**Sunflower Federation**

## **Job description – ASSISTANT HEADTEACHER**

The job description will be reviewed at least annually as part of the Performance Management programme.

This job description outlines the responsibilitites for the Assistant Headteacher within The Sunflower Federation

The Sunflower Federation comprises of two schools named Breakspeare School (SLD/PMLD School catering for students from 3-19) and Meadow Wood School (PNI School catering for students from 3–11). All students have EHC Plans.

**Location of the postholder is in one of the Sunflower Federation school units:**

|  |  |  |
| --- | --- | --- |
| **Breakspeare School****Main site Unit** | **Breakspeare School****Holywell School Unit**  | **Meadow Wood School Unit** |
| Gallows Hill Lane | Tolpits Lane | Coldharbour Lane |
| Abbots Langley Herts | WatfordHerts | Bushey Herts |
| WD5 OBU | WD18 6 LL | WD23 4NN |

Salary range: Leadership Scale 8-13

Reporting to: Sunflower Federation Governing Board and Executive Head teacher

Contract: Full time, permanent

Date Prepared: July 2025

# **Main purpose**

The assistant headteacher will support the Executive Headteacher and Head of School-unit in:

* Communicating the Sunflower Federation’s vision compellingly and drive the strategic leadership, empowering all pupils and staff to excel
* Managing the day-to-day operations of the school(s) effectively
* Planning and implementing, as a member of the senior leadership team, the federation schools’ self-evaluation and improvement plans
* 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 may also have a timetabled teaching commitment of 20% complying with the Teachers’ Standards and modelling best practice for others.

They will be required to undertake any of the duties delegated from the executive headteacher and/or head of school unit.

# **Qualities**

The assistant headteacher will be able to:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Work collaboratively with a wide range of stakeholders
* Build positive and respectful relationships within the school community
* Serve in the best interests of the schools’ pupils
* Exercise excellent organisational skills having an ability to work under pressure
* Maintain positive and optimistic attitude when leading the change
* Lead by example, with integrity, creativity, resilience, and clarity; drawing on own scholarship, expertise and skills, and that of those around them.

# **Duties and responsibilities**

Under the direction of the Executive Headteacher and Head of Schools, the assistant headteacher will -

1. School culture and behaviour
* Promotes open and transparent communications and culture of staff professionalism throughout the school and its stakeholders
* 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
* Encourage high standards of behaviour from pupils, built on agreed behaviour standards and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent, focused, well-grounded and fair approaches to managing behaviour and code of conduct, in line with the school’s behaviour and communication policy
1. Teaching, curriculum and assessment
* Establish and sustain evidence based high-quality teaching across curricula and phases
* Ensure the teaching of a broad, balanced, relevant and well- structured curriculum that meets the students’ individual educational needs
* Support development of schools’ curricula that may include subject / area lead with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Have ambitious expectations for all pupils
* Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Ensure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)
1. Organisational management and school improvement
* Establish/develop, oversee and evaluate systems, processes and policies so the federation schools can operate effectively
* 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 in their area of responsibility
* Develop, in liaison with other leaders, strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented
1. Staff management and professional development
* Take line management responsibility for a group of staff under the appraisal and performance management framework.
* Promote equal opportunities, ethos of throughout the school and ensure the application of the school equal opportunities policy.
* Promote an ethos of inclusion and opportunity for all with a commitment to those from a diverse range of backgrounds.
* Manage staff well-being with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* Keep up to date with national developments in education
* Seek training and continuing professional development to meet their own needs
1. Governance, accountability and working in partnership
* Actively support the governing board by liaising and reporting to Governors on specific areas.
* 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**

* Assistant Headteacher will have a specific area of responsibility that will be chosen based on selected person’s knowledge, skills and experience.

## **Appendix1.**

## **Person Spesification – ASSISTANT HEADTEACHER**

|  |  |
| --- | --- |
| **Criteria** | **Qualities** |
| **QUALIFICATIONS AND TRAINING** | * Qualified Teacher status
* Degree
* Professional development in preparation for a leadership role
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| **EXPERIENCE** | * Leadership and management experience in school
* Teaching experience
* Involvement in school self-evaluation and development planning
* Line management and staff development experience
* Teaching experience in SEN
* Evidence of substantial and successful school improvement.
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| **SKILLS AND ABILITIES** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve
* Understanding of school finances
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships
* Experience of working within a multi-agency context to support pupils with SEN.
* An understanding of safeguarding and child protection as applied to a school for pupils with special needs.
* Excellent organizational skills: a proven ability to prioritize tasks effectively and to ensure that all deadlines are anticipated, planned for and met.
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| **PERSONAL QUALITIES AND VALUES** | * 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 diversity, equality of opportunity and inclusive education for all children.
* Commitment to ongoing professional development.
* Enthusiasm, determination with a positive optimistic attitude
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**This job description may be amended at any time in consultation with the postholder.**

**We are committed to safer recruitment practices and to safeguarding and promoting the welfare of all children.**

* We expect all staff and volunteers to share this commitment.
* We will ensure that all our recruitment and selection practices reflect this commitment.
* The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.