

ASSISTANT HEAD TEACHER

Job Description & Person Specification

April 2026



Job Description

Job Title:	Assistant Head Teacher
Accountable to:	Headteacher
Salary:	L7-11

Core Purpose

To assist the Headteacher:

- To contribute to and uphold the ethos, values, and positive culture of the school.
- To contribute to the strategic development and long-term vision of the school.
- To provide strong professional leadership that secures the school's continued success and improvement, ensuring the delivery of high-quality education for all pupils and sustained improvement in standards.
- To develop and maintain effective partnerships with parents, the local community, the trust, and relevant external agencies.

The Headteacher will undertake performance Management of the Assistant Head Teacher.

Key responsibilities:

- To work collaboratively with the Executive Head Teacher and Head of School to further develop and expand the Autism Base provision.
- To ensure the effective implementation and consistent application of school policies and practices.
- To act as a Designated Safeguarding Lead, promoting a strong culture of safeguarding and pupil welfare.
- To support, develop, and line-manage lead teachers, teaching staff, and support staff, ensuring access to high-quality continuous professional development (CPD).
- To work closely with external professionals and agencies to secure the best possible outcomes for pupils.
- To ensure high-quality teaching and learning that results in improved pupil progress and outcomes.
- To ensure the learning environment is inclusive and effectively supports the individual needs of pupils.
- To work with the Attendance Lead to maintain and further improve pupil attendance.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. The Assistant Head Teacher will also need to have regard to the duties and responsibilities of Head Teachers, which are set out in the same document.

The post requires you to lead, teach and support children in the age ranges 3 to 11 years, and by example, provide an outstanding professional model in all areas of leadership as required by the Headteacher.

The Assistant Head Teacher will:

Leadership & Professional Conduct

- To work collaboratively with all school and trust staff, acting at all times as a positive role model.
- To contribute to and uphold the ethos, values, and positive culture of the school.
- To be proactively involved in all aspects of school leadership and management.
- To deliver accurate, honest, and appropriately challenging messages to staff where necessary in order to secure outstanding provision across the school.

Safeguarding & Welfare

- To undertake appropriate child protection training and fulfil the role of Designated Safeguarding Lead (DSL).
- To work closely with parents and external agencies to ensure that all safeguarding requirements are met, monitored, and reviewed effectively.
- To ensure that all policies, procedures, and statutory safeguarding guidance are consistently implemented and adhered to.

Teaching, Learning & Outcomes

- To ensure high-quality teaching and learning that leads to improved pupil progress and outcomes.
- To collate, analyse, and interpret pupil performance data, working with staff to ensure it informs planning and delivery and positively impacts standards of achievement.
- To ensure that all statutory requirements for assessment are met.
- To lead and support lead teachers to ensure measurable impact on pupil progress and outcomes.

Curriculum, Inclusion & Provision

- To ensure that the learning environment is inclusive and effectively supports the needs of all pupils.
- To work with external professionals to ensure the best possible outcomes for pupils.

Staff Development, Performance & Wellbeing

- To support, develop, and line-manage lead teachers, teaching staff, and support staff, ensuring access to high-quality continuous professional development (CPD).
- To take an active and proactive approach to personal CPD.
- To support the senior leadership team in managing staff workload and promoting wellbeing.
- To support and contribute to the performance management and professional development of staff.
- To participate fully in the appraisal of your performance as Assistant Head Teacher and commit to ongoing professional learning.

Organisation, Communication & Operations

- To contribute to the strategic development and long-term vision of the school.
- To be responsible for the effective dissemination of information to staff, ensuring the Headteacher is appropriately informed and positive professional relationships are maintained.
- To devise, maintain, and update staffing timetables and ensure staff absences are covered effectively.
- To ensure behaviour is managed consistently and effectively in line with the school's behaviour policy.
- To ensure that the planning and organisation of school visits, including risk assessments, complies with school policy.
- To support the Attendance Lead in maintaining and improving pupil attendance.
- To assist the Headteacher in the allocation and monitoring of expenditure and resources.

To support the Head Teacher with any other Leadership responsibilities as required.

Key Accountabilities

STRATEGIC DIRECTION/DEVELOPMENT

To work with the Trust and Headteacher to developing the strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

TEACHING AND LEARNING

To work with the Headteacher and other leaders to secure and sustain effective teaching and learning, monitor and evaluate the quality of teaching and standards of pupils' achievement, and use benchmarks to set targets for improvement.

LEADING AND MANAGING STAFF

To take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement.

EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES

To undertake specific responsibilities in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

ACCOUNTABILITY

To assist the Headteacher in accounting for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff and the local community.

Person Specification

Essential Requirements

Qualifications

1. Qualified Teacher Status (QTS).
2. A good honours degree or higher.

Safeguarding & Legislative Knowledge

3. Experience as a Designated Safeguarding Lead or member of the safeguarding team.
4. Up-to-date knowledge of relevant legislation and statutory guidance relating to safeguarding and the protection of children.

Leadership Experience

5. Successful and sustained experience of senior leadership, ideally across more than one organisation.
6. Experience of school self-evaluation and the development, implementation, and review of improvement plans.
7. Evidence of a strong commitment to continuous professional development (CPD).
8. Experience and expertise in developing policies and practice at whole-school level to secure improved pupil achievement and progress.

Teaching, Learning & Standards

9. Experience of analysing pupil assessment data and using it effectively to inform teaching practice and the deployment of additional resources.
10. Evidence of substantial, sustained, and outstanding teaching within the primary age range.
11. Experience of monitoring teaching and learning at whole-school level and providing high-quality feedback that results in sustained impact on pupil outcomes.
12. Demonstrable ability to maintain the highest standards of classroom organisation and management, promoting positive behaviour and discipline across the school.
13. A secure and thorough understanding of the National Curriculum and its effective implementation.

Professional Relationships & Ethos

14. Evidence of establishing and sustaining positive working relationships with colleagues and pupils through exemplary professionalism, commitment, and integrity.
15. A strong commitment to equality, inclusion, and equal opportunities.
16. High levels of self-awareness and well-developed interpersonal and leadership skills.

Organisation, Strategy & Community Engagement

17. High-level personal organisation and time-management skills.
18. Awareness of current and recent national initiatives related to raising achievement and school improvement.
19. A strong commitment to community links and the ability to engage confidently and effectively with a wide range of stakeholders.
20. Ability to identify and solve problems constructively while fostering a positive, collaborative ethos among staff.
21. Willingness to support community initiatives, parent association groups, and working parties.

Desirable Requirements

1. Evidence of further study and personal learning.
2. Commitment to develop SEND expertise and knowledge.