

Job description: Assistant Headteacher

Following promotion of the existing post holder, we now seek to appoint an Assistant Headteacher to support our pastoral team in strategically leading the school. This will complete our leadership structure of 2 Co-Headteachers, 1 Deputy Headteacher, 1 Assistant Headteacher (advertised vacancy) and 1 Operations Manager. The core leadership team is supported by a team of 3 extended senior leaders with a clear balance between curriculum development and student support.

Job details

Salary: L12 – L16

Hours: Full-time

Contract type: Permanent

Reporting to: Co-Headteachers

Responsible for: Behaviour, Safeguarding, Pastoral & Inclusion

Required from: January 2025

Main purpose

The Assistant Headteacher will support the Co-Headteachers and Deputy Headteacher in:

- › Communicating the school's vision compellingly and supporting the Co-Headteachers' strategic leadership
- › The day-to-day management of the school
- › Formulating the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing staff and resources to that end
- › Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of approximately 40% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Co-Headteachers.

Qualities

The Assistant Headteacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- › Build positive and respectful relationships across the school community
- › Serve in the best interests of the school's students

Duties and responsibilities

School culture and behaviour

Under the direction of the Co-Headteachers or Deputy Headteacher, the Assistant Headteacher will:

- › Lead safeguarding and team of Deputy DSLs across the school
- › Be the school's DSL
- › Create a culture where students experience a positive and enriching school life
- › Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- › Encourage high levels of student attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
- › Oversee and line manage the Head of Year Team
- › Line management of (a) subject area(s)
- › Oversee the strategic line management of LAC, The SEND Department, students at AP and whole school attendance

Teaching, curriculum and assessment

Under the direction of the Co-Headteachers or Deputy Headteacher, the Assistant Headteacher will:

- › Establish and sustain high-quality teaching across subjects and phases, based on evidence
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities (SEND)

Under the direction of the Co-Headteachers or Deputy Headteacher, the Assistant Headteacher will support the SENDCo to:

- › Promote a culture and practices that allow all students to access the curriculum
- › Have ambitious expectations for all students with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate

- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Co-Headteachers or Deputy Headteacher, the Assistant Headteacher will:

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

Staff management and professional development

Under the direction of the Co-Headteachers or Deputy Headteacher, the Assistant Headteacher will:

- › Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- › Manage staff well, with due attention to workload
- › Ensure staff have access to appropriate, high-standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Co-Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- › Work with the governing board as appropriate
- › Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Pastoral

The Assistant Headteacher will:

- › Line manage the personal development lead
- › Establish and implement whole-school systems for pupil wellbeing
- › Conduct student voice surveys to ensure they feel happy and safe in school, championing the importance of student voice to other members of the senior leadership team (SLT)
- › Provide staff with training and support so they can play a part in enhancing pupils' personal development
- › Promote and evaluate the effectiveness of the school's behaviour policy and strategies

- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

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 postholder may be required to do other duties appropriate to the level of the role.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will undertake an Enhanced Disclosure via the DBS, where appropriate.

Closing date for applications: Friday 4th October

Apply by completing the application form available on our website.

CVs will not be accepted.

Website: www.bewdley.worcs.sch.uk

Email application to: lol@bewdley.worcs.sch.uk

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience [at least 5 years] • Involvement in school self-evaluation and development planning • Line-management experience • Demonstrable experience of successful line management and staff development • Whole school pastoral experience • Proven experience as an outstanding classroom practitioner teaching the full ability range 11-18
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position