

## Job Description and Person Specification

### Assistant Headteacher

Start Date:	1 <sup>st</sup> September 2025 (or as soon after subject to notice period)
Contract:	PERMANENT
Salary:	Leadership Pay Scale Points 1 – 5 (L1 – L5)
Hours of work:	Teachers' Contractual Hours
Responsible to:	Headteacher
Primary Purpose of the role:	<ul style="list-style-type: none"> <li>• Member of the Senior Leadership Team, sharing strategic responsibility for the development and improvement of the whole school</li> <li>• Key Stage Lead</li> <li>• Core Subject Lead</li> <li>• The professional duties of a teacher, as set out in the School Teachers' Pay and Conditions document.</li> </ul>

### Overall, Purpose of the Post

Working in partnership with school leaders to develop good and outstanding practice across the school, within own area of responsibility.

Day to day management of the Key Stage.

### Key relationships:

The Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

### **Main Duties**

- To work in partnership with school leaders as a member of the Senior Leadership Team
- To contribute to the school's self-evaluation processes and the production of the school development plan
- To lead a core subject or an area of the school improvement plan, modelling good practice and sharing up to date knowledge and requirements in subject / area across the school
- To lead Pupil Premium and be responsible for writing the Pupil premium report
- To lead the Key Stage team and raise standards across all aspects of the curriculum
- To lead and develop key aspects of school improvement to improve standards of attainment and progress across the school
- To lead staff Inset and provide individual coaching to support colleagues
- To ensure the effective and proficient analysis and use of pupil data from a variety of sources, both internal and external
- To take on the role of Appraiser for a group of staff within the annual performance management cycle
- In the absence of the Headteacher to take on the lead role in the school and act on the principal's behalf.
- To work with the leadership of the school to ensure a caring, ordered, and positive atmosphere throughout the school and further develop the good team relationships through leading by example and working collaboratively and respectfully with colleagues.

### **Key Stage Lead Responsibilities**

- Provide day-to-day management of the phase to ensure effective provision is maintained leading to improve pupil outcomes
- Work with relevant staff to organise timetables, rotas, and cover
- Lead parent meetings
- Co-ordinate induction of new pupils
- Co-ordinate induction of supply teachers, visitors, students, and volunteers
- Lead on Key Stage SATs, assessments, and moderation
- Coordinate Key Stage plays/ performances/ events/ sports day
- Identify relevant school improvement issues
- Define and agree appropriate improvement targets
- Help to identify potential and talent and co-ordinate CPD needs and opportunities
- Evaluate the impact of all improvement activities on the quality of teaching and learning
- Identify appropriate attainment and achievement targets
- Monitor pupil standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes
- Monitor standards of pupil behaviour and application
- Lead evaluation strategies to contribute to overall school self-evaluation
- Plan and implement strategies where improvement needs are identified
- Maintain personal expertise and share it with others

- Act as a role model of good classroom practice for other teachers, modelling effective strategies for them
- Monitor and evaluate standards of teaching, identifying areas for development
- Plan and implement strategies to improve teaching where needs have been identified
- Induct, support, and monitor new staff within the Key Stage, ensuring they have access to training and support when necessary.
- Support the Performance Management Review cycle for staff within the Key Stage
- Support development of staff through training, coaching and teamwork

### **General Requirements**

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post
- Ensure that duties and responsibilities are carried out in accordance with Trust policies
- Maintain confidentiality of information acquired in the course of undertaking duties
- Be a role model for students and staff
- Attend meetings, training sessions, after-school events and courses as required
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Comply with health and safety procedures, information and resources in line with school policy
- Undertake any reasonable duties as requested by the principal or nominated delegate
- Maintain a positive ethos

**Vantage CE Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.



**REVIEW ARRANGEMENTS** The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

***Job Description prepared/revised: June 2025***

***Prepared by: Jane Buckley (HR Officer)***

## Person Specification Assistant Headteacher

We are looking for a candidate who meets the following requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	Qualified Teacher Status	E	✓	
2.	Educated at degree level, with evidence of continuing professional development.	E	✓	
3.	Further relevant professional studies.	D	✓	
KNOWLEDGE AND EXPERIENCE				
4.	Demonstrable successful career experience, relevant to the role	E	✓	✓
5.	Experience of managing change within a Key Stage or implementing part of a school evaluation plan by writing, implementing, and evaluating action plans	D	✓	✓
6.	Knowledge of principles and practice of educational inclusion, diversity, and access	E	✓	✓
7.	Knowledge of safeguarding, behaviour and pastoral policies, systems and procedures	E	✓	✓
8.	Experience of coaching, mentoring, directing, and challenging senior members of staff.	E	✓	✓
9.	Experience working across year groups	D	✓	✓
10.	Experience leading a subject, or phase	E	✓	✓
11.	Demonstrable experience of raising standards across school	E	✓	✓
12.	Experience of contributing to the school's self-evaluation process	E	✓	✓
13.	Have a clear understanding of the needs of all pupils, including those from vulnerable groups.	E	✓	✓
14.	Experience of providing guidance and support to colleagues in teaching and learning	E	✓	✓
15.	Ability to take responsibility for the development and delivery of teaching and learning within at least one core subject.	E	✓	✓
BEHAVIOURS AND SKILLS				
16.	Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals	E	✓	✓
17.	Able to monitor and evaluate impact of interventions and strategies	E	✓	✓
18.	Able to demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E	✓	✓
19.	Tact, sensitivity, integrity, good judgement, and a sense of humour.	E	✓	✓
20.	Able to demonstrate emotional resilience, stamina, empathy, and flexibility when dealing with challenge	E	✓	✓
21.	Ability to set up effective teams, and develop team approaches	E	✓	✓

22.	Excellent behaviour management skills	E	✓	✓
23.	Ability to lead and influence others	E	✓	✓
24.	Ability to relate to staff and to identify and assist with problems or difficulties in practice and classroom management.	E	✓	✓
25.	To be flexible, to be able to adapt to changing workload demands and able to prioritise appropriately	E	✓	✓

**Note to Applicants: Please try to show in your application, how best you meet the above requirements**