

 <p style="text-align: center;">Central Cooperative Learning Trust</p>			
Post No.	Post Title	Salary	Date
	Assistant Headteacher	Leadership Spine: L4-L8	2025

Leadership Purpose

The assistant headteacher will have responsibility for leading on curriculum, pedagogy and professional development.

The assistant headteacher will support the headteacher in:

- Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
- 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 meeting the school’s aims and objectives

The assistant headteacher will also have some teaching commitments complying with the Teachers’ Standards and modelling best practice for others.

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

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy

- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Teaching, curriculum and assessment

Under the direction of the headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders 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
- Use the teaching skills matrix to develop the quality of teaching across the school

Organisational management and school improvement

Under the direction of the headteacher, the assistant headteacher will:

- Support and develop systems, processes and policies so the school can operate effectively and efficiently
- 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
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure school improvement strategies are effectively implemented
- Oversee the timetables and support with the deployment of staff

Staff management and professional development

Under the direction of the headteacher, the assistant headteacher will:

- Performance-manage members of support staff, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Make sure 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

Community and Safeguarding

Under the direction of the headteacher, the assistant headteacher will:

- Carry out the role of Deputy Designated Lead Person for Child Protection.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

The content of this job description may be amended at any time following discussions between the CEO and the Headteacher, and will be reviewed on an annual basis.