



Job Description: Assistant Head

Position: Assistant Head
Location: North Herts Education Support Centre (NHESC)
Letchworth Garden City
Salary: L6 -L10 – depending on experience
Full Time
Start Date: 1 January 2027

Position Overview

The Assistant Head assists the Head of Centre and the Senior Leadership Team in the strategic leadership and management of the school, ensuring high standards of education and student welfare. This role involves contributing to the development and implementation of the school's vision, values, and priorities, while fostering a positive learning environment and promoting the professional development of staff.

Reporting Structure

- Reports directly to: Head of Centre
- Department: Senior Leadership Team

Key Responsibilities

Leadership and Management

- Assist in the overall leadership and management of the school.
- Support the Head of Centre in the development and implementation of school policies and procedures.
- Collaborate with the Senior Leadership Team to drive school improvement initiatives.

Curriculum Development and Assessment

- Oversee curriculum planning and timetabling to ensure high-quality teaching and learning.
- Monitor and evaluate student progress and outcomes, implementing interventions as necessary.
- Facilitate professional development sessions focused on curriculum delivery and assessment strategies.
- Oversee and implement teaching and learning strategies to ensure high-quality teaching and learning

Staff Development and Performance Management

- Support the professional development of teaching and support staff through coaching and mentoring.
- Conduct performance management reviews and provide constructive feedback to enhance staff effectiveness.
- Identify training needs and coordinate relevant professional development opportunities.
- Mentoring Early Career Teachers

Student Welfare and Behaviour Management

- Promote a positive school culture and ethos, ensuring student welfare and safeguarding.
- Implement, monitor and lead on behaviour management policies and strategies to foster a supportive learning environment.
- Address student welfare concerns promptly and effectively, liaising with relevant stakeholders as needed.

Community Engagement and Communication

- Foster strong relationships with parents, carers, and the wider community to enhance student support.
- Communicate effectively with stakeholders regarding school initiatives and student progress.
- Organise community events and workshops to promote parental engagement in the educational process.

Primary Objectives

- Ensure continuous improvement in teaching and learning outcomes across the school.
- Develop and implement effective strategies for student behaviour and welfare.
- Enhance staff performance through targeted professional development and support.
- Foster a collaborative and inclusive school environment that promotes student engagement.
- Strengthen partnerships with parents and the community to support student learning.
- Contribute to the strategic planning and vision of the school to drive improvement.
- To enable KS4 students to attain and achieve positive outcomes by delivering targeted support that raises attainment, promotes personal development, and prepares students effectively for their next stage of education, employment, or training.
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Key Stakeholder Relationships

- **Teachers:** Collaborate on curriculum development and instructional practices.
- **Students:** Engage with students to support their academic and personal development.
- **Parents:** Communicate and build relationships to enhance student support and engagement.
- **Senior Leadership Team:** Work closely with the Head of Centre and other leaders to implement school strategies.
- **Support Staff:** Coordinate with support staff to ensure effective delivery of services and support for students.