



Job Description – Assistant Headteacher

Post Title:	Assistant Headteacher
Payscale:	Leadership Group range L 5-9
Responsible to:	Headteacher
Responsible for:	Support the school in leading and monitoring a key stage
Job Purpose:	To assist the headteacher and deputy headteacher in managing, organising and developing the school and its staff

Main responsibilities:

The following list is typical of the level of duties which the assistant headteacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

1. To carry out the professional duties of an assistant headteacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
2. To assist the headteacher and the leadership team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices.
3. Promote excellent teaching in your key stage by providing structured support and strategic direction to all teachers and support staff.
4. Lead and promote excellent classroom behaviour and attitude to learning in your key stage.
5. Provide expertise in current curriculum and testing requirements in your key stage to inform teaching, planning and learning.



6. Take an active role in the school's monitoring procedures in order to evaluate the work of your key stage, reporting regularly to the headteacher.
7. Provide data analysis in your key stage for teachers and senior team members that directly impacts on improving the quality of provision and teaching.
8. Regularly report directly to the governing body providing information on monitoring outcomes and strategic development planning.
9. Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
10. Keep pupils safe and support the headteacher to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school.
11. To provide cover in the absence of the headteacher and deputy headteacher from the school, as required by the governing body.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.