



Thringstone Primary School

Job Description: Assistant Headteacher

Job Details

Salary: Leadership Scale L1–L3

Hours: Full-time

Contract Type: Full-time, permanent

Responsible to: Headteacher

Main Purpose

Under the direction of the Headteacher, the Assistant Headteacher will:

- Support the Headteacher in ensuring the effective day-to-day running of the school.
- Lead on specific operational areas and contribute to whole-school improvement priorities.
- Provide leadership for teaching, learning and behaviour within an agreed area of responsibility.
- Model excellent classroom practice as a teaching leader.
- Act on behalf of the Headteacher in agreed day-to-day operational matters when required.

This is a class-based leadership post, combining teaching responsibilities with leadership duties to support the smooth and effective running of the school.

Key Responsibilities

Leadership and Management

- Support the Headteacher in implementing the school vision, values and improvement priorities.
- Lead on aspects of daily organisation, including cover, timetabling, duty rotas and communication systems.
- Provide pastoral and behaviour support for children and staff.
- Lead staff briefings and meetings where directed.
- Line manage identified support staff.
- Contribute to performance management processes, professional development, and mentoring of colleagues as directed.

Teaching and Learning

- Model consistently high-quality teaching and learning.
- Lead by example in classroom practice and behaviour management.
- Support the monitoring of teaching quality through learning walks, book looks and data analysis, alongside senior leaders.
- Lead or contribute to the development of an identified curriculum area or priority subject.
- Support the use of assessment information to identify gaps and drive improvement.

Behaviour, Culture and Ethos

- Promote the school's values of Belief, Kindness, Respect, Resilience and Teamwork.
- Support the implementation of the school's behaviour policy and restorative approaches.
- Assist in managing behaviour incidents and providing support for staff dealing with complex situations.
- Encourage a culture of consistency, respect and inclusion across the school.

Safeguarding

- Act as a Deputy Designated Safeguarding Lead (DDSL), supporting the DSL with day-to-day safeguarding duties.
- Support the DSL in maintaining safeguarding records, following up referrals and liaising with outside agencies.
- Promote a culture of vigilance, safety and wellbeing for all children.

School Development and Improvement

- Contribute to self-evaluation and school development planning.
- Support the monitoring of key areas within the School Development Plan (SDP).
- Lead or support staff training related to school priorities.
- Support the Headteacher with school communications, parent engagement and community links.

Professional Development

- Engage in continuous professional development and research-informed practice.
- Support the professional growth of others through mentoring and coaching.
- Keep up to date with educational developments, national policy and local context.

Person Specification

Category	Requirements
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Degree• Evidence of ongoing professional development
Experience	<ul style="list-style-type: none">• Successful teaching experience (minimum 3 years)• Leadership or middle leadership experience, or evidence of readiness for leadership.• Evidence of impact on teaching and learning• Experience of supporting whole-school systems or subject leadership
Skills and Knowledge	<ul style="list-style-type: none">• Clear understanding of high-quality teaching and learning• Knowledge of effective behaviour management and inclusion• Ability to use assessment data to drive improvement• Strong interpersonal and communication skills• Ability to work collaboratively and build relationships• Understanding of safeguarding and child protection• Ability to balance teaching responsibilities with leadership duties.
Personal Qualities	<ul style="list-style-type: none">• Commitment to the school's values and ethos• Resilient, positive and proactive approach• Ability to prioritise and work under pressure• Professional integrity and discretion• Commitment to continuous improvement and inclusion

Notes:

This job description outlines the main responsibilities of the role but is not exhaustive. Duties may be amended following consultation with the postholder.