



ASHLYNS SCHOOL

Job Description

Title of Post	Assistant Headteacher	Remuneration	Leadership 13 to 18
Reports to	Headteacher or Deputy Headteacher	Start Date	September 2026

Purpose of Post

- To provide excellent leadership and high quality operational management, enabling the school to realise its strategic intentions as determined by the Governors and Headteacher
- To support the Headteacher in securing the continued improvement and success of the school

The purpose of this job description is to outline the generic, professional responsibilities associated with the post. Securing the right person with the drive, ambition, motivation and leadership skills is our paramount objective. As detailed in the advertisement, there is flexibility in determining the specific roles and responsibilities.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:

- To support the school's aims, ethos and values
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. The duties outlined in this job description reflect and develop those covered by the latest School Teachers' [Pay and Conditions document](#)

This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Main (Core) Duties:

Strategic Development

- Work within the leadership team to help develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all
- Act as a key driver of development and change
- Take a lead role in developing and implementing a number of whole school improvement areas
- Lead and inspire others to make an impact on the educational progress of all students
- Act as a role model to promote the school's ethos and vision both within school and to our wider community
- Motivate and work with others to create a shared, high-expectation culture and positive climate
- Ensure creativity, innovation and other transformational activities raise standards across the school
- Communicate well with all stakeholders to secure the success of new initiatives

Leading, Learning, Teaching and Assessment

- Help ensure that all students have equality of opportunity and can work to their optimum
- Help ensure a consistent and relentless school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning
- Lead, develop, enhance and inspire the teaching practice of others
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum
- Implement strategies which ensure high standards of behaviour and attendance
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance and ensure effective corrective action and follow-up

Developing Others

- Build capacity amongst staff to deliver and sustain high quality outcomes
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence
- Play a significant part in ensuring that staff CPD needs are both identified and supported
- Coach and support the development of leadership and management skills in others
- Develop and lead INSET linked to your areas of whole school leadership
- Support effective planning, allocation, development and evaluation of work undertaken by teams and individuals
- Ensure clear delegation of tasks and devolution of responsibilities
- Develop and maintain a culture of high expectations for self and for others
- Regularly review own practice, set personal targets and take responsibility for own personal development

School Management

- Produce and implement clear evidence-based improvement plans and policies for the development of the school
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice
- Deputise for other members of the senior leadership team and assist other members of the school's wider leadership group as appropriate
- Undertake specific, significant roles in the leadership and management of the school

Securing Accountability

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible
- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately
- Contribute to the monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings
- Contribute to the relevant sections of school self-evaluation and improvement planning
- Report to the Headteacher and Governors regularly and attend Governor meetings and various committees as directed

Working in Partnership

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development
- Develop communication both within the school and the wider community
- Build a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Ensure learning experiences for students are linked to and integrated with the wider community
- Collaborate with other agencies (where appropriate) and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of students

Person Specification

The Governors are looking for an exceptional leader to play their part in driving and shaping the future of Ashlyns School. The person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of Integrity, Inclusivity and Independence
- high standards of academic achievement for all students
- excellent pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well- rounded individuals ready to take their place in the world

Qualifications

- Graduate and Qualified Teacher Status
- Evidence of continued professional development at middle leadership level
- Evidence of preparation for senior leadership

Personal Qualities

- A passion for helping young people develop and learn
- Integrity in relation to their own and the school's practice
- Decisive, consistent and focused on solutions
- Dedication to school improvement
- A positive, professional role model for staff and students
- An effective self-manager who can prioritise and adapt as required
- Self-reliant and independent worker
- Someone with high expectations of themselves and others
- An ability to complete tasks to a high standard
- Enthusiastic and hard-working
- Resilience and perseverance
- Reflective and self-evaluative – individually and within the context of team
- Energy, drive and a sense of purpose
- Flexible and adaptable to suit the school's needs
- Creative and innovative
- A good communicator

<p>Professional and Leadership Skills</p>	<ul style="list-style-type: none"> ● The ability to inspire and motivate others – both staff and students ● Outstanding presentation and communication skills ● The ability to think and act strategically ● Highly tuned ability to analyse and use information to drive school improvement ● Excellent problem solving ● Excellent classroom practitioner ● Clear vision for raising standards ● To lead by example and provide support and challenge to others ● Well-developed sense of school advocacy
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> ● Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement ● Understanding of key educational issues/change and experience of managing their impact ● Working with others including parents, Governors and (where appropriate) external agencies ● Successful line management of key areas of responsibility and holding others to account

Obviously, the attribute table is not exhaustive. We are looking for the right person who will complement the skills of our team, work incredibly hard and have the drive to help shape the future of Ashlyns School.