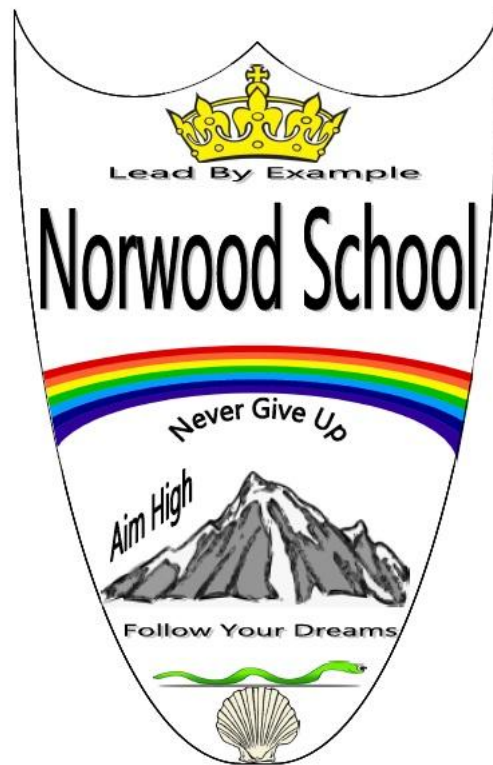




ASSISTANT HEAD TEACHER JOB DESCRIPTION

January 2027

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

The **Assistant** Headteacher will carry out their professional duties in accordance with and subject to the national conditions of employment for **Assistant** Headteachers, the provisions of all applicable legislation, and any orders and regulations having effect under the applicable legislation.

The **Assistant** Headteacher will be responsible to the Headteacher and will play a major role in supporting the Headteacher with the strategic leadership of the school, acting in accordance with the school's ethos, policies and practices. The **Assistant** Headteacher will, as a member of the Senior Leadership Team, work collaboratively with others to raise standards of learning, achievement and conduct.

This job description will be reviewed on an annual basis.

Job Purpose

To support the Headteacher in providing strategic leadership and management of the school, ensuring the highest standards of teaching, learning, behaviour, safeguarding and pupil wellbeing.

The Assistant Headteacher will lead English across the school, including reading, writing, phonics and oracy, championing excellence in teaching and learning and driving sustained improvement in pupil outcomes. They will maintain a significant teaching commitment and model exemplary classroom practice.

The post holder will actively support the school's vision, values and ethos and contribute to creating a culture where all children, staff and families flourish.

Key Responsibilities

Strategic Leadership and School Improvement

The Assistant Headteacher will:

- Support the Headteacher in the strategic leadership, management and development of the school.
- Contribute to the creation, implementation and evaluation of the School Development Plan.
- Lead and support whole-school improvement initiatives to improve outcomes for all pupils.
- Contribute to school self-evaluation activities and quality assurance processes.
- Use evidence, research and performance information to inform strategic decision-making.
- Support the Headteacher in ensuring compliance with statutory requirements and school policies.
- Undertake leadership responsibilities in the absence of the Headteacher as required.
- Promote and uphold the vision, values and ethos of the school at all times.
- Represent the school positively within the wider community and maintain effective relationships with stakeholders.
- Support the Headteacher with additional projects, operational priorities and school events throughout the academic year.

Leadership of English

The Assistant Headteacher will:

- Provide strategic leadership for English throughout the school.
- Lead the development of reading, writing, phonics and oracy to ensure consistently high standards.
- Develop, implement and evaluate an ambitious English curriculum that meets the needs of all learners.
- Monitor and evaluate the quality of teaching, learning and assessment in English.
- Analyse pupil attainment and progress data to identify strengths, priorities and areas for development.
- Ensure effective intervention strategies are in place to improve outcomes and close attainment gaps.
- Keep abreast of national developments, research and best practice in English education.
- Lead professional development and training opportunities related to English.
- Manage and monitor resources effectively to support curriculum delivery and pupil achievement.
- Report to senior leaders and governors on standards, progress and developments within English.

Teaching and Learning

The Assistant Headteacher will:

- Demonstrate outstanding classroom practice and maintain a significant teaching commitment.
- Consistently deliver high-quality teaching that results in excellent pupil progress and achievement.
- Promote high expectations, aspiration and achievement for all pupils.
- Model outstanding pedagogy and classroom practice for colleagues.
- Support the monitoring and evaluation of teaching and learning across the school.
- Contribute to lesson observations, learning walks, pupil progress reviews and work scrutiny activities.
- Ensure effective assessment systems are implemented and used to inform teaching.
- Champion evidence-informed approaches to teaching and learning.
- Promote inclusive practice that enables all pupils to succeed.

Staff Development and Leadership

The Assistant Headteacher will:

- Provide professional support, guidance and coaching for teaching and support staff.

- Support the induction of new staff, trainees and early career teachers.
 - Promote a culture of continuous professional learning and improvement.
 - Contribute to performance management processes in line with school policy.
 - Lead staff meetings, training sessions and professional development activities as appropriate.
 - Encourage collaboration and the sharing of best practice across the school.
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Behaviour, Safeguarding and Pupil Wellbeing

The Assistant Headteacher will:

- Promote the highest standards of behaviour, attitudes to learning and pupil conduct.
 - Support the development and implementation of effective behaviour management systems.
 - Respond to behavioural incidents and provide guidance to staff where required.
 - Support and oversee aspects of safeguarding, child protection and pupil welfare.
 - Ensure safeguarding procedures are implemented consistently and effectively.
 - Monitor attendance, punctuality and engagement, identifying concerns and implementing interventions.
 - Work closely with families and external agencies to support vulnerable pupils.
 - Foster a positive, inclusive and nurturing culture where all pupils feel safe, respected and valued.
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Partnerships and Community Engagement

The Assistant Headteacher will:

- Develop and maintain positive relationships with parents and carers.
 - Act as a key point of contact for parents, addressing concerns professionally and effectively.
 - Work collaboratively with governors, external agencies and educational partners.
 - Promote the achievements and values of the school within the local community.
 - Support school events, enrichment activities and community initiatives.
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School Organisation and Operations

The Assistant Headteacher will:

- Support the day-to-day management and organisation of the school.
 - Assist with staffing organisation, including responding to staff absence and arranging appropriate cover where necessary.
 - Contribute to the effective deployment of staff and resources.
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- Ensure school policies and procedures are implemented consistently.
 - Support health and safety procedures and compliance requirements.
 - Contribute positively to the wider life of the school.
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General Professional Duties

The Assistant Headteacher will:

- Fulfil the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document and Teachers' Standards.
 - Maintain high standards of professionalism, integrity and confidentiality.
 - Attend meetings, training and professional development activities as required.
 - Undertake any additional responsibilities commensurate with the level of the post as reasonably directed by the Headteacher.
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Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. The Assistant Headteacher is responsible for ensuring that safeguarding remains a priority and that all actions are consistent with statutory guidance, including **Keeping Children Safe in Education (KCSIE)**.

The successful candidate will be required to undertake an Enhanced DBS check and all other safer recruitment and pre-employment checks.

Key Characteristics of the Role

The successful candidate will be:

- An excellent classroom practitioner with a proven track record of raising standards.
 - A committed and inspirational leader with the ability to motivate and develop others.
 - Passionate about English and determined to secure exceptional outcomes for all pupils.
 - Ambitious for every child, regardless of background or need.
 - Resilient, organised and solution-focused.
 - Committed to inclusion, wellbeing and safeguarding.
 - A positive role model who embodies the values and vision of the school.
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