

WILLOW GROVE PRIMARY SCHOOL



**Assistant Headteacher
(Behaviour, Inclusion & Attendance)**

Recruitment Pack 2026

Author: Headteacher, School Business Manager

Date: August 2026

Job Description

Job Title	Assistant Headteacher (Responsible for Curriculum, Teaching And Achievement, Deputy Designated Safeguarding Lead)
Responsible to	Headteacher, Chair of Governors
Liasing with	Headteacher, Senior Leadership Team, School Governors, teaching and support staff, Local Authority, parents/carers, external partners
Grade	Leadership Scale L2 – L6
Conditions of Employment	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose	The Assistant Head is required to contribute to: • Whole school self-evaluation and to the relevant sections of the school evaluation form by providing judgements and supporting evidence • The development of school policies, procedures and arrangements • School improvement planning, by identifying strengths and areas of weakness, and recommending appropriate action

The Headteacher and Governors at Willow Grove Primary School have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Headteacher and Governors will make every attempt to make changes in the spirit of the job description where this can be achieved without detriment to the best interests of the pupils and the efficient management of the school.

Main Areas of Responsibility

Strategic role within the school's Senior Leadership Team

To comply with and implement key legislation i.e. Keeping Children Safe in Education, Safeguarding and Child Protection, Working Together to Safeguard Children, Equality Act, Education Act, Data Protection, Health and Safety Regulations, SEND Legislation and Medication related legislation.

The post holder is required to contribute to:

- Lead on behaviour, inclusion and attendance
- Monitoring attendance and behaviour data, and identifying barriers to pupil attendance and positive behaviour,

- Producing data for the Leadership Team and Governors on pupil progress according to the requirements of the Annual School Calendar and as required,
- Lead and support other staff in the analysis of data to identify current attendance, behaviour, trends, strengths and weaknesses to inform school strategic planning,
- Whole school self-evaluation and to the relevant sections of the school evaluation form by providing judgements and supporting evidence,
- School improvement planning, by identifying strengths and areas of weakness, and recommending appropriate action,
- Ensure that attachment and trauma-informed strategies and approaches are reflected in all school policies and procedures,
- The development of school policies, procedures and arrangements,
- Staff deployment and development throughout the school,
- Strategies to positively and productively involve parents/carers, the wider community, and the business community in the life of the school,
- Establishing the needs of staff, through appraisal and pupil attainment,
- Providing coaching, mentoring and support to further improve the skills of all staff resulting in continuous improvement in behaviour and attendance,
- Establishing and maintaining links with network groups and the local community to promote best practice in teaching and learning in Willow Grove Primary School,
- Undertake the evaluation of specific areas and themes as and when requested by the Headteacher, using a range of both qualitative and quantitative methodologies,
- Provide data to external supporting agencies and services when requested by the Headteacher,
- Undertake surveys of key stakeholders as requested by the Headteacher,
- Liaise effectively with all other staff in the school to provide continuity and progression for all pupils,
- Contribute to the identification of staff development and training needs,
- Contribute to the development of staff through high-quality coaching and mentoring; lead INSET, and arrange INSET by external providers,
- Devise and implement arrangements that provide information to parents/carers as requested by the Headteacher,
- The Post Holder is required to act as an Appraisal Team Leader, and is required to:
 - provide performance management for identified staff,
 - contribute to professional development for all staff,
 - contribute to the co-ordination of the outcomes of Appraisal with the wider needs of the school improvement plan,
- Adherent to professional standards.

Specific Responsibilities for the Assistant Headteacher post

The post holder is required to fulfil the duties of a classroom teacher as described in the Job Description – Class Teacher – a copy of which is attached. In addition, the Assistant Headteacher will be responsible for specific areas of whole school development, specifically curriculum, teaching and achievement.

All employees have a responsibility to:

- To support and promote the Willow Grove school values – **Be Safe, Be Kind, Be Positive,**
- Work in line with contract of employment,
- Safeguard children,
- Understand that Willow Grove is a professional learning community,
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person,
- Ensure any documentation produced is to a high standard and is in line with Willow Grove Primary School style,
- Participate in training and other learning activities as required,
- Undertake Health and Safety training on areas within the designated work area,
- Participate in the Willow Grove Performance Management process,
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate,
- To represent the school at events as appropriate,
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post,
- To undertake any other reasonable duties at the request of the Headteacher.

SIGNATURES/ AUTHORISATION

I/We agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors:	_____	Date	_____
Signed Headteacher:	_____	Date	_____
Signed Business Manager:	_____	Date	_____
Signed Job Holder:	_____	Date	_____
Print Name Job Holder:	_____	NI No	_____
School:	<u>Willow Grove Primary School</u>	DFE No	<u>359 / 7018</u>

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task / Observation P = Presentation
Ability to offer a subject specialism	E		A, I, R, P
Working knowledge of Working together to safeguard children and Keeping Children Safe in Education	E		A, I, P
Working knowledge of attendance improvement strategies	E		A, I, P, T
Proven successful experience in leading Whole school project development/ Department or Subject including: - monitoring & evaluation, innovation & sustaining improvements; - collection and data use, reporting and identifying priorities for improvement - Curriculum, teaching and achievement	E		A, I
Proven successful experience/ involvement in strategically leading and implementing/managing	E		A, I

whole school initiatives			
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B. Training and Qualifications

	Essential	Desirable	Source
Appropriate degree level subject and Qualified Teacher Status	E		A, I
Evidence of continuous appropriate professional development e.g. Middle Leader, NPQML, NPQSL		D	A

C. Knowledge and Understanding

Applications should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Knowledge of the National Curriculum requirements in order to sequence a broad and balanced curriculum	E		A, I
Knowledge of relevant legislation e.g. safeguarding, attendance, early help legislation	E		A, I
Extensive knowledge, skills and understanding of outstanding teaching & learning assessment.	E		A, I, T
Strong knowledge of trauma-informed practice	E		A, I, P, T
Awareness of current issues in education in general and special education in particular.	E		A, I
Knowledge of how to effectively support a range of different pupil behaviours	E		A, I, P, T
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I
Strong Knowledge of the SEND code of practice and attendance legislation	E		A, I
Understanding of Early Help processes and guidance	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Ability to think analytically	E		A, I
Excellent communication skills – written & verbal	E		A, I, P, T
Excellent interpersonal skills.	E		A, I, P, T, R
Commitment to and ability to promote a positive ethos within the school. A strong commitment to Willow Grove's values – Be Safe, Be Kind, Be Positive	E		A, I
High-quality people skills to deal with challenging situations	E		A, I, R
A clear understanding of the impact of school improvement and in particular behaviour, inclusion and attendance	E		A, I, P, R
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I, R

To possess the qualities of honesty, integrity and understanding the importance of professional confidentiality.	E		A, I, R
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E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I
Enhanced DBS check (suitable to work with children)	E		A, I