

## Job Description

<b>POST TITLE</b>	<b>Assistant Headteacher</b>
Purpose/Context Statement:	<p>The Assistant Headteacher will support the Headteacher in providing strategic leadership to secure high standards of teaching, learning, achievement and behaviour across the school. The post holder will foster a culture of excellence, inclusion and continuous improvement, ensuring all students achieve their full potential regardless of starting point or background.</p> <p>We are restructuring our leadership model which allows us to be flexible regarding the specific portfolio, allowing the successful candidate's strengths and expertise to contribute to whole school success.</p>
Reporting to:	Headteacher
Responsible for:	Leading on aspects of the school improvement plan and allocated middle leaders
Principal Contacts:	School staff, Trustees, Governors, feeder schools, outside agencies, parents and students
Working Time:	Full Time
Salary/Grade:	L13-17
Disclosure level:	Enhanced
<b>Key Responsibilities</b>	
Leadership and Management:	<ul style="list-style-type: none"> <li>• Lead on designated whole-school priorities</li> <li>• Contribute to the strategic leadership and management of the school as a member of the Senior Leadership Team</li> <li>• Support the development and implementation of the school improvement plan</li> <li>• Promote a culture of high expectations, accountability and continuous improvement</li> <li>• Undertake the generic duties and responsibilities of a member of the school's Leadership Team</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Model outstanding classroom practice and maintain high standards of teaching</li> <li>• Support and develop high-quality teaching across the school</li> </ul> <p>As a classroom teacher:</p> <ul style="list-style-type: none"> <li>• Plan effective lessons to meet the needs of all students including those with SEND, in receipt of Pupil Premium Grant etc.</li> <li>• Deliver high quality teaching in line with departmental schemes of learning</li> <li>• Motivate students to achieve their expected outcomes and exhibit high standards in their work</li> <li>• Provide regular and timely feedback following departmental policy, and encourage students to reflect on their learning and take appropriate steps to improve their work</li> <li>• Foster an atmosphere of mutual respect</li> <li>• Ensure good behaviour for learning through consistent use of the school's behaviour policy</li> </ul>

	<ul style="list-style-type: none"> <li>Develop and encourage cross-curricular links and personal development</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>Support innovation and continuous improvement in curriculum delivery</li> <li>Contribute to the development of an engaging and ambitious curriculum for all year groups</li> <li>Ensure that literacy, numeracy, careers, SMSC and communication skills are reflected and promoted within lessons</li> </ul>
Liaison:	<ul style="list-style-type: none"> <li>Contribute to Trustee, Governor, Staff and cross-curricular meetings as required</li> <li>Attend relevant school events, as required, to provide Leadership Team presence</li> </ul>
Staff development/Performance Management:	<ul style="list-style-type: none"> <li>Lead staff training appropriate to the role</li> <li>Provide induction and performance management for relevant staff</li> <li>Share good practice and promote collaborative teamwork to motivate and inspire colleagues</li> </ul>
Management Information:	<ul style="list-style-type: none"> <li>Provide reports to Leadership Team, Trustees, Governors and other stakeholders as appropriate</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>Communicate effectively and positively with all stakeholders</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>Lead role-specific school development priorities</li> <li>Maintain the quality of the learning environment in teaching and departmental areas</li> <li>Work collaboratively to conserve resources</li> </ul>
Student Welfare:	<ul style="list-style-type: none"> <li>Implement behaviour systems and support for students and colleagues as a member of the Leadership Team</li> <li>Encourage student wellbeing through positive interactions and use of praise</li> <li>Work collaboratively with the pastoral team to provide the highest quality support for students</li> <li>Record any safeguarding concerns regarding students on CPOMS</li> </ul>
Quality Assurance:	<ul style="list-style-type: none"> <li>Monitor and evaluate the quality of teaching and learning through observations, learning walks and data analysis</li> <li>Use evidence to inform school improvement priorities</li> <li>Ensure compliance with school policies and external requirements</li> <li>Ensure that all communication follows School or Trust policies and branding guidelines</li> </ul>
Safeguarding, confidentiality and data protection:	<ul style="list-style-type: none"> <li>Undertake Safeguarding Training as required</li> <li>Ensure that all students and staff are appropriately safeguarded</li> <li>Maintain appropriate levels of confidentiality when dealing with stakeholder data and information</li> <li>Adhere to the General Data Protection Regulations</li> </ul>
Extra-Curricular:	<ul style="list-style-type: none"> <li>Support the school's extra-curricular programme through active participation in at least one activity</li> </ul>
Supervision:	<ul style="list-style-type: none"> <li>Supervise students outside the classroom in line with the staff and Leadership Team duty rotas</li> </ul>
Personal Development:	<ul style="list-style-type: none"> <li>Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep up to date with changes in DfE and Ofsted requirements and embed these into school policy and practice</li> <li>• Keep up to date with developments in teaching and learning</li> <li>• Ensure subject knowledge is kept up to date</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>• Promote safe working practices and take all reasonable steps to manage own safety</li> <li>• Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, to support its vision and values and encourage and ensure staff and pupils follow this example</li> <li>• Attend meetings outside normal working pattern as required</li> </ul>

Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. All teaching staff are expected to follow the staff code of conduct and meet the requirements of the Teachers Standards.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.

Name of Postholder:	
Signed:	Date:
Version Number:	4
Date:	May 2026

**PERSON SPECIFICATION**

POST TITLE	Assistant Headteacher		
	Essential	Desirable	Evidence
<b>Qualifications</b>			A-Application I-Interview R-Reference
QTS	✓		A
Degree in a relevant subject	✓		A
National Professional Qualification for Senior Leadership		✓	A
<b>Experience and Skills</b>			
Established track record of improving outcomes	✓		A, I, R
Ability to analyse data and drive improvement	✓		A, I, R
Ability to teach all secondary Key Stages	✓		A, I
Evidence of high standards	✓		A, I, R
Successful middle or senior leadership experience	✓		A, I, R
Excellent communication and interpersonal skills – an aptitude for leading and managing people	✓		A, I, R
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓		A, R
Good organisation and administrative skills.	✓		A, I
<b>Knowledge</b>			
Understanding of effective teaching and learning practices	✓		I
Knowledge of curriculum development, implementation and assessment	✓		A, I, R
Awareness of current educational policy and inspection frameworks		✓	A, I
<b>Personal Qualities</b>			
Demonstrate a commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct	✓		A, I, R
Strong moral purpose and commitment to inclusion and safeguarding	✓		A, I
Resilience and the capacity to work hard	✓		I, R
An engaging personality to which students respond positively	✓		I
Enthusiasm and a positive outlook	✓		I
Evidence of an acceptable standard of attendance and punctuality	✓		R
Demonstrate a high degree of personal integrity, honesty, reliability and responsibility	✓		I, R
A confident, sensitive, calm and caring manner	✓		I
Ability to demonstrate discretion and build trust	✓		I

