



Job Description & Person Specification

Position: Assistant Headteacher

Job Title:	Assistant Headteacher
Scale:	Leadership 8 - 12
Responsible to:	Head of School & Deputy Headteacher

Job Purpose:	The role of Assistant Headteacher Curriculum & Teaching is pivotal to the school's continued growth and development. This is an exciting and unique opportunity to contribute to the Ramsey Academy's journey of school improvement. The Senior Leadership Team currently consists of a newly appointed Head of School (September 2025), one Deputy Headteacher appointed in September 2025 (Curriculum & Achievement), one Deputy Headteacher (Personal Development & Inclusion) and two Assistant Headteachers – all of whom are supported and overseen by an Executive Headteacher. The school is part of the Bridge Academy Trust who are supporting the school in its drive to improve standards. The newly appointed leadership has a clear strategic vision on school improvement, and this vacancy is a new post and has arisen due to the review of current leadership responsibilities. The Senior Leadership Team meet weekly. The sole focus of its agendas are items which will continue to drive the school forward and make it the best it can be. Teaching and Learning was judged to be 'Good' by Ofsted in September 2024 but there are continued developments in this area that have already been identified and are underway. We are not complacent and firmly believe that the best is yet to come.
Duties & Responsibilities:	The postholder is accountable for the following aspects of the Curriculum & Teaching at The Ramsey Academy, including: • Key Stage 3 lead (assessment, curriculum, teaching and learning, homework, parents' evenings & events) • Year 9 options process • Foundational knowledge (reading, spelling, handwriting, maths) • Reading strategy lead • Oracy strategy lead • CPD lead (working in collaboration with the Deputy Headteacher) • Line management of designated Head of Faculty and subject teams • Transition (community collaboration & events plus working with Head of Year associated to transition)



	• New staff induction programme lead • Participation in the school's quality assurance processes for curriculum and teaching & learning (e.g. subject reviews, book scrutiny, learning walks) • Instructional Coaching link, working with the Bridge Academy Trust Instructional Coaching Lead. • Professional reviews of staff as allocated by the Head of School. Any other areas deemed appropriate by the Head of School. The postholder will also: • Teach 28/50 periods a fortnight. • Attend all SLT meetings. • Attend identified school improvement meetings. • Attend school functions as required, including those held in the evening. • Have a high, visible presence around the school at all times. • Be an advocate for the Bridge Academy Trust at all times, supporting and liaising with other Trust schools and staff as appropriate.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	A degree PGCE or QTS in Secondary Education Professional qualification as preparation for senior leadership, e.g. NPQSL. First Aid Qualification.	E E E D
Knowledge & Experience	Recent experience of working in a secondary school. Proven success in teaching specialist subject across the age and full ability range.	E E



	At least 3 years' experience of middle leadership and management in a secondary school and evidence of the impact of this. Accountability for progress and improvement of student outcomes. Knowledge of the most effective strategies to support progress and improvement within curriculum and teaching. Knowledge of current Ofsted framework. Knowledge of coaching & mentoring strategies. Understanding of the most effective strategies to support students in embedding new knowledge into the long term memory. Understanding of adaptive teaching and the most effective strategies to use in meeting the needs of all students. Ability to give constructive feedback to staff following lesson observations and book scrutinies. Ability to present to a variety of audiences in an engaging and inspirational manner. Knowledge of the features of high-quality teaching and learning Ability and willingness to challenge poor performance. Ability to communicate a vision and inspire others. Ability to build effective working relationships with all stakeholders – students, parents, staff, governors and the Bridge Academy Trust. Up to date knowledge of Educational Research relating to curriculum and teaching	E E E D E E E E E E E E E
Skills and attributes	Effective line management of staff. Successful leadership of a whole school initiative. Effective liaison with relevant stakeholders Delivering effective CPD to staff.	E D E D
Personal qualities	Efficient organisational skills, including the ability to prioritise and meet deadlines. A commitment to continuing personal development. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. A commitment to always maintaining confidentiality. A commitment to equity for all. Good attendance and punctuality record. Professional dress.	E E E E E E E
Other	Committed to equality and diversity. Commitment to own continuous personal and professional development. Committed to our Health and Safety policies and procedures. Compliance to Data Protection Act 2018 and GDPR principles/ requirements. Committed to safeguarding and promoting the welfare of children and young people.	E E E E E



The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated November 2025.