

Job Title	<i>Assistant Headteacher</i>
Responsible to	<i>Head of School</i>
Responsible for	<i>TBD</i>
Key Internal Contacts	<i>Other staff within the Education team</i> <i>Staff in other departments within the Service</i> <i>Staff in other Services in the Region</i> <i>Central Office Staff</i>
Key External Contacts	<i>Service User relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Regulatory Authorities, Local services – statutory, voluntary and community,</i> <i>Neighbours, External Service providers</i>

At Outcomes First Schools, we are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

JOB PURPOSE

The Assistant Headteacher will support the 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 the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 70%, complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Headteacher

Proudly part of



OFG
Education

KEY TASK AREAS & RESPONSIBILITIES**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 students

DUTIES AND RESPONSIBILITIES**School Culture and Behaviour**

- Under the direction of the headteacher, the assistant headteacher will:
- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students 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, the assistant headteacher will:
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students knowledge and understanding of the curriculum

Additional and Special Educational Needs and Disabilities

- Under the direction of the headteacher, the assistant headteacher will:
- Promote a culture and practices that enables all students to access the curriculum

Proudly part of

**OFG
Education**

- Have ambitious expectations for all students 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
- Ensure staff and students 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, the assistant headteacher will:
- Performance manage middle leaders and teachers, including carrying out appraisals and holding staff to account to 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 students

Other Areas of Responsibility

Assessment

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to students and parents
- Track and analyse student performance data
- Plan and implement interventions for those students who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

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

PERSON SPECIFICATION

Experience	Essential	Desirable
Leadership and management experience in a school	✓	
Teaching experience	✓	
Involvement in school self-evaluation and development planning	✓	
Line management experience	✓	
Demonstrable experience of successful line management and staff development	✓	
Skills		
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
Good IT skills	✓	
Qualifications & Training		
Qualified teacher status	✓	
Degree	✓	
NPQSL	✓	
Other		

Proudly part of



OFG
Education

A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	✓	