



JOB DESCRIPTION

POST DETAILS

TITLE	Assistant Headteacher
SCHOOL	Holsworthy C of E Primary School
LINE MANAGER	Headteacher
GRADE	L1 – L5

Main purpose:

The assistant headteacher, under the direction of the headteacher, will take a major role in:

- Formulating and embedding 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 the achievement of the school's aims and objectives
- Promote and align with the Christian ethos and vision of the school

If the headteacher is absent, the assistant headteacher will support the deputy headteacher, as directed by the governing board.

The assistant headteacher will also be expected to fulfil the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).

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, the assistant headteacher will:

- Create a consistent and fair culture where pupils experience a positive and enriching school life with high standards of behaviour
- 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
- Lead collective worship to inspire and motivate pupils

Teaching, curriculum and assessment

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

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum and use this to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum underpinned by subject expertise

Additional and special educational needs (SEN) and disabilities

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

- Promote a culture and practices that enables 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, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively with due attention to workload
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, and rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness, and develop and implement strategies for school improvement that are realistic, timely and suited to the school's context

Professional development

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

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education and seek training and continuing professional development

Governance, accountability and working in partnership

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

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- 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

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 Deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Date: January 2026

Signatures: Manager:_____ **Postholder:**_____



PERSON SPECIFICATION

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TITLE	Assistant Headteacher
SCHOOL	Holsworthy C of E Primary School
LINE MANAGER	Headteacher
GRADE	L1-L5

Category	Requirements	Essential/ Desirable	Method of Assessment
Qualifications	Qualified Teacher Status & Degree level Qualification	Essential	A, R
Professional Development	Evidence of self-reflection, evaluation of own practice and a personal commitment to further professional development	Essential	A, I
	Evidence of keeping up to date with educational thinking and knowledge	Essential	A, I
	A strong commitment to supporting high quality professional development of all staff	Essential	I
	Evidence of training and experience, including action research based school improvement work, leadership training, or significant advancement in an specified field.	Desirable	A
Safeguarding and Welfare of Children	Suitability to work with young children	Essential	A, R, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	R, I
	Ability to form and maintain appropriate relationships with families and promote the school within the community	Essential	A, R
	Thorough knowledge and understanding of safeguarding procedures and a proven ability to implement these procedures effectively	Essential	R, I
Experience	Proven experience of high quality teaching	Essential	A, R
	Proven experience of supporting vulnerable pupils and an ability to close the gap for identified groups	Essential	R, I

	Proven experience of providing high quality enrichment experiences to support learning	Essential	A
	Experience of school improvement or consultancy work	Desirable	A, I
Knowledge	Knowledge of up-to-date pedagogy to meet the needs of all pupils	Essential	I
	Knowledge of the monitoring, assessment, recording and reporting of pupils' progress	Essential	A, I
	Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, and Safeguarding Children	Essential	A, I A, I
Skills/Abilities	Ability to promote the school's aims positively	Essential	I
	Ability, motivation and resilience to manage change and promote school improvement	Essential	A, I
	Ability to identify the needs of all pupils and support development of provision to ensure that they reach their full potential	Desirable	I
	Ability to effectively monitor and evaluate the quality of practice, and support the professional development of others whilst maintaining good relationships	Essential	I
	Ability to establish and develop close relationships with parents, governors and the community	Essential	A
	Ability to demonstrate and promote good practice in line with the ethos of the school/organisation	Essential	R
Personal Qualities	A capacity for hard work and a willingness to learn and reflect	Essential	R
	Enthusiasm for, and readiness to accept and promote change	Essential	R
	A commitment to justice, quality of opportunity and to comprehensive education	Essential	A, R
	Ability to work on own initiative and to take responsibility for planning own workload and commitments and to keep to deadlines	Essential	R
	Ability to enthuse and inspire and be sensitive to the needs of others	Essential	R, I
	Good record of attendance and punctuality	Desirable	R

Key for Method of Assessment:

A = Application Form

R = References

I = Interview