



JOB DESCRIPTION

Post: Assistant Headteacher

Reporting to: Headteacher

Main Purpose of the Role

The Assistant Headteacher (AHT) will support the Headteacher and Senior Leadership Team in the strategic leadership and day-to-day management of the school. Ensuring the highest standards of teaching, learning, behaviour, and achievement for all pupil, the postholder will play a key role in driving school improvement and modelling outstanding practice.

Key Responsibilities

Leadership and Management

- Support the Headteacher in the strategic leadership and operational management of the school
- Contribute to the development, implementation and evaluation of the School Development Plan
- Lead on identified whole-school priorities (e.g. curriculum, assessment, behaviour, inclusion, reading)
- Monitor and evaluate the quality of teaching and learning through observations, learning walks and pupil outcomes
- Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting.
- Promote a positive, professional culture where staff feel valued and supported
- Ensure clear lines of communication within teams and across the school

Teaching and Learning

- Lead by example as an excellent classroom practitioner by teaching high-quality lessons across the primary range
- Ensure curriculum delivery meets statutory requirements and reflects the school's values and vision
- Use assessment data effectively to identify strengths, gaps and priorities for improvement
- Have a secure knowledge of the National Curriculum and/or Early Years Foundation Stage as appropriate.
- Ensure effective teaching of whole classes/sets and of groups and individuals within the class setting so that pupils make good progress in their learning, and best use is made of available teaching time and resources.

- Create a stimulating and well-organised environment that promotes independent learning.

Pupil Achievement and Inclusion

- Promote high expectations and aspirations for all pupils
- Support effective strategies are in place to raise attainment and close gaps
- Ensure inclusive practice so that the needs of all pupils are met, including those with SEND and vulnerable pupils
- Promote positive behaviour and attitudes across the school

Safeguarding and Pastoral Care

- Ensure safeguarding policies and procedures are followed consistently
- Promote a culture of safety and respect for pupils and staff
- Create and sustain a positive and inclusive culture where pupils and staff feel safe and valued

Staff Development and Professional Learning

- Support the induction of new staff and early career teachers
- Lead or support professional development activities across the school
- Line manage and appraise designated staff, providing effective challenge, support and coaching
- Support staff to improve practice through coaching, mentoring and high-quality professional development
- Model exemplary practice and support staff through coaching and professional dialogue

Wider Responsibilities

- Work positively with parents, carers, governors and external agencies
- Represent the school at meetings and events as required
- Promote the ethos, values and reputation of the school and Trust (if applicable)
- Liaise with external providers to enrich and widen opportunities for pupils
- Undertake any other duties as reasonably required by the Headteacher

Other Professional Requirements

- Keep up-to-date with educational thinking through participating in further professional development.
- Share your expertise and knowledge with other staff through input at staff meetings, training days and at other agreed times.
- Review, from time to time, methods of teaching and programmes of work.
- Participate in the school's appraisal programme in line with the appraisal policy.

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the school and the Trust in this essential role. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to

undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher/CEO.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.