

## **JOB DESCRIPTION**

### **FOR TEACHERS OTHER THAN HEAD TEACHERS**

**SCHOOL: Redlands Primary & Nursery**

**NAME OF POSTHOLDER:**

*Job Title: Assistant Head Teacher*

*Pay Scale: L5-9*

*Job Purpose:*

The assistant head teacher will support the head teachers in:

- Communicating the school's vision compellingly and supporting the headteachers' strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant head teacher will also have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the head teachers.

*Post Responsible to: Head Teachers*

*Post Responsible for:*

*Class teacher, Core Subject Leader, Line Manager for Middle Leaders, Oversee Pupil Progress across the School, Deputy Designated Safeguarding Lead, School Key Holder*

*Date of issue: April 2025*

## **Duties and responsibilities**

### **School culture and behaviour**

Under the direction of the head teachers, the assistant head teacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### **Teaching, curriculum and assessment**

Under the direction of the head teachers, the assistant head teacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### **Additional and special educational needs and disabilities**

Under the direction of the head teachers, the assistant head teacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

Under the direction of the head teachers, the assistant head teacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the head teachers, the assistant head teacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload

- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

## **Governance, accountability and working in partnership**

Under the direction of the head teachers, the assistant head teacher will:

- Work with the governing body as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Other areas of responsibility**

### **Safeguarding of Pupils**

The assistant head teacher will:

- Deputise for the Designated Safeguarding Lead in their absence
- Ensure the school's child protection policies and procedures are known, understood and used appropriately
- Offer advice to staff with regard to routine safeguarding issues and take appropriate action.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them
- Attend and participate in relevant meetings as required
- Keep detailed, accurate, secure written records of concerns and referrals
- Contribute to reviewing, updating and amending policy documents concerning safeguarding
- Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- Establish constructive relationships and communicate with other agencies/professionals.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Issued by:

Received by:

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Head Teacher

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Post Holder