



Assistant Headteacher (KS2) job description

Employment details	
School	Balshaw Lane Primary School
TRUST	Aspirational Futures Multi-Academy Trust
Job title	Assistant Headteacher – Key Stage 2
Reports to	Headteacher
Hours of work	Full time teacher – class based (KS2) with leadership time given
Salary	Leadership scale – L2-6

Job Purpose

The Assistant Headteacher is a key member of the Senior Leadership Team (SLT). You will lead the strategic development, implementation, and review of our primary curriculum to ensure it is ambitious, broad, balanced, and sequentially planned. You will champion high standards of teaching and learning, supporting teachers to deliver high-impact lessons that raise achievement and nurture a lifelong love of learning for all pupils.

You will work closely with the Headteacher and wider leadership team to ensure high standards of teaching, learning, behaviour and personal development are embedded across the school. You will be responsible for designing, implementing, and evaluating a broad, balanced, and ambitious primary school curriculum (KS2) including leading personal development.

Curriculum design, teaching and learning

Lead the design, sequencing and implementation of a broad, balanced and ambitious KS2 curriculum. Ensure the curriculum is coherent, broad, inclusive, and meets national statutory requirements. Oversee, evaluate and adapt curriculum plans, schemes of work, and medium-term/short-term frameworks.
Lead, manage and promote high-quality teaching and learning across the phase.
Lead the development and delivery of the curriculum across the phase. Work closely and successfully with the KS1 assistant headteacher to ensure full breadth, excellent transition and continuity to maximise progress for all children.
Implement strategies for teaching and learning that are appropriate for all pupils and enable a successful transition to KS1 and KS2.
Monitor and evaluate teaching and learning across the phase to ensure high quality education for all children (SEND, PP etc), setting achievable expectations and offering support and advice where appropriate.
Display exemplary classroom practice which meets the aims and objectives of the school and secures high standards of learning and behaviour.

Work alongside other members of the leadership team to monitor and promote effective pupil progress, implementing arrangements for appropriate provision for struggling pupils where necessary.

Develop links with parents/carers of pupils throughout school to encourage parental involvement in their child's progress and the school's wider activities, where appropriate.

Ensure the classroom environment is purposeful for all pupils and promotes the highest standard of work.

Champion high expectations, positive relationships and inclusion

Keep up-to-date with developments in teaching and learning within the sector and inform others as appropriate.

Ensure clear progression of knowledge, skills, and vocabulary across all subjects and key stages.

Ensure strong foundations for all pupils working with close progression from KS1.

Leadership and management

Lead, manage, motivate and inspire staff members working in the KS2 team.

Ensure staff in the phase are committed to, and promote, the school's vision, ethos and policies.

Conduct quality assurance activities including lesson observations, book look, and pupil interviews. Ensure the results of the quality assurance has a significant impact on pupil progress and achievement whilst quickly and effectively holding staff to account.

Evaluate the impact and effectiveness of the curriculum on pupil outcomes.

Attend and contribute effectively to leadership meetings as required, and report back to other KS2 staff when necessary.

Provide support and organise required training for KS2 staff, undertaking performance reviews with the headteacher as appropriate.

Act as an efficient line of communication between phase staff and other senior leaders.

Undertake the position of Deputy Safeguarding Lead.

Lead the school in the headteacher and deputy headteacher's absence.

Lead and undertake Key Stage assemblies

Promote a culture of Inclusivity and practices that allow all pupils to access the curriculum

Have ambitious expectations for all pupils with SEN and disabilities

Support the headteacher with the day-to-day management of the school.

Play an active, high-visibility role in the day-to-day management of the school, upholding ethos, discipline, and culture.

Lead the use of AI across the school ensuring a safe and effective practice. Work with AI leads across the Trust to support the use of AI within school.

Drive your own professional learning, i.e. LA initiatives, Ofsted frameworks, SEND adaptations, curriculum reviews.

Strategic oversight of English across the school.