



Assistant Headteacher Information Pack

Content

Letter from the Headteacher

Job Description – Assistant Headteacher

Person Specification - Assistant Headteacher

Dear Applicant,

Thank you for your interest in the role of Assistant Headteacher at Woodlands School. If you are successful, you will be joining a diverse and inclusive school community; and you can be assured of a very rewarding role, fully supported by our talented staff and the committed Governing Body.

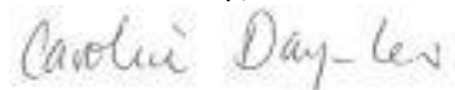
We are looking for a dynamic and inspirational leader, who will contribute towards our continued success, and who is willing to embrace and develop our mission of 'Courageous and Confident Learning Community.' High levels of emotional intelligence, resilience and flexibility are a key in a very demanding yet exciting job.

This post is an ideal position for someone looking to consolidate their senior leadership experience or for someone who is taking their first step into a senior post. Regardless of your starting point, we are committed to the ongoing professional development of our whole team. All of our senior leaders are supported to achieve a National Professional Qualification in leadership and participate in professional coaching.

Please contact me should you require any further information about this position.

We look forward to receiving your application by 9am 22.6.2026. Interviews will take place on 29.6.2026.

Yours faithfully,



Caroline Day-Lewis
Headteacher



Assistant Headteacher

JOB DESCRIPTION

GRADE:	Leadership group points 8-12 (Outer London)
CONTRACT:	Full time
REPORTS TO:	Headteacher

The job description will be reviewed regularly as part of the Performance Management programme.

Key Role and Purpose

Main purpose

The assistant headteacher will support the headteacher and deputy headteachers in:

- Communicating compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
 - Providing professional leadership, ensuring that pupils are provided with a world-class education, receive the best possible care and achieve high standards in all areas of learning.
 - Collaborative working with other schools and organisations to champion best practice and secure excellent achievements for all pupils.

- Reviewing the quality of teaching and learning across the school, conduct monitoring activities in collaboration with the Senior Leadership Team
- Monitoring and reviewing the effectiveness of the school curriculum and support Key stage leaders in curriculum development.
- Leading and managing a range of identified staff and staff groups developing a framework of mentoring, coaching and peer support.
- Developing effective relationships with the therapy and administrative team of the school and colleagues in other public services to improve academic and social outcomes for all pupils.

The assistant headteacher will also have a timetabled teaching commitment of approximately 50% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

Strategic Direction and Development

The assistant headteacher will:

- Identify development areas and barriers in school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Contribute and lead on aspects of the whole school improvement plan and school evaluation procedures and lead on identified areas of school improvement.
- Lead on and contribute to strategic decision making as part of the school's senior leadership team.
- Plan and manage change in accordance with the School Improvement Plan.

Leadership and Management

The assistant headteacher will:

- Lead and support development of the school's systems, organisation and processes so they are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Monitor, evaluate and review the effectiveness of the school policies and procedures.
- Take line management responsibility for a group of teachers and support staff under the appraisal framework.
- Be responsible for the effective use and monitoring of particular budgets as directed by the Headteacher.
- Actively support the governing board by liaising and reporting to Governors on specific areas.

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
- Lead by example, with integrity, creativity, resilience, and clarity; drawing on own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Liaise with parents and key professionals as part of a multi-disciplinary team working to support pupil outcomes.
- Undertake in the absence of the Head and Deputy Headteacher and to the extent required by the Governing Body, the professional duties of the Headteacher including the deployment of staff to ensure their effective contribution to pupil learning.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources.

Teaching and Learning

The assistant headteacher will:

- Have a teaching timetable providing a model of excellent practice including the planning and assessment of learning activities and to be flexible in terms of the future balance of class teaching and strategic leadership as to the demands of the school.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design and leading to rich curriculum opportunities and pupils' well-being.
- Support curriculum development including assessment with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

Staff and Resources

The assistant headteacher will:

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Actively identify, support and champion staff from a diverse range of backgrounds.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Prioritise staff mental health and wellbeing.
- Inspire and influence others - within and beyond school.
- Hold all staff to account for their professional conduct and practice.
- Manage the performance of identified staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of allocated budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Support distribution of leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Support and promote high quality training and sustained professional development for all staff.
- Support the headteacher in the recruitment, development and deployment of staff. Make effective use of staff skills, abilities and training.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.

Safeguarding

The assistant headteacher will:

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school safeguarding, positive behaviour and pupil welfare policies.
- Support safeguarding across the school as Deputy Designated Safeguarding Lead.
- Contribute the safety and welfare of our pupils, staff and parents and to work collaboratively with other agencies to protect children and share information where appropriate.

Other duties

The assistant headteacher will:

- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy.
- Promote an ethos of inclusion and opportunity for all with a commitment to those from a diverse range of backgrounds.
- Have specific areas of responsibility that will be chosen based on selected person’s knowledge, skills and experience.
- Work with the governing board as appropriate.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

This job description is not necessarily a comprehensive definition of the role and the job holder may be required to undertake other duties which may be reasonably given to them by the headteacher from time to time. This job description may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions as they relate to Assistant Headteachers.

The Governing Body are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Signed.....

Assistant Headteacher

Dated

Signed

Headteacher

Dated



Assistant Headteacher

PERSON SPECIFICATION

	Essential	Desirable
1. QUALIFICATIONS		
1.1 Qualified teacher status	✓	
1.2 Recent and relevant in service training courses and qualifications	✓	
1.3 Recognised leadership study and/or qualification		✓
2. EXPERIENCE		
2.1 Experience of successful teaching pupils with complex needs (which may include pupils with moderate learning difficulties, profound and multiple learning difficulties, severe learning difficulties, autistic spectrum disorder).	✓	
2.2 Experience of performing a leadership role in a special school.	✓	
2.3 Evidence of substantial and successful school improvement.	✓	
2.4 Evidence of having been involved in curriculum planning and development at a whole school level.	✓	
2.5 Experience of working within a multi-agency context to support pupils with SEN.	✓	
2.6 Experience in facilitating links with other agencies and schools in order to extend learning opportunities.		✓
2.7 Experience of use of pupils' data and assessment to drive improvement.	✓	

3. KNOWLEDGE AND UNDERSTANDING		
3.1 Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children with a range of learning needs including PMLD, autism and complex needs.	✓	
3.2 A knowledge of school self-review and evaluation processes.	✓	
3.6 Commitment to diversity, equality of opportunity and inclusive education for all children.	✓	
3.9 An understanding of 'safeguarding' as applied to a school for pupils with complex learning needs.	✓	
4. SKILLS IN LEADERSHIP AND MANAGEMENT		
4.1 Ability to communicate clearly and effectively in speech and in writing to a variety of audiences including pupils, parents, governors and the wider community.	✓	
4.2 Ability to develop and maintain effective relationships with pupils, staff, parents, agencies working with the school and the wider community.	✓	
4.3 Ability to positively influence people and successfully work with members of the school community while promoting the school's ethos and values.	✓	
4.4 Commitment to continuous professional development for all staff.	✓	
4.5 Proven ability to manage change, conflict, empower others and construct solutions.	✓	
5. PERSONAL QUALITIES		
5.1 Enthusiasm and determination.	✓	
5.2 Ability to work under pressure and to recognise and manage stress in self and others.	✓	
5.3 Positive attitude to new challenges.	✓	
5.5 Commitment to ongoing professional development.	✓	
5.6 Excellent organisational skills: a proven ability to prioritise tasks effectively and to ensure that all deadlines are anticipated, planned for and met.	✓	