

St Giles School

Assistant Headteacher

Role Profile and Person Specification

May 2025

ST GILES SCHOOL

Job Description

Job Title:	Assistant Headteacher
School /Academy:	St Giles School
Salary:	Starting salary: £60,266 Outer London Point 6 (range 6 to 12)
Hours:	Full time (part time considered)
Contract type:	Permanent (this role could be permanent or part time)
Location:	St Giles School
Reports to:	Head Teacher
Responsible for:	Assessment, Pastoral/Student well-being, and Staff well-being/training. HR support.
Role Purpose and Role Dimensions:	<p>The Assistant Headteacher is a member of the Senior Leadership Team and the purpose is to have overall responsibility for Assessment, Student well-being, behaviour and staff well-being. The Assistant Headteacher has oversight of the school when the Headteacher and Deputy Head teacher is not on site.</p> <p>The Assistant Headteacher is responsible for providing professional leadership and management of relevant school staff to enhance their effectiveness.</p>
Commitment to Diversity:	<p>As a member of the School Team the Assistant Headteacher will take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>

Key External Contacts:	Local Authority
	DCSF,QCA equivalent
	Other Schools
Key Internal Contacts:	Head Teacher and Senior Leadership Team
	Teaching staff
	Non-Teaching staff
	Administration Staff
	Medical and therapy staff
	Other Staff
	Parents/Carers
	Governors
Key Areas for Decision Making:	Assessment
	Pastoral and Student well-being
	Staff well-being and training
Other Considerations:	Occasional evening work to support parents' evenings, School events and Governors meetings

Main purpose

The assistant headteacher will support the Head teacher 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
- With the Head teacher leadership of the assessment framework across all parts of the school.
- Oversight of student well-being.
- Oversight of student behaviour promoting a positive culture of learning and safety across the school.
- Oversight of staff well-being, induction and training needs for all staff.
- Oversight of the ECT programme.
- Building positive and effective working relationships with other professionals and stakeholders.

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
- Work in a multi-disciplinary way with education, medical, nursing and all other staff to nurture and support the development of all pupils.

Duties and responsibilities

School culture and behaviour

Under the direction of the Head teacher or Deputy head teacher, 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.

Assessment

Under the direction of the Headteacher or Deputy headteacher, the assistant headteacher will:

- Ensure that an effective assessment programme is established across the school to monitor and track student progress. Lead on the evaluation of this whole school assessment programme and ensure that this information is used effectively by all teachers to support preparation and planning for learning activities.
- Ensure that all stakeholders are clear on the whole school assessment programme and how this supports student progress (e.g. staff, parents/carers, governors, LA professionals, etc).
- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with special educational needs, or who speak English as an additional language (EAL)
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Support the Deputy Head teacher to ensure the use of evidence-informed approaches to reading so all pupils are taught to read.

Pastoral/Student well-being

The assistant headteacher will:

- Ensure that all staff are aware that behaviour is a form of communication and encourage positive behaviour management strategies are implemented across the school by all staff.
- Ensure the school behaviour policy is implemented effectively by all staff across the school.
- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies.
- Lead student voice across the school.
- Line manager the Family Support Worker to ensure positive relationships are built with all parents/carers for student progress and safety.
- Conduct parent/carer voice surveys to ensure they feel happy and safe in our school, championing the importance of parent/carer voice to other members of the senior leadership team
- Lead parent/carer voice across the school.
- Have oversight of the provision for parents/carers training and support so they can play a part in enhancing pupils' personal development
- Liaise with the EWO to ensure that parents/carers support the attendance of their children at school.
- Have oversight of first aid and accident reporting systems in the school to ensure that students are safe.
- Line manage Heads of Department to ensure that students are safe and making good or better progress.

Staff well-being and training

The assistant headteacher will:

- Lead staff voice across the school.
- Have oversight of staff well-being across the school.
- Ensure the school staff well-being policy is implemented effectively across the school.
- Conduct staff voice surveys to ensure they feel happy and safe in our school, championing the importance of staff voice to other members of the senior leadership team
- Provide staff with training enhancing' their professional development and to meet the needs of the school's vision. This applies to teaching, teaching assistants,, Personal Care Supervisory Assistants (PCSA) Midday supervisors, administrative, site staff, cleaners and middle leaders.
- Oversight of training opportunities across the school that includes classroom meetings, Wednesday morning training, staff training, INSET and bespoke individual training opportunities for all staff.
- Oversight of the ECT programme.
- Line manage the PCSA manager.
- Ensure the school cover policy is implemented effectively across the school.

Additional and special educational needs and disabilities (SEND)

Under the direction of the Head teacher or Deputy head teacher, the assistant headteacher will:

- 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 Head teacher or Deputy head teacher, 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 Head teacher or Deputy head teacher, the assistant headteacher will:

- Performance manage middle leaders, 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.
- Provide HR support and guidance.

Governance, accountability and working in partnership

Under the direction of the headteacher or Assistant 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

- To be agreed with the Headteacher in line with the school's needs

Equalities and Diversity

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

Green Statement

This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

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

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• Evidence of professional development within the educational sector.
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school• Teaching experience across a spectrum of schools (e.g. SEND and non SEND schools).• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development• Understanding of assessment and behaviour management development for SEND pupils in line with learning needs.
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships• Recognise the complexity of needs of SEND pupils and what is required to enable them to access an inspiring curriculum
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils 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.• Commitment to building positive partnerships with a range of professionals and stakeholders.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 05/05/25

Next review date: 05/05/25

Line manager's signature: _____

Date:

Postholder's signature:

Date:
