



Job Description

Job Title: Assistant Headteacher

Location: Elmsleigh Infant School

Job Description

Job Title	Assistant Headteacher
Location:	Elmsleigh Infant and Nursery School
Hours per week:	32.5
Weeks worked per year:	All Year round – (working term time)
Reporting to:	Head of School and Executive Headteacher
Salary Scale:	Leadership Scale L4 – L8

Main purpose of Role

The Assistant Headteacher will play a key role in the strategic leadership of the school, with specific responsibility for ensuring the highest standards of Quality of Education across the school, and leading the development, delivery and impact of phonics. The postholder will contribute to the overall leadership and management of the school to secure outstanding outcomes for all pupils. The Assistant Headteacher will have a part-time teaching commitment.

Principal Accountabilities:

Quality of Education	<p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Lead strategically on Quality of Education, ensuring a well-sequenced, ambitious and inclusive curriculum that meets the needs of all learners. • Monitor, evaluate and improve teaching and learning through lesson visits, work scrutiny, pupil voice and assessment analysis. • Support staff to deliver high-quality teaching through coaching, mentoring and professional development. • Use assessment and progress information to identify strengths, address gaps and improve outcomes for all pupils, including disadvantaged and vulnerable groups. • Contribute to school self-evaluation and improvement planning, ensuring actions are clearly focused on improving pupil outcomes. • Have a part-time teaching commitment.
Phonics Leadership	<p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Lead and develop a high-quality phonics programme, ensuring fidelity to the agreed scheme and best practice. • Monitor the teaching of phonics across the school to ensure consistency, accuracy and impact.

	<ul style="list-style-type: none"> Analyse phonics assessment data to inform targeted interventions and support early reading development. Provide training and support for staff to strengthen subject knowledge and teaching of phonics. Ensure early reading is prioritised within the wider curriculum and that pupils develop strong foundations for literacy.
Leadership and Management	<p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> Be an integral member of the senior leadership team, contributing to strategic decision-making and whole-school improvement. Model high expectations for staff and pupils, promoting a positive, inclusive and aspirational school culture. Line manage and support designated staff, ensuring accountability and professional growth. Work effectively with parents, carers, governors and external agencies to enhance pupil outcomes. Undertake other leadership responsibilities as directed by the Headteacher, in line with the needs of the school. Contribute to Governance reports and attend the LGB on occasion. Ensure that the school staff understand their professional responsibilities and are held to account
Other General Requirements	<ul style="list-style-type: none"> Represent and promote the ethos and values of Esteem Multi-Academy Trust To take and be accountable for all decisions made within the parameters of the job description Participate with performance management and training and activities that contribute to personal and professional development Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English (or equivalent) GCSE Maths (or equivalent) DSL certificate Qualified teacher status Degree 	<ul style="list-style-type: none"> NPQSL or similar
Experience	<ul style="list-style-type: none"> Significant experience of high-quality teaching and curriculum leadership Proven impact in improving teaching, learning and pupil outcomes 	<ul style="list-style-type: none"> Experience of being an informal or formal investigating officer Experience of supporting headteacher and staff through a positive OFSTED experience

	<ul style="list-style-type: none"> • Experience of planning and delivering staff CPD • Experience of liaising with parents and other agencies such as social care • Experience of attending safeguarding meetings for pupils 	
Knowledge	<ul style="list-style-type: none"> • Strong knowledge and experience of safeguarding and willingness to undertake DSL training if not already qualified • Knowledge of school attendance requirements by law • Expertise in early reading and phonics • Promote high quality practice of teaching, learning and behaviour • Up to date knowledge and understanding of the current national education agenda, especially the new Ofsted framework • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Ability to work on own initiative 	<ul style="list-style-type: none"> • Team Teach trained
Abilities	<ul style="list-style-type: none"> • Excellent leadership, communication and organisational skills • A commitment to safeguarding, inclusion and equal opportunities for all pupils • Resilient • Fast learner who can work at pace 	



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Signed:

Date: