



## John Perry Primary School

**Job Title:** Assistant Head Teacher

**Salary:** Leadership Scale L6-L10

**Hours:** 35

**Contract type:** Full time

**Accountable to:** The Head Teacher

**Responsible for:** HLLSAs, Swimming Teacher and designated staff within areas of responsibility

### **Job Purpose:**

To support the Head Teacher and Strategic Leadership Team in providing high-quality leadership and management across the school. The Assistant Head Teacher will lead key aspects of school improvement, teaching and learning, safeguarding, attendance, pupil enrichment and community engagement, ensuring excellent outcomes for all pupils.

The Assistant Head Teacher will model exemplary practice, promote the school's vision and values and contribute to the strategic development of the school.

### **Key Responsibilities:**

Under the direction of the Head Teacher, the Assistant Head Teacher will:

- Lead and manage designated areas of school improvement and operational responsibility.
- Contribute to the development, implementation and evaluation of the School Development Plan.
- Support the Head Teacher in maintaining high standards of teaching, learning, behaviour, attendance and safeguarding.
- Promote a culture of high expectations, inclusion and continuous improvement.
- Contribute to the strategic leadership of the school as a member of the Strategic Leadership Team.

### **Teaching and Learning Leadership**

The Assistant Head Teacher will:

- Lead teaching and learning across Years 2, 3 and 4.
- Line manage designated middle leaders and staff within the specific year groups.
- Monitor the quality of teaching, learning and assessment through lesson observations, learning walks, work scrutiny and pupil voice.
- Lead pupil progress meetings for Years 2, 3 and 4 and ensure effective intervention strategies are in place.
- Support staff development through coaching, mentoring and professional development.
- Deliver staff training and INSET aligned with school improvement priorities.
- Contribute to the school's monitoring, evaluation and review cycle.

- Support the preparation and quality assurance of pupil reports through proofreading and moderation processes.

### **Reading and Writing Leadership**

The Assistant Head Teacher will:

- Lead the strategic development of Reading and Writing across the school.
- Monitor standards, attainment and progress in Reading and Writing.
- Support staff in delivering high-quality Reading and Writing provision.
- Analyse performance data and implement improvement strategies.
- Report on standards and developments to senior leaders and governors.

### **Attendance Leadership**

The Assistant Head Teacher will:

- Lead whole-school attendance and punctuality strategies.
- Monitor attendance patterns and identify pupils requiring support or intervention.
- Work closely with families, external agencies and attendance services to improve attendance.
- Report attendance data and impact to senior leaders and governors.

### **Safeguarding**

As Deputy Designated Safeguarding Lead (DDSL), the Assistant Head Teacher will:

- Support the Designated Safeguarding Lead in maintaining an effective safeguarding culture.
- Manage safeguarding concerns and referrals as required.
- Liaise with external agencies and support vulnerable pupils and families.
- Ensure safeguarding records are maintained accurately and confidentially.
- Contribute to safeguarding training and staff awareness.
- Undertake Single Central Record (SCR) checks and support safeguarding compliance.

### **Behaviour and Pastoral Leadership**

The Assistant Head Teacher will:

- Promote high standards of behaviour and conduct across the school.
- Lead behaviour support and intervention where required.
- Undertake behaviour duties and support staff in implementing the behaviour policy.
- Support the investigation and resolution of parental concerns and complaints.
- Contribute to maintaining a positive and inclusive school culture.

### **Pupil Enrichment and Wider Opportunities**

The Assistant Head Teacher will:

- Lead the school's pupil enrichment programme.
- Coordinate educational visits and act as Educational Visits Coordinator (EVC).
- Organise and oversee the Year 6 residential visit.
- Develop opportunities that enhance pupils' personal development and cultural capital.
- Lead and coordinate assemblies and whole-school events.
- Foster opportunities for pupil leadership and participation

### **Community Partnerships**

The Assistant Head Teacher will:

- Develop and maintain partnerships with parents, local organisations and community groups.

- Promote parental engagement and participation in school life.
- Represent the school positively within the local community.
- Develop opportunities that strengthen community links and support pupil outcomes.

### **Staff Leadership and Management**

The Assistant Head Teacher will:

- Line manage the HLLSA and Swimming Teacher.
- Undertake appraisal and performance management responsibilities for designated staff.
- Contribute to staff recruitment, selection and induction.
- Support succession planning and leadership development across the school.
- Promote staff wellbeing whilst maintaining high professional expectations.

### **Operational Leadership**

The Assistant Head Teacher will:

- Undertake gate duties and lunchtime duties as part of the leadership team's visible presence.
- Contribute to the effective day-to-day operation of the school.
- Prepare reports and evaluations for governors relating to areas of responsibility.
- Support the Head Teacher with school self-evaluation and improvement planning.
- Contribute to statutory compliance within areas of responsibility.

### **Working with Parents and Carers**

The Assistant Head Teacher will:

- Build positive and productive relationships with parents and carers.
- Support effective communication between home and school.
- Respond to parental concerns and complaints professionally and constructively.
- Work collaboratively with families to improve attendance, behaviour and achievement.

### **Safeguarding and Health & Safety**

The Assistant Head Teacher will:

- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure compliance with Keeping Children Safe in Education and all safeguarding procedures.
- Promote safe working practices and contribute to maintaining a safe school environment.
- Fulfil responsibilities relating to educational visits and risk assessment processes.

### **Additional Responsibilities**

- Undertake any other reasonable duties commensurate with the role as directed by the Head Teacher.
- Carry out the professional duties of an Assistant Head Teacher as outlined within the School Teachers' Pay and Conditions Document (STPCD).



## John Perry Primary School

### Deputy Head Teacher

#### Person Specification

Qualifications	Essential	Desirable	How Assessed
Qualified teacher status.	✓		Application
Degree or equivalent qualification.	✓		Application
Evidence of continued professional development relevant to leadership.	✓		Application, interview
Professional development in preparation for a senior leadership role.		✓	
National Professional Qualification for Senior Leadership (NPQSL), NPQ for Leading Teaching (NPQLT), NPQ for Leading Literacy (NPQLL) or equivalent leadership qualification.		✓	Application
Educational Visits Coordinator (EVC) training or willingness to undertake training.		✓	Application, interview
Safer Recruitment Training or willingness to undertake training.		✓	Application, interview
Any other qualifications relevant to primary teaching, safeguarding or leadership.		✓	Application
Experience	Essential	Desirable	How Assessed
Successful leadership experience in a primary school with measurable impact on pupil outcomes.	✓		Application, interview
Significant successful teaching experience as an excellent classroom practitioner in a primary setting.	✓		Interview, references
Experience of leading teaching and learning and improving classroom practice.	✓		Application, Interview, References

<b>Experience (continued)</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Experience of curriculum leadership in a specific subject.	✓		Application, Interview
Experience of monitoring teaching and learning through lesson observations, work scrutiny and pupil voice.	✓		Application, Interview
Experience of using assessment data to improve outcomes and inform leadership decisions.	✓		Application, Interview
Experience of leading or contributing to school improvement initiatives.	✓		Application, Interview
Experience of line managing staff and supporting professional development.	✓		Application, Interview
Experience of leading staff training, coaching or professional development.	✓		Application, Interview
Experience of safeguarding leadership and statutory compliance.		✓	Application, Interview
Experience of supporting attendance improvement strategies.		✓	Application, Interview
Experience of handling parental concerns or complaints.		✓	Application, Interview
Experience of leading educational visits and residential visits.		✓	Application, Interview
Experience of recruitment, appraisal and performance management processes.		✓	Application, Interview
Experience of external inspection or school review processes.		✓	Application, Interview
Experience of external inspection or school review processes.		✓	Application, interview
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Strong knowledge of effective teaching, learning and assessment in primary education.	✓		Application, interview
Secure understanding of curriculum design, implementation and evaluation.	✓		Application, interview
Strong knowledge of effective Reading and Writing pedagogy.	✓		Application, interview
Secure understanding of the Ofsted Education Inspection Framework and accountability measures.	✓		Application, interview

<b>Knowledge and Skills</b> (continued)	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Knowledge of national educational priorities and developments.	✓		Application, interview
Knowledge of effective attendance, behaviour and inclusion strategies.	✓		Application, interview
Secure understanding of safeguarding legislation and guidance, including Keeping Children Safe in Education.	✓		Application, interview
Knowledge of safer recruitment and Single Central Record requirements.		✓	Application, interview
Strong data analysis and interpretation skills.	✓		Application, interview
Ability to identify priorities and implement effective improvement strategies.	✓		Application, interview
Ability to model outstanding classroom practice and improve the practice of others.	✓		Application, interview, references
Strong communication, interpersonal and relationship-building skills.	✓		Application, interview
Ability to lead, motivate and inspire staff.	✓		Interview
Strong communication and interpersonal and skills.			Application, interview
Ability to build positive relationships with pupils, staff, parents, governors and external agencies.	✓		Application, interview
Ability to write high-quality reports and present information clearly to SLT, governors and/or stakeholders.	✓		Application, interview
Understanding of community engagement and partnership working.		✓	Application, interview
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Commitment to securing the best outcomes for all pupils.	✓		Application and interview
High expectations of achievement, behaviour and conduct.	✓		Application, interview
Commitment to inclusion, equality, diversity and safeguarding	✓		Application, interview
Ability to manage a varied workload and prioritise effectively.	✓		Application, interview

Personal qualities (continued)	Essential	Desirable	How Assessed
Resilience and ability to perform effectively under pressure	✓		Application, interview
Integrity, professionalism and emotional intelligence.	✓		Application, interview
Ability to work independently and collaboratively as part of a SLT.	✓		Application, interview
Commitment to confidentiality and professional conduct.	✓		Application, interview
Commitment to developing strong relationships with the wider school community	✓		Application, interview

John Perry is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Notes:**

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

Head Teacher's signature: \_\_\_\_\_

Name: Mr W Pedro

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

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

Name: \_\_\_\_\_

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