



## **Assistant Headteacher**

Pay Scale: Leadership Pay Range L3 to L7

### **Main Purpose of the Role**

The Assistant Headteacher at Reedley Primary School will play a pivotal role in supporting the strategic leadership and day-to-day management of the school.

This role is central to driving school improvement, ensuring high standards of teaching and learning, and fostering an inclusive, supportive environment that aligns with the school's vision and values. The Assistant Headteacher will work closely with the Headteacher, Deputy Headteacher and Phase Leaders to promote excellence, equity, and wellbeing for all pupils, with particular attention to improving standards across school and closing the attainment gap for disadvantaged children.

### **Key Responsibilities and Duties**

#### **Leadership and School Improvement**

- Act as an exemplary role model in teaching and learning, demonstrating high-quality practice and working collaboratively with senior leaders to sustain and improve teaching standards across the school.
- Lead a specific area of school improvement, negotiated according to the successful candidate's strengths, ensuring measurable progress and impact on pupil outcomes.
- Support the development and implementation of the school's vision and values through leadership that promotes inclusivity, respect and high expectations.

#### **Curriculum Leadership**

- Play a key role in the effective delivery and continual development of the school curriculum, working closely with the curriculum lead and teaching staff to ensure it meets the needs of all pupils, including those with SEND and those from disadvantaged backgrounds.
- Ensure curriculum planning incorporates evidence-based strategies such as retrieval practice, high quality questioning and scaffolding, to promote deep understanding and mastery of knowledge.

#### **Teaching Commitment**

- Maintain a teaching role appropriate to the candidate's strengths, contributing directly to the education of pupils and maintaining professional credibility among staff and pupils.

- Use assessment data effectively to monitor pupil progress and adapt teaching to meet diverse learning needs.

### **Behaviour, Attendance, and Safeguarding**

- Promote high standards of behaviour and attendance, working with staff, pupils and families to address attendance concerns.
- Help to develop a safe, respectful and inclusive school culture where pupils feel valued and supported.

### **Staff Development and Collaboration**

- Support the professional development of staff through coaching, mentoring and leading training opportunities, particularly in relation to teaching quality and curriculum delivery.
- Collaborate effectively with colleagues, governors, parents and external professionals to enhance the school's provision and pupil outcomes.

### **Skills and Competencies**

- **Outstanding Leadership:** Ability to inspire and lead staff and pupils, managing change with resilience and positivity.
- **Teaching Excellence:** Proven track record as an outstanding classroom practitioner and role model, with strong curriculum knowledge and pedagogical expertise.
- **School Improvement:** Skilled in analysing data, identifying priorities and leading targeted initiatives that raise standards and close attainment gaps.
- **Curriculum Design and Implementation:** Expertise in curriculum planning that is inclusive, coherent and responsive to pupils' needs, including SEND and disadvantaged groups.
- **Communication and Relationship Building:** Strong interpersonal skills to build positive relationships with pupils, staff, parents and the wider community, respecting cultural and religious diversity.
- **Behaviour and Attendance Management:** Ability to implement consistent behaviour policies and strategies to improve pupil attendance and engagement.
- **Safeguarding Awareness:** Comprehensive understanding of statutory safeguarding requirements and a commitment to child protection and welfare.

### **Professional Development**

Reedley Primary School is committed to the continuous professional growth of its leaders. The Assistant Headteacher will have access to:

- Leadership development programmes aligned with the National Professional Qualification for Headship (NPQH) framework.

- Opportunities to lead and collaborate on school-wide initiatives that directly impact teaching and learning.
- Support for further qualifications and training tailored to personal and school priorities.
- A culture that values reflective practice and innovation in meeting the needs of a diverse pupil population.

## **Safeguarding**

The Assistant Headteacher will:

- Uphold and promote the highest standards of safeguarding and child protection in line with statutory guidance including Keeping Children Safe in Education and the school's safeguarding policies.
- Work closely with the Designated Safeguarding Lead (DSL) to ensure timely identification and response to safeguarding concerns.
- Ensures a safe and inclusive school environment by placing pupils' welfare at the core of the school's work and leading staff and pupils in fulfilling their safeguarding duties.
- Ensure safeguarding training is embedded within staff professional development and that safeguarding is integral to all aspects of school life.

Signed \_\_\_\_\_ Postholder

Date \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_