



**Job Description**  
**ASSISTANT HEADTEACHER**  
**PERSONAL DEVELOPMENT**  
**Leadership L11-15**

**Responsible to:** Headteacher, deputy headteacher  
**Line Management of:** Subject leads and heads of year  
**Liaising with:** Staff, students, parents and other external agencies

**Main areas of responsibility may include:**

**Personal Development**

- Student reward and celebration
- Student Leadership
- Extra and super-curricular enrichment
- Enrichment days
- Cultural capital
- Anti-bullying and kindness
- Relationships and sexual health education (RSE)
- SMSC
- Citizenship and careers key stage 3 - 5
- Equality and protected characteristics

**Leadership and Management**

- Lead flexibly, innovatively and responsively
- Effectively support the day to day leadership and management of the school, in line with the school's shared vision and values
- Develop effective lines of communication with the whole staff and promote effective communication across the school
- Manage resources effectively to meet priorities
- Attend governors' committee meetings as required
- Ensure all parents are well informed about attainment, achievement, progress and areas for improvement
- Contribute and taken an active part in SLT meetings and other key meetings as appropriate
- Support with the development of the school's improvement plan and help devise strategies for development
- Participate in and support in the organisation and management of whole school events
- Look to provide solutions, rather than identifying problems

## **Safeguarding and Promoting the Welfare of Children**

- Ensure a safe and supportive culture in the school.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and local authority advice.

This job description is not intended to be all-inclusive. The duties of this post may vary and the post holder may be required to perform other duties reasonably required by the senior leadership team.



**ASSISTANT HEADTEACHER  
Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Degree or equivalent	✓	
Qualified Teacher Status	✓	
Personal commitment to recent & relevant CPD and its impact	✓	
Evidence of further study and/or additional qualifications		✓
Excellent reference/confidential report	✓	
<b>Personal and Presentational Qualities</b>		
Ability to drive improvement and make a positive impact on learning and teaching	✓	
Excellent communication skills, both orally and in writing	✓	
Professional presentation of the application form	✓	
Energy, optimism and motivation in the face of pressure	✓	
Initiative, including an ability to pre-empt events	✓	
Professional appearance and manner	✓	
Ability to motivate students and staff	✓	
<b>Professional Experience, Skills and Qualities</b>		
Highly effective classroom teacher	✓	
Shows a willingness to be involved in the wider life of the school	✓	
Demonstrates a genuine commitment to putting students first	✓	
Has taught across the age and ability ranges in secondary education	✓	
Shows a willingness to teach across subjects	✓	
Clear understanding of factors affecting effective learning	✓	
Has worked with staff to improve learning and teaching		✓
Evidence that as a teacher, the candidate has supported colleagues effectively with behaviour management in a caring and compassionate but firm manner.		✓
Has led CPD		✓
Has a good understanding of curriculum design		✓
Familiar with current education thinking and its potential	✓	
An ability to think creatively	✓	
Able to analyse problems, reach judgements and resolve issues	✓	
Excellent ICT skills	✓	
Has the ability to use data to improve learning and teaching	✓	

Experience of self-evaluation which leads to impact	✓	
Involvement in and/or knowledge of improvement planning	✓	
Has had involvement in whole-school initiatives/developments	✓	
Has experience of an acting/substantive promoted post		✓
Can manage change effectively	✓	
Can lead and inspire a team	✓	
Able to prioritise and work flexibly, to tight deadlines	✓	
Excellent personal organisation and time management	✓	
Has clear leadership potential	✓	
Keen to develop his/her own career	✓	
Is highly effective in managing student behaviour	✓	
Has contributed to the development of school ethos	✓	
Shows a willingness to be involved in the wider life of the school	✓	