



Job Description

Assistant Headteacher

Pay Scale: L1-4

Main Purpose of the Role

The Assistant Headteacher at Clipstone Brook Lower School will play a pivotal leadership role in supporting the Headteacher to deliver the school's vision of providing an inclusive, nurturing, and high-quality education to all pupils. This Lower School, serving a diverse community, requires a leader committed to ensuring all pupils achieve their full potential within a safe, supportive environment.

The Assistant Headteacher will be accountable for leading and improving curriculum and teaching, pupil achievement, personal development, and early years provision. This role is full-time and non-teaching but involves working closely alongside teachers in classrooms to drive continuous improvements. As a Designated Deputy Safeguarding Lead (DDSL), the post holder will also champion pupil welfare and safeguarding across the school.

Key Responsibilities and Duties

Leadership and Management

- Support the Headteacher in the strategic leadership and day-to-day management of the school.
- Lead on the development, implementation, and evaluation of school policies related to curriculum, teaching, achievement, personal development, and early years.
- Contribute to school self-evaluation and improvement planning, ensuring alignment with the school's vision and values.
- Collaborate with staff to foster a positive and inclusive school culture where all pupils feel valued and supported.

Curriculum and Teaching

- Lead curriculum design and delivery, ensuring it is broad, balanced, and tailored to meet the needs of all pupils.
- Ensure teaching across the school is of the highest quality by working alongside teachers in classrooms to model best practice and support professional development.
- Oversee assessment practices that accurately monitor pupil progress and inform teaching.



- Promote evidence-informed approaches to teaching, including early years pedagogy and approaches to reading and literacy.

Teacher Development (CPD)

- Instructional Coaching: Establish a culture of low-stakes, high-impact observation and feedback. Coach staff to improve specific aspects of their teaching
- Professional Development: Design and deliver INSETs and staff meetings focused on curriculum subject knowledge and teaching techniques
- Mentoring: Act as the Induction Tutor for Early Career Teachers (ECTs)

Pupil Achievement and Personal Development

- Monitor and analyse pupil outcomes to identify areas for improvement and implement strategies to raise achievement.
- Lead initiatives that promote pupils' personal development, wellbeing, and positive behaviour aligned with the school's values.
- Encourage high levels of attendance and engagement in learning across all year groups, including the 16-place pre-school setting.

Early Years Leadership

- Take responsibility for the quality and provision of the early years foundation stage (EYFS), ensuring statutory requirements are met.
- Support early years practitioners in delivering a rich and stimulating learning environment that meets the developmental needs of young children.

Safeguarding

- Act as a Designated Deputy Safeguarding Lead (DDSL), working closely with the Designated Safeguarding Lead (DSL) to promote safeguarding and child protection across the school.
- Ensure all safeguarding policies and procedures are rigorously implemented and that staff receive appropriate training.
- Promote a culture of vigilance and professional curiosity that prioritises pupil safety and wellbeing.

Collaboration and Community Engagement

- Work collaboratively with parents, carers, and external professionals to support pupils with additional needs and ensure effective communication.
- Contribute to the wider life and ethos of the school, supporting events and initiatives that enrich the pupil experience.



Professional Development

- The Assistant Headteacher role at Clipstone Brook Lower School offers significant opportunities for leadership development within a supportive and collaborative environment.
- The post holder will engage in continuous professional learning to stay current with educational best practices.
- Opportunities will be provided to participate in leadership networks and training aligned with the school's commitment to excellence and inclusive education.

Safeguarding

- The Assistant Headteacher will uphold the highest standards of safeguarding and child protection in line with statutory guidance (e.g., Keeping Children Safe in Education).
- As a Designated Deputy Safeguarding Lead, the post holder will take an active role in identifying, reporting, and managing safeguarding concerns to protect pupils from harm.
- Promote a safe and secure learning environment where pupils' welfare is paramount, and staff are vigilant and well-informed about safeguarding responsibilities.
- Ensure that safeguarding policies are embedded in the school culture and that all staff receive regular training and updates.

This job description reflects the unique context of Clipstone Brook Lower School, emphasising leadership in curriculum and teaching, pupil achievement, personal development, early years provision, and safeguarding within a diverse community. It aligns with the school's vision to provide inclusive, high-quality education where every pupil is supported to thrive.

