



JOB DESCRIPTION

Assistant Headteacher – Achievement and Inclusion

Post Holder:

Job details

Leadership Range: L12 – L16

Contract Type: Permanent

Reporting to: Headteacher

Responsible for: Providing strategic leadership for whole school achievement and inclusion, ensuring that all students, particularly vulnerable groups, make strong progress and achieve highly.

Date: April 2026

Part 1 – Catholic Life, School Culture & Behaviour

You are required to maintain and develop the Catholic Character of the school in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold Catholic and 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
- To enable students to strive in an environment immersed in the core principles of CST

Part 2 - Main Purpose

The Assistant Headteacher will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- Contributing to the development of whole school issues and share in general leadership responsibilities.
- Maintaining a high profile around the school
- The day-to-day management of the school
- Formulating the aims and objectives / Mission 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



- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- As a member of the SLT, attend all leadership team meetings

Part 3 - Duties and responsibilities

Under the direction of the Headteacher, the Assistant Headteacher will lead on **Achievement of Vulnerable Groups** and will:

Lead on the tracking, monitoring, analysis and communication of attainment and progress across all Key Stages, ensuring that timely and effective interventions are in place.

A key focus will be on ensuring vulnerable groups (PP; SEND; EHC; LAC/PLAC; Young Carers; EAL; Minority Groups; Pupils at risk of NEET; Excluded Pupils; Mental Health and Medical Needs; Disadvantaged etc) make exceptional progress, ensuring the pastoral provision and resource allocation necessary for their success are in place.

Part 4 - Key Responsibilities

1. Strategic Leadership of Achievement of Vulnerable Groups

- Lead the development and implementation of the school's achievement strategy
- Drive improvements in attainment and progress across all Key Stages
- Ensure a sharp focus on attainment and outcomes; Progress 8 and ALPS outcomes, and internal examination performance, of vulnerable groups
- Report regularly to SLT and Governors on progress, attainment and impact

2. Inclusion

- Champion a whole school approach to achievement, ensuring no student group is left behind
- Ensure all vulnerable groups are effectively tracked and supported, including disadvantaged pupils (PP), pupils with SEND and pupils with SEMH needs.
- Provide pastoral support to vulnerable groups and targeted individuals to help support their academic progress
- Work collaboratively with SLT and the Learning Support Department to embed inclusive strategies that remove barriers to achievement
- Produce and embed the school's Inclusion statement annually

3. Data Tracking, Monitoring and Analysis

Work closely with the Data Manager to:

- Oversee the tracking of attainment and progress, ensuring accuracy, consistency and timely analysis
- Analyse performance data to identify underperformance at cohort, subject and individual level, and gaps between key groups



- Ensure all staff use data effectively to inform teaching and intervention
4. Raising Attainment and Progress
- Lead strategies to improve outcomes for exam groups (Progress 8 and ALPS), with a strong focus on vulnerable groups
 - Identify underperforming subjects, cohorts, groups and individuals, and oversee targeted support
 - Monitor the impact of teaching, intervention and curriculum on outcomes
 - Work closely with Heads of Department to support raising achievement
5. Intervention and Student Support
- Design and oversee a whole school intervention programme
 - Ensure interventions are timely, targeted, and evaluated for impact
 - Coordinate additional support for identified students, particularly those in vulnerable groups or at risk of underachievement
 - Work closely with identified groups and individuals to support their academic progress
 - Communicate clearly with parents, arranging meetings/events as appropriate
6. Teaching and Learning Collaboration
- Work closely with the Teaching and Learning Lead (Deputy Headteacher), and the Head of Learning Support, to ensure:
- High-quality teaching supports strong progress of vulnerable groups
 - Data informs classroom practice
 - Strategies to support vulnerable groups are implemented across the school
7. Leadership
- Work closely with the Head of Learning Support to ensure the best outcomes for pupils with SEND
 - Whole school leadership of the school's Pupil Premium strategy to ensure appropriate resource allocation and support for PP students
 - Work closely with the Data Manager to ensure efficient and effective analysis and use of data
 - Work closely with the Pastoral Lead (Assistant Headteacher) in identifying and supporting pupils who may need additional mentoring and support

Part 5 – Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- 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 education outcomes for all pupils

Part 6 - Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to 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

Part 7 – Monitoring and Evaluation

It is an essential part of the improvement cycle that monitoring and evaluation of teaching and learning activities takes place with a view to identifying and sharing strengths and eliminating weaknesses.

Therefore, in liaison with Subject Leaders and other Curriculum Managers you are required to ensure:

- Regular monitoring of the quality of teaching and learning by observations, learning walks, book scrutiny and data analysis
- Regular monitoring of the setting and marking of effective homework in line with school policies
- Regular monitoring of the application of school policies on marking assessments
- The use of pupil performance data to enhance the quality of teaching and learning

All members of the Senior Leadership Team are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time. They may also be required to undertake any of the duties delegated from the Headteacher.

In the absence of the Headteacher, the Assistant Headteacher should deputise as directed by the Governing Body

In addition, the Assistant Headteacher will also have a timetabled teaching commitment of 28% complying with the Teachers' Standards and modelling best practice for others.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Last review date: April 2026

Next review date: September 2027



**NICHOLAS BREAKSPEAR
CATHOLIC SCHOOL**

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____