

Date: September 2025

Post: Assistant Headteacher

Scale: Leadership Scale 5 - 9

Responsible to: Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers'

Pay and Conditions Document, the Education and Inspections Act 2006, the required standards for Qualified Teacher

Status and other current educational legislation.

This job description may be amended at any time following discussion between the Headteacher and the post-holder, and will be reviewed annually.

The post-holder will be required to work within the appropriate Professional Standards for Teachers.

KEY PURPOSE OF THE JOB

To carry out professional duties of a teacher other than a head teacher, as described in Part 10 of the School Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the headteacher

MAIN ACTIVITIES:

1. To assist the headteacher in the leadership and management of the school and in all aspects of school improvement, including taking a shared responsibility for the school in the absence of the headteacher.
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the headteacher.
3. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.
4. The post includes a teaching commitment of approximately 50% (reduced during the 2022/23 Academic Year).

SPECIFIC RESPONSIBILITIES

The post-holder will be required to take responsibility for the leadership and management of the following areas:

1. Aspects of whole school self-evaluation
2. Aspects of monitoring of quality of education, personal development and well-being, behaviour

LEADERSHIP AND MANAGEMENT:

1. To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement
2. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, deputies, governors and other senior staff
3. To take responsibility for developing and monitoring policy and practice as identified in the School Improvement Plan, and in agreement with the headteacher
4. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline
5. To provide an outstanding role model for all members of staff and for pupils in all aspects of school life. be an exemplar of all school policies and practices. To actively promote the aims of the school. guidance and support to colleagues
6. To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school
7. To raise awareness of Health and Safety issues among all members of the school community
8. To take a leading role in improving the involvement of parents, carers and the community in the life of the school

10. To provide effective leadership and management to a team/team of staff, as agreed with the headteacher
11. To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the headteacher and governing body
12. To make a significant contribution to the school's continuing professional development programme, including coordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities
13. To assist the headteacher and lead on significant aspects of school self-review and evaluation and in the effective planning and management of school resources to secure improvements
14. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching
15. To provide guidance and support to leadership staff and other staff in order to improve the quality of teaching and learning
16. To actively promote equality of opportunity by assisting the headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning
17. To assist the headteacher in all aspects of the day-to day administration and organisation of the school, as agreed with the headteacher, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc
18. To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development
19. To participate in recruitment and selection, as agreed with the headteacher
20. To assist the headteacher in the leadership and management of the school and in all aspects of school improvement, including taking a shared responsibility for the school in the absence of the headteacher

TEACHING AND LEARNING

1. To carry out teaching duties, as agreed with the headteacher, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class
 - Providing cover for absent colleagues or those released for professional development
 - Providing in-class support for colleagues through demonstration lessons
2. To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium-term plans
 - Supporting pastoral and subject leaders in developing their role, in particular in relation to raising standards
 - Supporting teams and individuals with short term planning
 - Organising and delivering training, as needed, to groups of school staff
 - Supporting staff in the use of assessment information to inform teaching and learning
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback
3. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary
4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour
5. To take a leading role in the management of the school database of individual pupils' attainment and progress

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required
2. To take whole school assemblies and to support other staff with assemblies
3. To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies
4. To attend occasional meetings during evening hours, or in school holidays, as required

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school and Council's Equal Opportunities Policies

FURTHER RESPONSIBILITIES

1. Those that you do either on a paid basis, or voluntarily:
2. Undertake a specified amount of Supervision duties if applicable.
3. Offer specific activities to further enrich and develop the experience gained by the pupils' during their time at Pinewood School.
4. Undertake any additional duties and responsibilities that the Headteacher may, from time to time, request.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

It is not always possible to define completely the duties and responsibilities and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.