We care. We learn. We forgive.

Assistant Headteacher

The staff at our school are valued and thrive through our supportive and inclusive Christian vision where we care, we learn and we forgive in all we do. Our Christian values of compassion, friendship, koinonia, forgiveness, hope and wisdom encourage and develop our pupils into well rounded caring and understanding young people. We use the parable of the mustard seed to promote our values and vision, which, in turn, enables staff to grow and flourish as reflective practitioners.

Job description

Job details

Salary: leadership 1-4

Contract type: Full time

Reporting to: Headteacher

Line Manages: Allocated staff

Main purpose

The Assistant Headteacher will support the Headteacher in providing strategic and operational leadership that secures high-quality education, outstanding teaching, and positive outcomes for all pupils. They will lead on specific whole-school priorities such as curriculum development, teaching & learning — depending on school need, and act as Deputy Designated Safeguarding Lead (DDSL).

In the absence of the Headteacher, the Assistant Head will assume full responsibility for the leadership and management of the school.

Key Responsibilities

- Uphold and promote the Christian ethos of the school
- Work in partnership with the Headteacher and Governors to fulfill the school's vision, supporting staff, pupils and families.
- Under the overall direction of the Headteacher, play a lead role in promoting the aims and objectives of the school and establishing the policies through which they are to be achieved, including the SIP and the SEF.
- Proactively manage staff and resources
- Carry out the professional duties of a teacher as required

Safeguarding & Behaviour

- As one of the school's Deputy Designated Safeguarding Leads (DDSLs), to take responsibility for safeguarding the welfare of children and staff within the school.
- Support the Headteacher/DSL with ensuring robust safeguarding systems are in place and in line with Keeping Children Safe in Education.
- Support in the delivery of updates and training with staff.
- Promote the best interests of pupils, including sharing concerns and information where necessary with third party professionals and parents.
- Support on pupil behaviour, wellbeing, and inclusion strategies.
- Promote restorative and relational approaches to behaviour management
- Promote a culture of vigilance, curiosity and care across the school.
- Promote and protect the health and safety welfare of pupils and staff.

Strategic Leadership and School Improvement

- Support the Headteacher in developing and implementing the school's strategic vision and improvement plan.
- Lead on allocated priorities within the School Development Plan (SDP).
- Contribute to the Self-Evaluation Framework (SEF) and Ofsted preparation.
- Promote the school's ethos and values through visible and positive leadership.

Teaching, Learning and Curriculum

- Model, mentor and coach outstanding classroom practice and champion effective pedagogy and professional conduct.
- Review and lead curriculum intent, implementation, and impact processes to achieve the highest Ofsted expectations.
- Monitor and evaluate teaching and learning across the school through observations, learning walks, book looks and pupil voice.
- Lead curriculum design and implementation in line with national expectations.
- Drive improvement in outcomes for all groups of pupils, including disadvantaged and SEND.
- Promote and support staff with research-based practice and innovation to achieve the highest quality teaching.

Leadership and Management

- Be an active and committed member of the Senior Leadership Team.
- Manage the school for the Headteacher when required.
- Line manage allocated support staff or teaching staff as allocated.
- Support the appraisal and professional growth of staff.
- Promote staff wellbeing and a positive working culture.

Professional Development and Culture

- Foster a positive staff culture based on teamwork, trust, and professional growth.
- Support delivery and coordination CPD sessions aligned to school priorities.
- Keep up to date with educational research, legislation, and policy developments.
- Promote collaborative sharing

Community and Partnerships

- Build positive relationships with parents, carers, and the wider community.
- Promote the school through events, assemblies, and partnerships.
- Collaborate with other schools in the local cluster or federation.
- Represent the school at professional meetings, LA networks, and moderation events, and other school events.
- Work with the Headteacher in developing the policies and practice, which promote inclusion, diversity and the extended services that the school offers.

Other areas of responsibility

- Lead and manage national curriculum subjects or whole school areas as designated
- Undertake any other duties reasonable requested by the Headteacher.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Prerequisite	• Satisfactory enhanced DBS check and references
Qualifications and experience	• A teaching qualification • Degree or equivalent • Leadership/Post graduate qualification • A variety of teaching experience across the Primary age range • Experience of a Church of England School • Significant experience of key curriculum leadership with impact evident • Evidence of being an excellent classroom practitioner • Responsibility for developing, monitoring and evaluating an aspect of school provision • Managing people and resources including appraisal management • Working successfully in partnership with parents and the wider community.
Skills and knowledge	• A highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships and a positive culture • Proactive solution focused approach • A proven track record as an excellent, creative teacher who motivates children • Effective administrative and organisational skills • Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care • Ability to cope with the pressures of a demanding management position • Effective, evidence informed educational practices for improving pupil's learning • National Curriculum, national strategies and assessment • Deep understanding of equal opportunities and inclusion • Understanding of appropriate strategies for managing pupils' behaviour.
Personal qualities	• Commitment to providing an effective and inclusive learning environment where all pupils thrive and are supported • Commitment to the development and maintenance of positive partnerships between the school, parents and the community • Recent participation in professional development activities and willingness to undertake training for leadership i.e NPQ

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

Headteacher's signature: _____ **Date:** _____

Postholder's signature: _____ **Date:** _____