



St. Michael's CofE Primary School

Assistant Headteacher (Teaching and Learning) Job Description

Job Title:	Assistant Headteacher (Teaching and Learning)
School:	St. Michael's School, East Wickham, Bexley
Reporting To:	Executive Headteacher & Head of School
Salary Range:	L1 to L5

Main Purpose

The Assistant Headteacher will support the Executive Headteacher and Head of School in:

1. Communicating the school's and trust's vision compellingly and supporting the Executive Headteacher and Head of School's strategic leadership
2. The day-to-day management of the school
3. Formulating the aims and objectives of the school
4. Establishing policies for achieving these aims and objectives
5. Managing staff and resources to that end
6. Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher (Teaching and Learning) will be class-based, complying with the Teachers' Standards and modelling best practice for others.

Duties and Responsibilities

School Culture and Behaviour

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

1. Embed the School's Christian ethos and values in all aspects of school life, evaluated through stakeholder feedback and evidence of inclusive practice
2. Create a culture where pupils experience a positive and enriching school life
3. Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
4. Ensure a culture of staff professionalism
5. 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
6. Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
7. Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
8. Undertake the role of Deputy Designated Safeguarding Lead

Teaching, Curriculum and Assessment

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

1. Establish and sustain high-quality teaching across subjects and phases, based on evidence
2. Ensure the teaching of a broad, structured and coherent curriculum
3. Support and develop curriculum leadership, ensuring subject leaders develop relevant

- expertise and access to professional networks and communities
- 4. Support and develop teachers and teaching staff at all points in their career, including those who are training to be teachers
- 5. Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- 6. Ensure the use of evidence-informed approaches to early reading, writing and maths

Organisational Management and School Improvement

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

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

Staff Management and Professional Development

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- 1. Performance-manage identified staff, including carrying out appraisals and holding staff to account for their performance
- 2. Manage staff well, with due attention to workload
- 3. Ensure staff have access to appropriate, high-quality professional development opportunities
- 4. Keep up to date with developments in education
- 5. Seek training and continuing professional development to meet their own needs

Governance, Accountability and Working in Partnership

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- 1. Strengthen partnerships with the SDBE Multi-Academy Trust and wider educational networks to support shared goals and improvement.
- 2. Work with the governing board as appropriate
- 3. Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- 4. Work successfully with other schools and organisations
- 5. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Assessment

The Assistant Headteacher will:

- 1. Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and easy to communicate to pupils and parents/carers
- 2. Track and analyse pupil performance data, paying particular attention to pupils who:
 - Are eligible for the pupil premium
 - Have SEN and/or disabilities

- Speak English as an additional language (EAL)

3. Liaise with the Assistant Head for Inclusion to identify and support targeted interventions
4. Provide training and support for teachers and support staff on administering the assessment system effectively

Operational Leadership for Quality First Teaching (EYFS, KS1 & KS2)

1. Alongside the Senior Leadership Team, conduct regular lesson observations across EYFS, Key Stage 1 and Key Stage 2 to monitor and evaluate the quality of teaching, providing constructive feedback and identifying areas for development
2. Provide direct coaching and mentoring to teachers on a 1-to-1 basis to develop their pedagogical practice and classroom management skills
3. Lead moderation activities across both key stages to ensure consistency and accuracy in teacher assessment
4. Monitor pupil progress data across EYFS, KS1 and KS2, identifying under-performance and working directly with class teachers to implement targeted intervention strategies
5. Alongside the Senior Leadership Team, conduct learning walks and work scrutiny exercises to evaluate the quality of teaching and learning, feeding back findings to individual teachers and the senior leadership team
6. Support teachers in developing effective lesson planning, adaptive teaching, and assessment for learning techniques through practical, hands-on guidance
7. Model outstanding teaching practice through demonstration lessons and team teaching opportunities
8. Lead the delivery of in-house CPD sessions focused on improving teaching practice, including phonics instruction, early reading strategies, and effective questioning techniques
9. Work directly with teachers to analyse pupil work samples and assessment data to inform next steps in teaching and learning
10. Support the implementation of the school's marking and feedback policy, providing practical guidance to ensure consistency across key stages

Ethos: In all relationships, particularly when initiating or brokering actions and solutions, all Trust staff members should be mindful of the importance of Christian values and pastoral care within a performative context.

Confidentiality: Treat all information acquired through employment, both formally and informally, in confidence.

Equalities: The SDBE has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the MAT meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety: Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.

The job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the current Teachers' Pay and Conditions Document.

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

Assistant Headteacher (Teaching and Learning) Person Specification

Essential	Desirable	Application	Interview	Task/ Observation
Qualifications & Experience				
DFE recognised Qualified Teacher Status, and recent and relevant CPD.	A willingness to apply for relevant NPQ course.	✓	✓	
At least 3 years recent and relevant leadership experience in a primary school.		✓	✓	
Record of outstanding classroom practice with at least 4 years teaching experience.	Experience teaching across the year groups.	✓	✓	
Evidence of successful curriculum leadership.	Experience of leading a core curriculum area.	✓	✓	✓
Proven track record of raising standards and meeting challenging targets.	Achievement of high KS1 / KS2 SATs results.	✓	✓	
Experience of leading and managing a team, and of performance management.		✓	✓	
Abilities & Skills				
Ability to communicate effectively with all members of the school community.		✓	✓	✓
Ability to lead and manage an effective team, challenging and developing staff and pupils.		✓	✓	
Effective behaviour management skills; able to coach others to develop their skills in this area.		✓	✓	
Ability to lead, motivate and inspire others and to promote a positive school ethos.		✓	✓	
Ability to accurately grade lessons, identify targets and support teacher development.		✓	✓	✓
Ability to identify and implement successful inclusion strategies for all children.		✓	✓	✓
Ability to plan, organise and prioritise work in order to meet deadlines.		✓	✓	

Essential	Desirable	Application	Interview	Task/ Observation
Knowledge & Understanding				
Able to analyse, interpret and respond to school performance data, identifying areas for improvement.		✓	✓	✓
Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase.		✓	✓	
Understanding of statutory and non-statutory primary frameworks.		✓	✓	
Understanding of innovative and creative strategies that enable children to make excellent progress.			✓	✓
Thorough understanding of and commitment to equality of opportunity		✓	✓	
Knowledge of safeguarding and child protection issues.		✓	✓	
Personal Skills & Attributes				
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		✓	✓	✓
Ability to work independently and on own initiative; take responsibility for own professional development.		✓	✓	