and Conditions Document.

Core Purpose

A person appointed as an assistant head teacher in a school in addition to carrying out the professional duties of a teacher shall play a major role under the overall direction of the Headteacher in:

- formulating the aims and objectives of the school;
- establishing the policies through which they shall be achieved;
- managing staff and resources to the end; and
- monitoring progress towards their achievement.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

Strategic direction and development of the school

- Assist the Headteacher and Deputy Head in the day to day management and organisation of the school and take a leading role in daily policy and procedure development.
- Play an active role in leading the strategic development of the school including the implementation of the school's vision and ethos for the future of the school.
- Work with the Headteacher, Deputy Head and Governing Body, to develop a strategic view of the school and its community.
- Work with the Governing Body, where appropriate, in the development of the schools aims and objectives.

Teaching and learning

- Be an outstanding role model, exemplifying a high standard of teaching which demonstrates a reflective approach, inspires and motivates staff and children.
- Work with the leadership team to implement evidence-informed professional development across the Nursery School.
- Conduct monitoring and evaluation across the team to ensure a high standard of teaching.
- Provide consistently exemplary teaching and evidence informed practice. Maintain an awareness of curriculum developments, current thinking and changes in government policy and how these affect education
- Support the school's assessment system for tracking children's progress and carry out analysis of assessment information and data.
- Build on the existing assessment in school to ensure accurate data. Work with teachers and support staff to ensure timely collection, collation and analysis of class data.

- Oversee and take responsibility for coordinating a curriculum area in line with the needs of the school and the priorities outlined in the school development plan.

Developing self and working with others

- Through effective feedback and support, develop staff so that teaching and learning is consistent across the school.
- Use evidence-informed tools such as ECERS-E and ITERS to support the staff team to evaluate the impact of their practice as well as the environment. Set action plans with the team and support them to reflect on their practice and the impact on children's learning.
- Support the induction of staff new to the school and those being trained within the school.
- Work with the Headteacher and Deputy Head to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Assist colleagues in setting next steps for children and assessment of progress data, demonstrating high personal standards of expertise and commitment.
- Motivate and enable all staff in the school to carry out their respective roles to the highest standards, through high quality CPD and coaching.
- Promote the school's values on equality, diversity and community cohesion.

Managing the organisation

- Assist the Headteacher and Deputy Head in ensuring that the school runs smoothly and to act in a management capacity as the need arises.
- Manage the day to day running of a team including rotas, timetables and communication meetings.
- Contribute to the smooth running of the school by communicating clearly.
- Provide support for staff and children within an overall pastoral role.
- Ensure that high standards of behaviour are maintained throughout the school and to adhere to the school's behaviour policy.
- Promote a positive learning ethos within the school and foster an environment that is based on respect and calm for all members of the community.

Securing accountability

- Assist the Headteacher and Deputy Head in developing and maintaining strategies which encourage parents/carers to support their children's learning.
- Work with the Governing Body, where appropriate, in the development of the school's aims and objectives.
- Support staff in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Headteacher and Deputy Head in reporting the school's performance to its community and partners.

Strengthening the community

- Work with the Headteacher and Deputy Head in ensuring that the school has effective and positive links with parents/carers and the local community.
- Work with the Headteacher and Deputy Head in developing the policies and practice, which promote inclusion and equality.
- Develop and maintain contact with all specialist support services and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils.

Safeguarding and promoting the welfare of children

- Be totally committed to ensuring the safety and well-being of children.
- Support a culture where children feel confident that their concerns will be listened to and acted upon.

- Be committed to ensuring children's wellbeing being is at the centre of all key decision-making.

Personal Specification

Job Title:

Service Area:

Assistant Headteacher

Directorate:

Post Number:

Evaluation Number:

Grade: AHT L1-5

Date last updated:
December 2022**IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY	
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES	
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

KNOWLEDGE, SKILLS and ABILITIES: <ul style="list-style-type: none"> ● Sound knowledge of the SEND Code of Practice ● Understanding of what makes 'quality first' teaching, and of effective intervention strategies ● Ability to plan and evaluate interventions ● Data analysis skills and the ability to use data to inform provision planning ● Effective communication and interpersonal skills ● Ability to build effective working relationships ● Ability to influence and negotiate ● Good record-keeping skills 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview/Test</p> <p>Application Form/ Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>
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<p>LEADERSHIP AND MANAGEMENT</p> <ul style="list-style-type: none"> • Understanding of school finances • Ability to innovate, manage change and lead growth • Ability to motivate, support and inspire trust in others • Ability to confront and resolve problems • Ability to work well under pressure • Ability to formulate, monitor, evaluate and review plans and policies 	<ul style="list-style-type: none"> • Application form • References • Interview • Task
<p>OTHER SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • This post is subject to a DBS enhanced disclosure. 	<p>Satisfactory clearance at conditional offer stage</p>
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Qualified Teacher Status • Experience in a leadership role • Degree 	<p>Application Form/Interview</p> <p>Certification</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience • Line management experience • Demonstratable experience of successful line management and staff development • Experience of working at a whole school level • Involvement in self evaluation and development planning • Experience of conducting training/leading INSET 	<p>Application Form/ Interview/Test</p>
<p>SKILLS & ABILITY:</p> <ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Ability to communicate clearly to a wide range of people. • Sound IT skills in communications, social media, word processing and Excel. Ability to maintain and interrogate information systems. • IT literate with ability to produce reports showing reach, engagement and analysis of impact. • Ability to prioritise workloads and meet deadlines. • Ability to develop and maintain good working relationships with colleagues and other professionals. 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview/Test</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

<ul style="list-style-type: none"> ● Ability to input data quickly and accurately. ● Ability to provide basic system reports. 	<p>Application Form/ Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> ● Willingness to work flexibly and collaboratively as required to meet changing service needs. ● Self-starter with good motivation to complete tasks. 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p>