Job Description
Assistant Head Teacher

Location:	Welcombe Hills School
Grade/Scale:	Leadership – L10-L14
Special Conditions:	None
Reporting to:	Deputy Head Teacher (unless otherwise agreed)
Revised Date:	June 2025

Job Summary:

Work as part of the Senior Leadership Team (SLT) to support the Head Teacher in the day-to-day management of the school.

Work with the Head Teacher, Executive and Senior Leaders and others to develop and support the strategic direction, vision, values and priorities of the school and to develop, implement and evaluate the school's policies and practices and manage school resources efficiently and effectively.

To work collaboratively across Unity MAT to deliver the Trust's vision and corporate objectives.

To carry out duties in line with the Trust's terms and conditions of employment, the Teacher Professional Standards, Trust/School policies and procedures and any other relevant legislation or guidance and to demonstrate consistently high standards of principled and professional conduct in order to provide an environment where professional and performance standards can be met.

Main Duties & Responsibilities:

The Assistant Head Teacher will be assigned specific areas of responsibility but will be expected to be able to undertake any of the following duties as directed by the Head Teacher:

Leadership, strategic direction and development

- Work with the Head Teacher, other senior leaders and stakeholders to establish a culture, ethos and strategic vision which will promote equality, effective collaboration, excellence, and high expectations of all pupils and staff.
- Articulate and model the school's vision and aims, developing and successfully implementing coherent strategic and operational objectives and plans which will empower and motivate others to carry the vision forward and will promote and sustain continuous school improvement
- Provide dynamic, consistent and motivational leadership to staff, pupils, families and the wider community, acting as a role model to ensure the highest standards are always delivered.
- Ensure that rigorous self-evaluation directly informs school improvement which, in turn, continues to move the school towards an exemplary Ofsted judgement.
- Participate in, and Chair as appropriate, Collaboration Networks across the Trust.
- Work collaboratively as part of our 'Trust First' approach to ensure that best practice is openly shared, received and implemented as appropriate.

Main Duties & Responsibilities:

Teaching and Learning

- Work with the Head Teacher, Executive and Senior Leaders and other stakeholders to secure and sustain high quality teaching and effective learning across the school, through rigorous monitoring and evaluation of the quality of education and detailed analysis of pupil progress using a holistic, broad and aspirational range of sources and targets.
- Support the Head Teacher (and their Deputy) to:
  - define, implement and constantly evolve a stimulating and personalised curriculum which engages and motivates pupils who have a wide range of complex educational needs,
  - develop purposeful, focused and aspirational learning environments which offer inclusive opportunities for all pupils, whatever their needs, using all available resources, suitable technologies and other means,
  - establish creative, responsive, effective and stimulating approaches to learning and teaching for pupils with SEND,
  - monitor, evaluate and review classroom practice and promote strategies to support improvement, always aiming for exemplary standards in education,
  - ensure that staff maintain a consistent and continuous focus on pupil assessment and progress, using broad, holistic and rigorous evidence sources to set challenging targets and to monitor, track, evaluate and report upon individual pupil progress,
  - ensure that every pupil's needs as highlighted in their EHCP are addressed and met,
  - monitor, evaluate and review health and safety and risk assessments of pupils and contribute to premises risk assessments where required.
  - develop and manage school policies and procedures.
- Undertake the performance management of staff as directed.
- Work collaboratively within the Trust and a range of external stakeholders to develop and secure school improvement.

Pupil Welfare

- Participate in (and/or Chair, if appropriate) any reviews, panel meetings, including multi-agency meetings, as required.
- Undertake the role of Deputy Designated Safeguarding Lead, if required in accordance with allocated responsibilities.
- Support the Head Teacher to:
  - ensure that the school meets statutory requirements and best practice guidance on obligations for safeguarding and promoting the welfare of all children and young people, particularly those with specific individual needs,
  - develop a positive ethos of mutual respect, care, compassion and tolerance, promoting the well-being of each individual and providing an inclusive and empowering environment for all,
  - ensure that rigorous safeguarding practice and key legislation is embedded and consistently and relentlessly applied throughout the school – within the core school and within off-site provisions.
  - develop effective systems which promote the highest standards of behaviour and attendance,
  - ensure that the health and care needs of each pupil are assessed and consistently met through effective systems,
  - ensure regular and appropriate communication and liaison with families and carers, health and social care organisations, education and other professionals involved in pupils' welfare.

Main Duties & Responsibilities:

Staffing

- Establish strong working relationships with staff, and provide inspirational leadership, guidance and support,
- Manage staff for whom there is line management responsibility, including providing support and guidance and undertaking induction, probation review and appraisal.
- Support the Head Teacher (and their Deputy) to:
  - develop and sustain a healthy working environment.
  - recruitment, development and deploy staff, making effective use of their skills, abilities and training.
  - manage the school's CPD programme,
  - Manage absence, including the provision of cover,
  - Develop the school timetable including organising pupil groupings, provisions and timetables to ensure that effective teaching and learning takes place.

Health & Safety and Resource Management

- Support the Head Teacher (and their Deputy) to:
  - ensure that the school environment is safe and that all Health & Safety requirements are complied with.
  - manage resources efficiently and effectively, including overseeing budgets which have been delegated to the post holder
  - ensure that the school website is maintained and compliant.

Additional Duties:

The post holder will:

- Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note: This job description may be modified by the Trust to reflect or anticipate changes in the job, commensurate with the salary and job title.