



Nightingale Primary School: Job Description

Job title	Assistant Headteacher
Salary	L12-L16
Contract type	Part Time 0.6 - Permanent
Reporting to	Headteacher
Responsible for	SENDCo, Pastoral Leader, EYFS TLAs

Purpose

The assistant headteacher will support the headteacher and deputy headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's 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

They may also be required to undertake any of the duties delegated by the headteacher.

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 pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, 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

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence, with particular reference to vulnerable pupils
- Ensure the teaching of a broad, structured and coherent curriculum, with particular reference to vulnerable pupils
- Establish leadership within your areas of responsibility, including middle 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, with particular reference to vulnerable pupils
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read, with particular reference to vulnerable pupils

Additional and special educational needs and disabilities (SEND)

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Lead the SEND team, including the SENDCo
- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils 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 headteacher 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 these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance manage team members, 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 headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure 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

Under the direction of the headteacher, the assistant headteacher will:

- Monitor and analyse attainment for Pupil Premium children and plan an appropriate strategy for raising attainment for these children.
- Work with the SENDCo, English Lead and Maths Lead to plan and implement interventions for those pupils who are not progressing
- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance to inform future improvement strategies
- Be part of the school's Safeguarding Team

Please note that this is illustrative of the general nature and level of responsibility of the role. It is 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.



Nightingale Primary School: Person Specification

Criteria	Qualities	Essential	Desirable
Qualifications	Qualified Teacher Status	✓	
	Level 3 Safeguarding Qualification		✓
Experience	Substantial, successful primary teaching experience across at least 2 key stages	✓	
	Leadership experience in a primary school	✓	
	Line management and staff development experience	✓	
	Involvement in school self-evaluation and development planning	✓	
	Experience of Ofsted Processes		✓
	Proven track record of bringing about improvement and raising standards	✓	
	Successful partnership working with other schools, external agencies and / or stakeholders	✓	
	Experience of being a member of the safeguarding team and working with children's social care and other external agencies		✓
	Leadership in pastoral / pupil personal development	✓	
Skills and Knowledge	Knowledge and understanding of national priorities and current developments	✓	
	In-depth knowledge of best practice in teaching and learning	✓	
	Curriculum knowledge across the primary age-range	✓	
	Knowledge of the SEND code of practice	✓	
	Ability to analyse pupil data and use this to inform development planning and target setting	✓	
	Effective communication and interpersonal skills (written, oral and presentation skills with a range of stakeholders, including parents)	✓	
	Evidence of continuing professional development	✓	
Personal Qualities	Resilience and the ability to work under pressure, prioritise effectively and remain positive	✓	
	Ability to work effectively as part of a team	✓	
	A commitment to promoting the ethos and values of the school	✓	
	A commitment to equality of opportunity and inclusive practice	✓	
	A commitment to safeguarding pupils	✓	