



St Giles School
No Dreams Are Out of Reach

Job Description: Assistant Headteacher

1.0 Job Purpose and Core Requirements

The Assistant Headteacher, working under the direction of the Head of School and Executive Principal, shall play a significant role in:

- a) Formulating and actively championing the aims and objectives of St Giles School.
- b) Establishing and implementing the policies and practices through which these aims are achieved.
- c) Communicating and modelling 'The St Giles Way' so that it is lived, visible and consistent across every classroom, corridor and conversation.
- d) Supporting the strategic leadership and day-to-day management of the school.
- e) Managing staff and resources effectively in line with school priorities.
- f) Monitoring progress towards the achievement of the school's aims and objectives.
- g) Teaching and leading on the improvement of teaching and learning alongside other senior and middle leaders.
- h) Carrying out the professional duties of a schoolteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document and Teachers' Standards.
- i) Ensuring that arrangements are in place for all staff to report any causes for concern relating to the welfare and safety of children to the designated person and Executive Principal, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- j) Undertaking any professional duties reasonably delegated by the Executive Principal or Head of School.

2.0 Qualities

The Assistant Headteacher will:

- a) Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- b) Serve in the best interests of the school's pupils at all times.
- c) Promote and safeguard the welfare of children and young people.
- d) Carry out duties in line with the ethos, policies, procedures and principles of the school.
- e) Lead in a way that reflects The St Giles' Way:
 - i. **Compassionate** – leading with kindness, empathy and dignity, ensuring every child and adult feels safe, valued and understood.

- ii. **Connected** – working as part of a united team, communicating openly, sharing responsibility and building strong partnerships with families and professionals
 - iii. **Courageous** – holding high aspirations for all pupils, reflecting honestly, taking responsibility and acting decisively to improve
- f) Demonstrate that compassion never weakens standards, connection never dilutes accountability and courage never loses kindness

3.0 Key responsibilities

School culture and behaviour

In partnership with the Executive Principal, Head of School and other leaders, the Assistant Headteacher will:

- a) Create a culture where pupils with complex and additional needs feel safe, valued and capable.
- b) Ensure that “No dreams are out of reach” is a lived commitment through high expectations and strong support.
- c) Promote consistent, fair and relational approaches to behaviour in line with school policy.
- d) Model clarity, consistency and professionalism in all interactions.
- e) Ensure that compassion and accountability operate side by side in all aspects of school life.

Teaching, curriculum, and assessment

In partnership with the Executive Principal, Head of School and other leaders, the Assistant Headteacher will:

- a) Establish and sustain high-quality teaching across all phases and pathways, informed by research and best practice.
- b) Ensure teaching is underpinned by strong subject and SEND expertise.
- c) Champion evidence-informed approaches to reading and communication.
- d) Ensure a broad, structured and coherent curriculum that is ambitious for all learners, including those with complex needs.
- e) Use valid, reliable and proportionate approaches to assessment to inform strategic decisions.
- f) Lead curriculum development so that aspiration becomes achievable for every child.

Additional and special educational needs (SEN) and disabilities

The Assistant Headteacher will:

- Promote a culture where all pupils can access learning with dignity and independence.
- Hold ambitious expectations for pupils with SEND.
- Ensure statutory duties under the SEND Code of Practice are fulfilled.
- Work effectively with families, carers and external professionals to secure the best outcomes.
- Ensure provision reflects the belief that we do not lower the dream to fit the child; we raise the support, skill and belief around the child so they can reach it

Organisational management and school improvement

In partnership with the Executive Principal and Head of School, the Assistant Headteacher will:

- a) Support the strategic direction of the school in line with The St Giles Way.
- b) Establish and oversee systems and processes that enable the school to operate effectively.
- c) Ensure rigorous approaches to safeguarding, risk management and pupil welfare.
- d) Identify barriers to school effectiveness and contribute to realistic, timely and context-sensitive improvement strategies.
- e) Monitor the implementation and impact of school improvement priorities.
- f) Contribute to planning associated with expansion, multi-site provision and service development (if applicable).

Staff management and professional development

In partnership with the Executive Principal and Head of School, the Assistant Headteacher will:

- a) Performance manage staff as directed, holding colleagues to account with clarity and compassion.
- b) Place staff wellbeing and professional growth at the heart of leadership decisions.
- c) Ensure access to high-quality CPD and meaningful feedback.
- d) Create a professional culture where staff feel trusted, supported and professionally challenged.
- e) Model reflective leadership, taking responsibility and acting to improve.

Governance, accountability and working in partnership

In partnership with the Executive Principal and Head of School, the Assistant Headteacher will:

- a) Work effectively with governors and understand the importance of strong governance.
- b) Ensure the school operates within regulatory frameworks and meets statutory duties.
- c) Build positive partnerships with families and external agencies.
- d) Maintain professional and effective working relationships to improve outcomes for pupils.
- e) Contribute to the wider development of SEND provision locally and beyond where appropriate.

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 deputy head teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

4.0 Particular Additional Responsibilities attached to the post.

- Delivering and managing change processes associated with an expanding school.
- Provide support and advice to other settings and organisations to support the development and improvement of services for children and young people with SEND.



Person Specification: Assistant Headteacher

	Essential	Desirable	Source A – Application I – Interview R - Reference
Criteria			
Successful leadership experience at middle or senior level within a school	X		AI
Demonstrable impact on improving teaching, learning and pupil outcomes	X		IR
Significant experience of working with pupils with complex and additional needs	X		AI
Deep understanding of high-quality teaching, curriculum development and assessment	X		AI
Experience of leading and managing staff teams effectively	X		I
Experience of performance management and holding colleagues to account	X		IR
Proven ability to use evidence and data to inform school improvement	X		AIR
Secure knowledge of safeguarding responsibilities and statutory guidance	X		AIR
Experience of working successfully with families and multi-agency professionals	X		A
Ability to lead positive, relational behaviour culture with high expectations	X		A
Leads with compassion, ensuring every child and adult feels valued and understood	X		IR
Builds connection through trust, teamwork and shared responsibility	X		AIR
Demonstrates courageous leadership: high aspirations, honest reflection and decisive action	X		AI
Demonstrates that compassion never weakens standards, connection never dilutes accountability and courage never loses kindness	X		AI
Qualified Teacher Status (QTS)	X		AI