



Job Description

Job Title: Assistant Headteacher (**with Whole School Curriculum responsibilities**)

Salary: Competitive salary dependant on experience and qualifications

Hours: 40 hours per week (8:30-5) 42 weeks per year

Contract type: Full Time/Permanent

Reporting to: Headteacher

Job Purpose

To support the Headteacher and Deputy 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
- Oversee the Whole School Curriculum

The Assistant Headteacher will also have a timetabled teaching commitment.

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

The Assistant Headteacher will:

- 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

To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards (2012).

To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or Deputy 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 or Deputy 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
- Develop and implement a broad and balanced curriculum that meets the relevant statutory requirements.
- Have ambitious expectations for all pupils and promote an inclusive culture that enables all pupils to access the curriculum.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.
- Ensure valid, reliable and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum.
- To fulfill teaching responsibilities as required by the school and under the instructions of the Headteacher.

Additional and special educational needs and disabilities (SEND)

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

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

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

- Establish and oversee 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
- Make sure school improvement strategies are effectively implemented

Staff management and professional development

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

- Performance-manage middle leaders, 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 or Deputy 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

Other areas of responsibility

Assessment

The Assistant Headteacher will:

- Lead on the whole-school assessment strategy, ensuring it's rigorous, well-evidenced and is easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data
- Plan and implement interventions for those pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person Specification		
Qualifications and Training	Essential	Desirable
<i>Evidenced through: Application</i>		
QTS	X	
Good Honours Degree in a relevant subject	X	
Further evidence of study		X
Professional development in preparation for a leadership role		X
Willingness to work towards a leadership qualification	X	
Experience	Essential	Desirable
<i>Evidenced through: Application</i>		
Experience working within a Special Educational Needs setting	X	
Proficient in the use of MS office, especially Word and Excel	X	
Experience of working on a tight deadline	X	
Experience working with children/young people with SEND and/or short-term difficulties (e.g. behavioural difficulties, mental health, physical disabilities)	X	
Leadership and management experience in a school	X	
Involvement in school self-evaluation and development planning		X
Line management experience		X
Skills and Knowledge	Essential	Desirable
<i>Evidenced through: Application</i>		
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
Excellent interpersonal and communication skills	X	
Ability to relate to people at all levels	X	
Ability to communicate a vision and inspire others	X	
High level of confidentiality	X	
Ability to build effective working relationships	X	
Strong organisational and time management skills	X	
Excellent attention to detail	X	
Confidence to speak	X	
Ability to deal with conflicting workloads	X	



An understanding of how to support children with social interaction skills	X	
Ability to work autonomously and as part of a team	X	
Safeguarding of children and young people	X	
Has a high level of initiative	X	
Personal Qualities <i>Evidenced through: Application</i>	Essential	Desirable
Patient and calm	X	
Desire to provide the best possible opportunities for all pupils	X	
Able to create good relationships with children, staff, parents and external agencies	X	
Self-motivated	X	
Have a professional, helpful and friendly approach in order to ensure a positive image is conveyed	X	
Be committed to OES values and ethos	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	X	