



Job Description

Assistant Headteacher



Job Details

Salary: L3 – L7

Contract type: Fulltime, Permanent

Reporting to: Head of School

Main Purpose

The Assistant Headteacher, under the direction of the headteacher, will take a major role in:

- Supporting the headteacher in leading on teaching and learning across the school; working with other senior leaders to ensure that this is delivered in all classes to consistently high standards across the school.
- Leading on curriculum development across the school; leading on appropriate initiatives/key subject areas and working with subject leaders to ensure there is a cohesive approach to the school curriculum.
- Mentoring and supporting trainee teachers and Early Careers Teachers.
- Proactively and professionally upholding the values and high expectations of the school and the Great Learners Trust.
- Being a member of the SLT and making a significant contribution to the strategic development and direction of the school.
- Being a role model within the classroom positively demonstrating the vision of the school.
- Carrying out the duties of a class teacher as set out in the School Teachers' Pay and Conditions document.

Duties and Responsibilities

Qualities and Knowledge

Under the direction of the headteacher:

- Develop teaching and learning across the school by working with individual teachers/year groups on specific areas of development e.g. providing planning support, modelling lessons, team teaching, supporting AfL or behaviour for learning.
- Develop the effective use of ICT across all teaching and learning e.g. Teams, Accessibility Tools etc.
- Communicate the school's vision compellingly.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Seek training and continuing professional development to meet own needs.

Pupils and Staff

Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Ensure excellent teaching within their own classroom (0.6 classroom commitment).
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold staff to account for their professional conduct and practice.

- Use assessment to systematically and accurately assess the needs of pupils and plug gaps in learning.

Systems and Processes

Under the direction of the headteacher:

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior.
- Work with the Local Governing Board and Great Learners Trust as appropriate.

The Self-Improving School System

Under the direction of the headteacher:

- Develop effective relationships with fellow professionals.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Lead staff meetings as appropriate focused on priorities identified within the Strategic Improvement Plan.
- Provide ongoing LSA CPD.
- Induct new staff to the school including trainees and Early Careers Teachers – with a tailor-made program of support for each individual staff member.

Other Areas of Responsibility

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The Great Learners Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Person Specification

CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none">• Qualified Teacher Status• Degree• Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">• Teaching experience (minimum two years)• Experience of supporting other teachers to develop
Skills and Knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal Qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to always maintaining confidentiality• Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 16/05/2025

Next review date: 01/09/2026

Headteacher/Line Manager's Signature: _____

Date: _____

Postholder's Signature: _____

Date: _____