



Job Description & Person Specification

Assistant Headteacher



Job Title:	Assistant Headteacher
Scale:	Leadership 3 - 7
Responsible to:	Director of Primary Education
Responsible for:	MPS Senior Leadership Team, Governors and Staff

Job Purpose:	<ul style="list-style-type: none"> To work alongside the HT, DHT and wider Senior Leadership Team to have an impact on Quality of Teaching & Learning (inc. Pedagogy, CPD & Coaching) and sustainable improvement in outcomes at the end of KS2. The AHT will also lead on PPG strategy, Support teacher development for ECTs, ITT and Induction/probation and have a role in both Safeguarding and Pupil Progress monitoring and action.
Duties & Responsibilities:	<ul style="list-style-type: none"> To support the Senior Leadership team at Mildmay Primary School to deliver measurable impact on the Quality of Teaching & Learning, Pupil Progress and Outcomes. To promote and support the development of colleagues through delivery of high quality CPD & Instructional Coaching – including support for ECT, ITT and probationary colleagues. To lead the school strategy and implementation of effective use of the Pupil Premium Grant. To oversee the school provision of academic intervention. To be part of the school Safeguarding team (L3). To contribute to the day-to-day operational management of the school. To promote the development of a valued pupil management team/school council. Liaise with external agencies/partners where necessary. Teach as required by the Headteacher (initially 0.2FTE in the first year). Attend SLT meetings as required. Attend school functions as required. Produce reports for the Headteacher, Primary Education Lead and Local Governing Committee as required. Have a high, visible presence around the school, including break and lunch duties. Undertake Performance Review for staff as allocated by the Headteacher. Be an advocate for Bridge Academy Trust at all times, supporting and liaising with Trust schools and staff as appropriate.



General:	<ul style="list-style-type: none"> • 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.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Good quality honours degree.	E
	PGCE or equivalent in primary education.	E
	Qualified teacher status.	E
	One or more of NPQSL, NPQLL, NPQLTD, NPQLPM, NPQBC.	D
Knowledge & Experience	Recent experience of working in a primary school.	E
	Successful experience of teaching in EYFS, KS1 or KS2.	E
	Experience of leading whole school change with impact.	E
	Evidence of appropriate professional development in preparation for senior leadership.	E
	Understanding of curriculum expectations for EYFS, KS1 or KS2.	E
	Successful experience of leading a whole school initiative to improve academic outcomes (progress and attainment) at KS1 or KS2.	D
	Successful experience of leading a whole school initiative to improve behaviour and attendance.	D
	Experience of ECT mentoring and/or Instructional Coaching to improve professional practice.	D
	An understanding of inclusion, equalities and diversity and experience of implementing these effectively.	D
	Experience of Safeguarding and DSL/DDSL level.	D
Up-to-date knowledge of 'Keeping Children Safe In Education' and the ability to consistently apply this in practice to school safeguarding systems and practices.	E	



	<p>Up to date knowledge of the National Curriculum and national developments</p> <p>An awareness of how best to support children with SEND/Disadvantaged backgrounds with regards to school provision and safety.</p> <p>Knowledge of how the Quality of Education is judged in the current Ofsted framework.</p> <p>An understanding of what 'Strong' teaching and learning looks like in the classroom.</p> <p>An understanding of inclusion, equalities and diversity and experience of implementing these effectively.</p> <p>Experience of Safeguarding and DSL/DDSL level.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Skills and attributes	<p>The ability to analyse internal and external data to identify underperformance, gaps in learning and group trends.</p> <p>The ability to monitor the impact of intervention strategies (academic progress, behaviour, and attendance).</p> <p>The ability to hold others to account and manage difficult conversations.</p>	<p>E</p> <p>E</p> <p>E</p>
Personal qualities	<p>Commitment to continuing personal development.</p> <p>Commitment to collaboration across the school and trust.</p> <p>Strong Interpersonal skills and emotional intelligence.</p> <p>High aspirations for all.</p> <p>Ability to manage own workload, maintaining positive wellbeing, and supporting others to do so.</p> <p>Good attendance and punctuality record.</p> <p>Aspiration for Headship.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Other	<p>Committed to equality and diversity.</p> <p>Commitment to own continuous personal and professional development.</p> <p>Committed to our Health and Safety policies and procedures.</p> <p>Compliance to Data Protection Act 2018 and GDPR principles/ requirements.</p> <p>Committed to safeguarding and promoting the welfare of children and young people.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

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 April 2026.