



Organisation	Watergrove Trust
School:	Any Nominated Watergrove Primary School
Section:	Senior School Management
Job Title:	Assistant Headteacher
Grade	Leadership (STPC)
Grade Range:	L3 - L7
Accountable to:	Headteacher/Head of School
Accountable for:	Teachers, Associate Staff
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance with barred list checks prior to appointment.• A full driving licence and access to a vehicle with business insurance is required.

The Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

- The Assistant Headteacher will be responsible for working with and supporting the Headteacher/Head of School on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.
- Under the reasonable direction of the Headteacher/Head of School, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).



- Lead a class within a Key Stage group, including a timetabled teaching commitment
- To be an exemplar of excellent professional primary practice and provide a model of excellent professional practice for other staff
- Being responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
- Proactively managing staff and resources
- Manage whole school Assessment, data tracking and progress
- Be a member of the senior leadership team
- Assist the Headteacher/Head of School and Deputies in leading and managing the school
- Undertake such duties as are delegated by the Headteacher/Head of School
- Play a major role under the overall direction of the Headteacher/Head of School in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement.

The School Teacher's Pay and Conditions document sets out the standards in relation to the professional responsibilities of the Assistant Headteacher.

Control of Resources

Personnel

As appropriate, any staff as directed by the Headteacher/Head of School.

Financial

N/A

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of staff and pupils.

Assets/Equipment/Materials

To manage the assets of the school on behalf of the Trust and in line with PFI contracts. To be responsible for the safe use of equipment/materials used by self, colleagues and pupils.

Health/Safety/Welfare

To promote staff well-being and be responsible for the safety and welfare of self, colleagues and pupils in accordance with the Health and Safety Policies of Watergrove Trust.

Equality and Diversity



To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

Relationships

Headteacher/Head of School

Senior Leadership Team

Colleagues

Associate Staff

Students

Parents

Visitors

Contractors

Organisational Chart

Primary Headteacher/ Head of School
Deputy Headteacher
Assistant Headteacher
Teaching Staff/ Associate Staff

Values & Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.



Principal Duties

A) Teaching & Learning

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages.

B) Internal Organisation, Management and Control of the school

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- To contribute to planning improvement which will translate school aims and policies into actions
- Implementing the Local Authorities and Governing Body's policies on equal opportunity issues for all staff and Pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

C) Effective Deployment of Staff and Resources (The Management of Staff)

- To be responsible for the line management and performance management of specific subject leaders, teachers and TAs.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

D) Curriculum Development

- To be responsible for progress and support of a Key Stage.
- To manage and core and/or a non-core subject.

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment, recording and reporting



- Ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

Pupil & Pastoral Care

To be responsible for the line management of the Behaviour Policy within school.

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of culture of independent learning
- The handling of individual pupil disciplinary cases.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To be an observer at Governing Body meetings
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.
- keep up to date with current educational issues and encompass this into staff training

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles



expressed in the aims of the Trust.

2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.



c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the Academy and the Trust in meeting our legal requirements for worship.

13. Actively promote the Academy and Watergrove Trust corporate policies.

Job Description Prepared by: Rebecca Burns_____ Date: 10/12/2025_____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



PERSON SPECIFICATION

Academy :	Any Trust Primary	Post:	Assistant Headteacher
Section :	Senior Management	Scale:	L3 - L7

Note to Applicants:

- **Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.
- There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.
- For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You can include examples from either paid, or voluntary work. Please do not leave gaps in any employment history.

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Criteria	Essential (E) or Desirable (D)	How Identified:
Qualifications		
Qualified Teacher Status	E	Application; Interview & Certificates
Post of responsibility within a school	E	
Evidence of significant, relevant professional development including safeguarding	E	
Knowledge		
Good knowledge of strategies designed to raise attainment & standards through effective curriculum design	E	Application &
A variety of teaching experience across the primary age range	E	
Recent leadership and management experience in a primary school	E	



Ability to use & analyse data, benchmarks and feedback to monitor and track pupils progress	E	Interview
Ability to analyse data and pinpoint key issues in order to inform staff	E	
Leading a whole school initiative	E	
Good knowledge of strategies designed to increase pupils' motivation to learn	E	
Good knowledge of personalised learning practice	E	
Good knowledge of the Professional Standards requirements for teachers	E	
Good understanding of school self-evaluation and effective action planning through the school improvement plan	E	
Knowledge of current education issues and developments	E	
Strong professional subject knowledge	E	
Understanding of appropriate strategies for managing pupils behaviour	E	
Understanding of the new Ofsted framework regarding learning and teaching and leadership and management	E	
Clear understanding of safeguarding and the promotion of the welfare of children	E	
Evidence of raising standards within key school priorities	E	
Knowledgeable about strategic financial planning, budgetary management and principles of best value	E	
Knowledge of Management Information Systems	D	
Leadership Skills		
A proven track record as an excellent, creative teacher who motivates and inspires children	E	Application &



Ability to challenge and inspire colleagues	E	Interview
Ability to coach and mentor individuals to achieve specific outcomes	D	
Strategies for school improvement and raising standards of achievement		
Proven experience of working with groups of teachers and/or departments to raise pupil attainment levels	EE	
Effective administration and organisational skills	E	
Ability to demonstrate initiative	E	
Identifiable record of raising standards of pupils progress	E	
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care	E	
Experience of maintaining high standards of behaviour by acting as a role model for pupils and staff by setting high personal and professional standards	E	
Prioritise, plan and organise to direct and coordinate the work of others. Able to Lead, support and work as part of a high-performing team	E	
Experience of building effective collaboratives	E	
Use appropriate leadership styles in different situations and understand their likely effects. To to establish mutual trust and respect and motivate/ inspire pupils, staff, parents, governors and the wider community	E	
Deal sensitively with people and resolve conflicts. Evidence of ability to communicate orally and in writing to a wide range of audiences	D	
Tenacity and commitment while working under pressure	D	
A highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships	D	



Experience of leading performance reviews/ appraisal	D	
Personal qualities/skills		
Ability to act as a role model of good classroom practice and model effective strategies for staff	E	Interview
Commitment to providing excellent learning environment appropriate to the need and ability of all pupils	E	
Effective interpersonal, communication and presentation skills	E	
Demonstrate the ability to be innovative	E	
Resilience, flexibility and ability to retain a sense of perspective	E	
A good team player	E	
To be able to think strategically	E	
Values and Behaviours		
Our mission is to be ever “Providing more” to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always: <ul style="list-style-type: none">· Coach· Challenge· Innovate	E	Application & Interview
Special Working Conditions		
Enhanced DBS clearance	E	
Must be able to drive and have own car to support all academies across the Watergrove Trust	E	

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