Job description: Assistant Headteacher – curriculum, assessment and teaching and learning.

# Job details

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| Grade and salary | Leadership Scale 8-12 |
| Contract type | 6 months probationary period leading to permanent if successful |
| Last updated | 15th September 2025 |

This post is classed as having a high degree of contact with children or vulnerable

adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced

disclosure will be sought through the Data and Barring Service (DBS) as part of Brighter Futures Educational Trust’s pre-employment checks.

Brighter Futures Educational Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Main purpose

* To take a central role in assisting the Headteacher, and Brighter Futures Educational Trust to develop our school in accordance with its shared values and our school development plans, procedures, policies and distinctive approaches.
* The Assistant Headteacher will be an outstanding practitioner, an experienced curriculum and team leader, a leader in assessment for learning and assessing pupils’ progress and a key person in the senior management team.
* The Assistant Headteacher will fulfil the role of leader of curriculum, assessment and teaching and learning and will, together with the senior leadership team, work to ensure all pupils reach their fullest potential through a rich and varied curriculum and effective assessment approaches.
* The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the most recent Teachers’ Pay and Conditions Document.
* The Assistant Headteacher will also have a timetabled teaching commitment of 50% complying with the Teachers’ Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.

# Main duties and responsibilities

Teaching and Learning

Under the direction of the Headteacher the Assistant Headteacher will:

* Establish and sustain high-quality teaching across subjects and phases, based on evidence and quality assurance.
* Maximise learning opportunities for all students through developing the Pupil Premium and SEND strategies ensuring minimal gaps between all key priority groups.
* Provide training for staff on effective teaching and learning in an SEMH school.
* Promote reflection and collaboration as methods of improving teaching and learning across the school.
* Promote the use of technology to enhance and extend pupils’ learning.
* Monitor the impact of whole school literacy and numeracy approaches.

Curriculum

Under the direction of the Headteacher the Assistant Headteacher will:

* Ensure the planning and delivery of a broad, structured and coherent curriculum suitably adapted to the needs of SEMH students.
* Coordinate curriculum design at subject and departmental level to ensure the curriculum is planned, sequenced and mapped across all subjects and key stages.
* Assess and evaluate the effectiveness of the curriculum to identify barriers to learning and oversee development to address these barriers.
* Stay up to date with current developments in curriculum planning and evaluate their potential impact on student progress, including knowledge of the current Ofsted inspection framework and schedule and the status of all qualifications according to the Department for Education.
* Instigate discussion about the development of the curricular and extra-curricular offer across the school, leading to innovation and improvement.
* Lead staff training relating to developments in the curriculum and in the extra-curricular offer
* Oversee the CEIAG lead.

Assessment

Under the direction of the Headteacher the Assistant Headteacher will:

* Lead on the whole-school assessment strategies, ensuring assessment is purposeful, well-evidenced and easy to communicate to pupils and parents/carers.
* Track and analyse pupil performance data, paying particular attention to specific pupil groups.
* Engage with the INCO to ensure they plan and implement interventions for pupils who aren’t progressing
* Provide training and support for teachers and support staff on administering the assessment system effectively.

# General areas of responsibility

Additional and special educational needs and disabilities (SEND)

Under the direction of the Headteacher, the Assistant Headteacher will:

* Foster an inclusive culture and practices that ensure every pupil can engage with the curriculum.
* Have ambitious expectations for all pupils with SEND.
* Work alongside the Inclusion Coordinator (INCO) to ensure teaching is adapted to the needs of students.

School culture

Under the direction of the Headteacher, 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 expectations 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.
* Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance.

Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

* In conjunction with the second Assistant Headteacher, take full responsibility for all matters arising in the school in the absence of the Headteacher.
* Work flexibly with the Headteacher to assist the smooth day-to-day management of the school, working closely with staff of all designations.
* Establish and oversee relevant 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 school improvement strategies are effectively implemented.

Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

* Performance-manage staff, including carrying out appraisals and holding staff to account for their performance.
* Manage the school’s appraisal and CPD software.
* Manage staff well, with due attention to workload.
* Ensure staff have access to appropriate, high-quality professional development opportunities.
* Keep up to date with developments in education.
* Seek training and continuing professional development to meet their own needs.

Accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

* Oversee the Careers Education Information and Guidance lead staff member.
* Oversee the literacy and numeracy leads.
* Oversee the Exams Officer and BTEC programme.
* Oversee the ECT Mentor.
* Work with the staff across the trust as appropriate.
* Make sure 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.

# Person specification

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| criteria | qualities |
| **Qualifications and training** | * Qualified teacher status. (Essential – E)
* Degree. (E)
* Professional development in preparation for a leadership role. (E)
* The post holder will require an enhanced DB. (E)
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| **Experience** | * Leadership and management experience in a school. (Desirable – D)
* Experience of teaching judged to be outstanding. (E)
* Involvement in school self-evaluation and development planning. (D)
* Line management experience. (D)
* Demonstrable experience of successful line management and staff development. (D)
* Experience of implementing quality assurance procedures. (D)
* Proven experience in managing the behaviour of vulnerable students to reduce suspensions and prevent disengagement. (E)
* Monitoring and evaluating educational provision. (D)
* Experience of working collaboratively with senior leadership, parents and carers and external agencies. (E)
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| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve. (E)
* Ability to deal with sensitive information in a confidential manner. (E)
* Ability to help children and young people to transfer their learning to other parts of their lives. (E)
* Excellent management, motivational and communication skills. (E)
* Ability to lead, manage and co-ordinate staff through an effective team approach. (E)
* Ability to analyse and interpret data to support teaching strategies. (D)
* Effective ICT skills and the ability to use ICT to develop approaches and monitor strategies. (E)
* The ability to use a range of tools and evidence, including performance data to support, monitor, evaluate and improve aspects of teaching and learning, including challenging poor performance of staff. (D)
* An understanding of the wider curriculum beyond school and the opportunities it provides for students and the community. (E)
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| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. (E)
* A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct. (E)
* Ability to work under pressure and prioritise effectively. (E)
* Ability to build positive and respectful relationships across the school community. (E)
* Commitment to maintaining confidentiality at all times. (E)
* Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. (E)
* Empathy towards young people facing barriers to their learning. (E)
* Resilience when dealing with students in crisis who may become violent or aggressive. (All staff are fully trained in de-escalation and physical restraint). (E)
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# Notes:

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

You will be required to safeguard and promote the welfare of children and young people. The Assistant Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the Headteacher in holding all staff and volunteers accountable for their contribution to the safeguarding regulations.

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

