



Job Description and Person Specification: Assistant Headteacher

Salary:	Leadership Pay Scale
Working Pattern:	Full-time
Contract Term:	Permanent
Location:	Include - St Matthews Darley Abbey, Derby, DE22 1DQ
Report to:	Head of Centre

Main Purpose

The Assistant Headteacher will provide strategic and operational leadership for the effective day-to-day teaching of the Curriculum in accordance with the Include Learning Principles. They are responsible for the overall academic development of students, the management of staff, leadership of teaching, and ensuring the accuracy of assessment and inclusion. The Assistant Headteacher of Centre-Education will model outstanding leadership, engage proactively with families, and build strong external partnerships.

Duties and Responsibilities

1. Strategic Leadership

- Lead the vision, ethos, and strategic direction of the Centre in line with the school's values.
- Drive school improvement through robust planning, implementation, and evaluation.
- Ensure all statutory and regulatory responsibilities are met.
- Represent the Centre at internal and external meetings, contributing to regional development.



2. Behaviour and Standards

- Help to oversee and implement the Centre's behaviour and rewards policy.
- Ensure high expectations for conduct, attendance, and punctuality.
- Assist in behaviour tracking and analysis to inform effective interventions.
- Support staff in embedding consistent behaviour management strategies.
- Ensure that attendance rates are as close to national as possible.

3. Pastoral and Safeguarding Leadership

- Ensure safeguarding policies are effectively implemented and staff are well-trained.
- Aid pupil wellbeing and mental health initiatives.
- Aid the SENDco and Assistant SENDco to oversee provision for vulnerable pupils, including those with SEND or in care.

4. Curriculum Leadership

- Ensure delivery of a high-quality, broad, and balanced curriculum.
- Line manage curriculum leaders and ensure schemes of work meet student needs.
- Ensure that the Include Learning Principles are effectively taught and assessed so that students make strong progress.
- Monitor academic progress and ensure robust intervention strategies are in place.
- Work with the educational lead for the group, to develop teaching and assessment.

5. Staff Leadership and Development

- Line manage teaching and support staff, ensuring high performance.
- Lead recruitment, induction, training, and appraisal processes.
- Promote a collaborative and reflective staff culture focused on improvement.
- Identify and provide CPD opportunities aligned to strategic needs.

6. Family and Community Engagement

- Foster strong and supportive relationships with parents and carers.
- Lead regular communication and parent meetings around student progress and conduct.
- Develop community and external partnerships to support student learning and transitions.
- Represent the Centre positively within the local area and wider educational community.



7. Operational Oversight

- Manage the Centre's daily operations, risk assessments and site procedures relating to teaching and learning.
- Oversee timetables, cover, exams, and data systems.
- Work closely with central services on finance, HR and compliance.
- Ensure a safe, purposeful, and well-resourced learning environment

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Degree level qualification 	
Experience	<ul style="list-style-type: none"> • Experience of leading school improvement and raising standards. • Experience in managing behaviour and attendance systems effectively. • Experience of line managing and development of staff. 	<ul style="list-style-type: none"> • Experience of managing operational aspects of a school.
Personal qualities	<ul style="list-style-type: none"> • High personal integrity and professionalism. • Resilient, adaptable, and calm under pressure. • Reflective and committed to continuous improvement. 	
Skills and Knowledge	<ul style="list-style-type: none"> • Strong understanding of safeguarding legislation, Keeping Children Safe in Education (KCSIE) and Safer Recruitment. • Knowledge of the SEND code of practice. • Knowledge of effective curriculum design and assessment. 	<ul style="list-style-type: none"> • Awareness of health and safety, risk assessment and operational management in schools. • Ability to tailor CPD to staff needs. • Knowledge of Teach Like a Champion framework.



Safeguarding Commitment

Include Education is committed to Safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, prohibition checks, satisfactory references, and safer recruitment vetting in line with statutory guidance.