Leigh North Street Primary School
Job Description

NAME:

POST: **Assistant Headteacher**

SALARY SCALE: **Leadership Salary L5 - 9**

DIRECTLY RESPONSIBLE TO: **The Headteacher / Deputy Headteacher**

INTRODUCTION
This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of the document will apply.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher.

This job description will be reviewed at least annually (led by the employee) and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

Overall Purpose of the Job
To support the Headteacher in providing professional leadership for Leigh North Street Primary School which strives for success and continuous improvement, ensuring high quality education for all its pupils and improved standards of achievement. This job description provides the overall strategy and remit of the post holder. It will be supplemented by an annual job plan that lists the key impact and outcomes sought in that year.

Main Responsibilities
In addition to the duties outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation, you will be responsible for the following:

- To lead on developing, organising and co-ordinating the management of the wider curriculum (foundation subjects) and standards for learning across the school
- To assist the Headteacher and Deputy Headteacher in the organisation, management and development of the school.
- To carry out teaching duties as required
- To assume responsibilities of the Headteacher in the absence of the Headteacher/ Deputy Headteacher
- To hold the post of Deputy Designated Safeguarding Lead - promoting and safeguarding the welfare of children and young people within the school and if required, act as Designated Safeguarding Lead

Leadership Responsibilities

- Undertake to the extent required by the Headteacher or Governing Board the professional duties of the Headteacher in the event of their absence
- Assist in managing Continued Professional Development for teachers
- Reviewer for staff performance management
- Support for Teacher and LSA underperformance
- Line manager allocated staff

- Lead the organisation of school timetables including assemblies, event management, oversight of supply, PPA cover for teachers
- Handle individual discipline cases and parental complaints/concerns which do not need intervention by the Headteacher or Deputy Headteacher
- Early Career Teacher (ECT) mentor
- Mental Health Lead for children utilising audit tools to promote pupils wellbeing
- Educational Visits Co-Ordinator

Disadvantaged Pupil Oversight

- Lead strategy and outcomes for disadvantaged pupils across the school including the strategic management of funding sources and its impact on disadvantaged pupils
- Develop and evaluate the Pupil Premium Strategy (EEF informed)
- Monitor attainment, progress, attendance, behaviour and adapt provision to ensure progress
- Hold leaders and staff accountable for disadvantaged pupil outcomes
- Ensure high-quality teaching and effective targeted interventions
- Employ and manage strategies that improve attendance and reduce persistent absence
- Secure equal access to enrichment and personal development opportunities
- Work with safeguarding, SENDCo and Designated Teacher (CLA) to support the schools' vulnerable pupils
- Report impact to SLT and the Governing Board
- Play an integral part in weekly pastoral and Safeguard meetings

Wider Curriculum Oversight (Foundation Subjects)
Improved teaching standards and pupil outcomes by:

- Model good practice in high-quality teaching, promoting high expectations across the school community
- Support staff through high quality professional development, coaching, and training
- Lead the strategic development, implementation, and review of the wider curriculum with subject leads, phase leaders and SLT
- Ensure curriculum planning, assessment, recording, and reporting are robust and aligned to school priorities
- Review and strengthen curriculum intent, implementation, and impact to secure strong outcomes for all pupils
- Support the development of the curriculum by reviewing and refining learning outcomes for all pupils
- Monitor and evaluate the quality of teaching and learning across the school through lesson observations, data analysis, and pupil outcomes
- Contribute to whole school evaluation (SEF) and School Development Plan (SDP)
- Ensure pupils requiring additional monitoring or support are effectively identified and supported to access the curriculum
- Promote inclusive practice and remove barriers to learning for all groups
- Foster a culture of active pupil engagement, independence, and ownership of learning

Community Cohesion

Ensure the school community has a strong sense of belonging and engagement by:

- Leading whole school strategy for community cohesion
- Develop and evaluate initiatives that promote equality, diversity, and belonging
- Monitor participation, engagement and outcomes for different pupil groups
- Work with leaders and staff to embed inclusive practice across the curriculum and school life
- Strengthen relationships with families, community groups, and external partners
- Promote pupil voice, cultural understanding and social responsibility
- Ensure equitable access to enrichment and wider opportunities
- Report impact to SLT and the Governing Board when required

- Work with and support the LNSPS Parent's Association

Developing self and working with others

- Promote and protect the health and safety welfare of pupils and staff
- Promote safeguarding the welfare of children and young people within the school
- Contribute to the school's ethos and vision
- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff and students new to the school and those being trained within
- Participate in the selection and appointment of teaching and support staff, including overseeing the work of supply teachers, as required.
- Be a good role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work closely with the Headteacher in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and performance management outcomes

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Be an effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- Manage lunchtime supervision, timetable and personnel

Deputy Designated Safeguarding Lead

Managing Referrals

The Deputy DSL will

- Ensure concerns about abuse, neglect or exploitation are referred promptly to local authority children's social care and support staff in making referrals.
- Work with staff to support children subject to Child in Need or Child Protection Plans, ensuring the school contributes to meetings, conferences and reviews.
- Lead or support early help identification and coordination for vulnerable children and families.
- Refer cases to the Channel Programme where there are concerns about radicalisation and support staff involved in the Prevent process.

Working with Others

The Deputy DSL will

- Act as a source of safeguarding advice and expertise for staff.
- Act as a point of contact for safeguarding partners and external agencies.
- Keep the Lead DSL and Headteacher informed of ongoing safeguarding matters, particularly Section 47 enquiries and police involvement.
- Work with teachers, support staff, SENDCo, IT staff, and others to ensure a holistic response to safeguarding concerns, including online safety and filtering and monitoring.
- Promote supportive and respectful engagement with parents and carers, including those facing challenging circumstances.
- Work with leadership staff to understand how safeguarding and welfare issues impact attendance, engagement and educational outcomes.
- Ensure the school understands and supports children who have or have had a social worker, maintaining high aspirations and helping remove barriers to learning, even after statutory intervention ends.

Training, Knowledge and Skills

The Deputy DSL will

- Undertake formal DSL level 3 (or equivalent) training annually, including Prevent/FGM awareness training.
- Refresh safeguarding knowledge regularly to remain current with local and national developments including Keeping Children Safe in Education.

Maintain current knowledge of:

- Early help and statutory thresholds
- Local child protection processes and conferences
- Vulnerable groups, including children with SEND, looked-after children, young carers and those at risk from child-on-child abuse, exploitation or online harm
- Information sharing in line with data protection legislation
- Online safety, including the four Cs (Content, Contact, Conduct and Commerce), filtering and monitoring systems
- The Prevent duty and risks of radicalisation

Raising Awareness and Promoting a Safeguarding Culture

The Deputy DSL will support the Lead DSL to ensure that

- All staff and volunteers, including new and part-time staff, understand safeguarding policies and procedures.
- Child Protection and Safeguarding policies are reviewed annually, publicly available and consistently applied.
- Parents understand the school's safeguarding responsibilities and partnership working.
- Learning from serious safeguarding incidents and national reviews is shared appropriately.
- Governors receive termly safeguarding updates.
- The Section 175 audit (or equivalent) is completed annually and informs an action plan.
- Good safeguarding practice is shared within school and across networks.
- The curriculum supports healthy relationships, British values, online safety and self protection.
- All staff receive regular safeguarding training and updates relevant to the school context.
- A child centred culture exists where pupils are listened to and supported, and systems enable children to disclose concerns safely.

Information Sharing and Child Protection Records

The Deputy DSL will

- Understand the importance of information sharing to protect children.
- Ensure safeguarding and child protection records are accurate, detailed, secure and confidential, using CPOMs.
- Ensure records clearly evidence concerns, actions taken, decisions made and outcomes.
- Restrict access to files to authorised staff only.
- Ensure records are transferred securely and promptly when pupils move schools, with confirmation of receipt.
- Support the Lead DSL in maintaining effective oversight of all safeguarding records.

Safeguarding, Data Protection and Professional Responsibilities

The post holder must

- Promote the welfare of all children and young people.
- Remain vigilant and always act in line with safeguarding procedures.
- Comply with Data Protection legislation and maintain confidentiality.
- Uphold professional standards, attend required meetings and training, and model integrity and professionalism.
- Comply with Health & Safety, Child Protection & Safeguarding, Equal Opportunities and school policies.
- In line with KCSIE, the Deputy DSL:
- Has appropriate training, status and authority to carry out the role effectively.
- Is trained to the same standard as the Lead DSL, with responsibilities clearly set out in their job description.

- Is given sufficient time, resources and support to fulfil the duties of the role.
- May undertake delegated activities, while recognising that overall responsibility for safeguarding remains with the Lead DSL or the Headteacher.
- During term time, the Lead DSL or a Deputy DSL must always be available to discuss and manage safeguarding concerns.

General Responsibilities
Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager.

Other
Undertake other reasonable duties as may be requested by the Headteacher

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.

Signature of Post holder: **Date: / /**

Signature of Headteacher: **Date: / /**