



Assistant Headteacher Job Description

At Winton Primary School our mission is to inspire, motivate and challenge all children so that they become confident, caring, and lifelong learners. We are looking for an inspirational and passionate Assistant Headteacher to share our vision in all they do.

Job Purpose

As an Assistant Headteacher, you will play a vital role in the leadership and management of the school, ensuring high stands of teaching and learning. You will work closely with the Headteacher and Senior Leadership Team to develop and implement the school's vision, drive school improvement, and support staff and pupils to achieve their full potential.

Key responsibilities

Leadership:

- Work in partnership with the Headteacher and SLT to shape and deliver the school's vision and values, whilst promoting high levels of achievement and attainment.
- Lead on specific areas of school improvement, ensuring high standards in teaching, learning, and pupil outcomes.
- Contribute to the development and implementation of the School improvement strategies, Ofsted action plans and the school development plan.
- Monitor and evaluate the effectiveness of school policies and initiatives, using data and evidence to drive improvements and carry out rigorous and effective school self-evaluation.
- Play a key role in the discipline and behaviour management of the whole school supporting behaviour management strategies, ensuring consistency across the school.
- Ensure that channels of communication are used effectively and to a consistent high standard, within the school, to ensure all staff, parents and pupils are well informed.
- Promote a positive and inclusive school culture where all children feel safe, valued, and supported.

Teaching & Learning

- Model outstanding teaching practice and support staff in delivering high-quality lessons.
- Lead on and manage a significant part of the curriculum.

- Ensure that teaching strategies meet the needs of all learners and support the Headteacher in monitoring and evaluating school effectiveness and standards of teaching and learning.
- Support the development of effective, engaging and creative schemes of work and medium and short-term plans.
- Use data to track pupil progress and implement interventions where needed.

Staff Development & Line Management

- Lead and support staff in their professional development, providing coaching, mentoring, and training as needed.
- Ensure clear procedures for developing, supporting and leading effective teams of staff to meet the needs of all learners and agreed goals identified through school self-evaluation.
- Lead pupil progress meetings to evaluate the success of teachers working towards challenging pupil progress targets. Support teachers in identifying appropriate strategies to achieve challenging progress targets.
- Conduct lesson observations, provide feedback, and support staff in meeting their performance targets.
- Line manage specific teams or departments within the school, ensuring high standards and accountability.
- Assist with recruitment, induction, and retention of staff.

Operational & Organisational Responsibilities

- Assist with the day-to-day running of the school, including assemblies, supervision, and key events.
- Contribute to school policies, procedures and ethos to promote pupil wellbeing, good behaviour and discipline.
- Lead on parental engagement, communication, and develop effective working relationships with pupils, staff, governors and external agencies.
- Deputise for the Head of School/Headteacher when required.
- Promote whole school commitment to the safeguarding procedures and ensuring the welfare of children and young people.
- Attend meetings, training, and professional development sessions as required.

The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification – Assistant Headteacher

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status • Outstanding Primary Class teaching with a proven track record of raising attainment and achievement • Experience of successfully leading whole school curriculum improvements 	<ul style="list-style-type: none"> • Ongoing CPD and NPQH/other relevant post degree qualifications • Experience of teaching across the primary age range • Significant evidence of raising attainment and achievement in a phase of primary education • Experience in more than one school
Knowledge	<ul style="list-style-type: none"> • Understanding of how to use school self-evaluation techniques to raise standards and drive improvement • Clear understanding of the essential qualities necessary for effective teaching and learning and how to develop these across the school • Knowledge of child development theory, latest research and studies and evidence of their impact on teaching and learning 	<ul style="list-style-type: none"> • Clear subject specialism or area of expertise • Knowledge of recent educational developments, initiatives and legislation and how they may impact upon the school
Skills	<ul style="list-style-type: none"> • Clear ideas for raising standards as well as the engagement of all learners in an exciting school ethos and well-designed curriculum • Ability to analyse data, the performance of pupils and pupil progress and plan appropriate actions for whole school improvement • Develop and deliver effective and inspirational professional development for staff, including coaching and mentoring • Ability to lead, motivate, challenge and support others in working towards common agreed goals • Excellent oral and written communication skills • Proven experience of building positive relationships • Ability to show initiative, responding positively and sensitively to a range of situations • Excellent organisational / time management skills with the ability to manage time effectively and prioritise in order to achieve collective goals 	<ul style="list-style-type: none"> • Strong analytical skills, with the ability to use data effectively for school improvement

Personal Qualities	<ul style="list-style-type: none">• Successful experience of working in partnership with the Governing Body, staff and parents• High expectations for self and others and a strong commitment to achieving the best outcomes for every child• Resilient and able to remain positive and retain your sense of humour• Be an effective team player who works collaboratively and effectively with others• Patience, flexibility, and a calm demeanour in challenging situations• A passion for supporting the learning and development of children.• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school• A creative, flexible, imaginative, sympathetic and enthusiastic individual• Commitment to safeguarding and promoting the welfare of children.	
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