



# Job description: Assistant Headteacher

## Main purpose

The assistant headteacher will 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

The assistant headteacher will have a class teaching commitment, 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 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
- › Ensure the use of evidence-informed approaches to reading so all pupils are taught to read
- › Ensure that use of evidence-informed approaches to teaching and learning so that all pupils can meet their full potential

### 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 with SEND

- › 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
- › Ensure that use of evidence-informed approaches to adaptive teaching so that all pupils can access the curriculum

## **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-quality 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**

Additional areas of responsibility to be agreed.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching (including adaptive teaching), and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Secure knowledge of current curriculum expectations</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• A commitment to knowing and demonstrating our school values 'Growth, Effort, Community, Compassion'</li> <li>• A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to build positive and respectful relationships across the school community</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** [date when this document was last reviewed]

**Next review date:** [date when this document will next be reviewed]

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_