

## Job Description

**Job Title:** Assistant Head Teacher

**Salary:** 10 – 14 Leadership

**Hours:** Full Time

**Contract:** Permanent



## Core Purpose

To support the Head Teacher in all aspects of leadership and management, contributing to the strategic development, vision and aims of the school in partnership with pupils, staff, governors and parents.

The Assistant Head Teacher provides leadership across the all-through provision (4–16), ensuring continuity, progression and excellence across all phases and all sites.

The postholder must model outstanding practice, lead staff development, and ensure that all pupils receive high-quality teaching, personalised support and an ambitious, meaningful curriculum that enables them to achieve their fullest potential.

The Assistant Head Teacher will also have a part-time teaching commitment complying with the teachers' standards and modelling best practice for others. They will develop relationships, support training and development and ensure 'quality first teaching' and this ensuring all children make excellent progress upon leaving the school.

## Key Strategic Responsibilities

### 1. Strategic Leadership

- Contribute to the school's vision, strategic direction and development planning.
- Lead on whole-school priorities as agreed with the Head Teacher (e.g., curriculum, behaviour, assessment, communication, personal development).
- Support the Head Teacher and Governing Body in developing policies, procedures and distinctive approaches that reflect the ethos of the school.
- Make strategic evaluations of teaching, learning, resources, standards and staffing.
- Assume responsibility for the management of the school in the absence of the Head Teacher and Deputy Head Teacher.
- Liaise with governors to support their oversight of school performance and strategic direction.
- To support the Head Teacher with whole school Quality Assurance process

### 2. Leadership of a Key Stage within School

- Lead the design, delivery and evaluation of a diverse, creative and flexible Key Stage curriculum, ensuring it is ambitious, inclusive and aligned with preparation for adulthood.
- Oversee student outcomes within a Key Stage, ensuring compliance with national and local assessment and reporting requirements.

- Ensure continuity and progression between Key Stages.
- Monitor and evaluate pupil achievement using accurate, timely assessment data to track progress, inform planning and secure improved outcomes.
- Support enrichment, creative learning, extended services, work-related learning for your Key Stage.
- Coordinate Key Stage visits, experiences and extra-curricular opportunities.

### **3. Teaching, Learning & Curriculum Across the School**

- Model outstanding classroom practice and maintain a part-time teaching commitment in line with Teachers' Standards.
- Lead and support staff to deliver high-quality teaching and learning across all phases.
- Lead on the delivery of a National Curriculum subject
- Ensure curriculum intent, implementation and impact are coherent across Early Years, Primary and Secondary pathways.
- Support subject leaders in developing and implementing curricular initiatives.
- Monitor medium- and short-term planning to ensure individual needs are met, including through IEPs and personalised approaches.
- Promote a Total Communication Environment and SEND-specific pedagogy (e.g., autism practice, sensory learning, SEMH approaches).

### **4. Behaviour, Wellbeing & Safeguarding**

- Promote a safe, calm and well-ordered environment focused on safeguarding and exemplary behaviour.
- Lead on behaviour and attitudes, ensuring consistent, relational and trauma-informed practice.
- Monitor behaviour standards across phases and support staff in implementing behaviour support plans and risk assessments.
- Liaise with parents regarding behaviour or wellbeing concerns.
- Work closely with the DSL and external agencies to support pupils' pastoral and safeguarding needs.
- Take steps to prevent bullying and support pupils experiencing difficulties.

### **5. Staff Leadership, Development & Performance**

- Line-manage teachers, middle leaders and support staff, including timetabling, deployment and role development.
- Lead, support, motivate and direct staff within the phases.
- Play a major role in the professional development of all staff, including leading INSET and identifying training needs.
- Act as a team leader within the performance management system.
- Support the professional development of class teachers, TAs and others, including training on SEND.
- Encourage all staff to recognise and fulfil their statutory responsibilities to all pupils.

## **6. Operational & Organisational Leadership**

- Oversee daily organisation and management of designated phases, ensuring smooth routines and effective communication.
- Prepare agendas and chair meetings as required.
- Contribute to timetabling, intervention planning and resource allocation.
- Identify resource needs and advise the Head Teacher on priorities for expenditure.
- Keep up to date with developments in education, SEND practice and statutory guidance.

## **7. Pupil Progress, Outcomes & Parental Engagement**

- Manage pupil review processes and procedures across phases.
- Attend and help organise parents' evenings, consultation events and review meetings.
- Keep parents informed about their child's progress and wellbeing.
- Analyse whole-school data on attendance, behaviour, exclusions, safeguarding and wellbeing to inform improvement strategies.
- Promote strong partnerships with parents, recognising their contribution to their child's education.

## **8. Contribution to School Improvement**

- Write and lead on areas of the School Development Plan.
- Report progress on improvement priorities to the Head Teacher and Local Advisory Board Members and Trustees.
- Evaluate pupil progress and report findings to SLT.
- Contribute effectively as a member of the Senior Leadership Team, supporting whole-school decision-making.
- Foster a positive, supportive ethos for academic, social and personal development.