



Job description: Assistant Headteacher (including Designated Safeguarding and Attendance Lead/Line Management of SEND).

Job details

Salary: Leadership 12-16

Hours: Full time

Contract type: Permanent (subject to successful completion of Probation)

Reporting to: The Headteacher

Responsible for: The SENDCO, the Social and Emotional Health Resource Provision Lead, the Deputy Designated Safeguarding Leads

Main purpose

The Assistant Headteacher will support the Headteacher and the Assistant Headteacher (Strategic Behaviour Lead) in:

- Creating and sustaining an excellent culture of safeguarding and child protection across our school and our wider school family.
- Leading and sustaining excellent commitment to and systems to achieve high attendance across the school, with a strong system for establishing, reviewing and monitoring proactive support plans for all those with absence concerns.
- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership.
- Creating and sustaining strong partnerships, that withstand pressures and challenges, with all members of the Noadswood school family, enshrining our belief in never giving up on anyone, learning together through the issues young people face.
- The day-to-day management of the school through a very strong, energetic and visible presence.
- Formulating the strategic and operational aims and objectives of the school.
- Establishing, reviewing and sustaining the implementation of policies for achieving these aims and objectives.
- Leading, managing and supporting staff and resources to that end.
- Monitoring progress towards meeting the school's strategic aims and objectives.

The Assistant Headteacher will also have a timetabled teaching commitment of a maximum of 12 teaching hours over a two week period complying with the Teachers' Standards – this commitment will be significantly lower than that in the academic year 2025-6 to enable good, strong induction and time to establish and embed excellent leadership presence around the school.

The postholder may also be required to undertake any other duties delegated by the Headteacher following discussion.

Duties and responsibilities

School culture and behaviour

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

- Create, review and sustain a culture where students experience a positive and enriching school life.
- Uphold educational standards to prepare students from all backgrounds for their next phase of education and life.
- Ensure a culture of professional, open, trusting, happy and collegiate conduct, in line with our school culture and code.
- Inspire high standards of behaviour from students, built on the ethos, rules and routines that are understood by all and are clearly demonstrated by all adults in school, taking a lead role setting the tone visibly every school day with other members of the team.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Lead on high levels of school attendance and strive to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance.
- Uphold the values of the Headteacher, the Leadership Team and the Trustees in all language, behaviours and decisions taken.
- Be available on electronic communication, one weekend in every half term, to support the Headteacher with any emergent issues during those times, and on a rota, with the rest of the team, during the school holidays for the same.

Teaching, curriculum and assessment

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

- Establish and sustain high-quality teaching across subjects and phases, based on school Teaching and Learning and Quality Assurance expectations.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish and sustain a strong culture of leadership, inspiring all leaders 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 in line with school expectations.
- Encourage and support pastoral leaders to combine care with challenging the young people to be the best they can across their chosen suite of subjects at KS4.
- Inspire and support tutors, support staff, teachers and leaders with their part in ensuring highest possible school attendance and belonging at all levels of the organisation.

Additional and special educational needs and disabilities (SEND)

Under the direction of the Headteacher and with the SENDCO, the Assistant Headteacher will:

- Promote a culture and practices that inspire all students to access the curriculum
- Have ambitious expectations for all students with SEND and for strong adaptive provision in all parts of the school.
- Make sure the school works highly effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation, where required, including when challenging times emerge.
- Make sure the school fulfils all statutory duties regarding the SEND Code of Practice.
- Oversee, with the SENDCO, the work of the two Resource Provisions (Physical Disability and Social, Emotional and Mental Health) ensuring their effective running for the students in

their care, and the students' belonging and achievements in their year groups and wider school family.

Organisational management and school improvement

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

- Establish and oversee safeguarding and attendance systems, processes and policies so the school can operate effectively and efficiently.
- Ensure staff and students' safety and welfare through effective and consistent 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.
- Be a strong presence at enrichment and evening activities, in a rota with the rest of the team.

Staff management and professional development

Under the direction of the Headteacher or Deputy Headteacher, 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-quality 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 or Deputy Headteacher, the Assistant Headteacher will:

- Work closely with the governing board attending the School Improvement Committee, and the Full Governing Board meeting, and meeting half termly with the Safeguarding Trustee and the SEND Trustee (with the SENDCO).
- 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 in the local inclusion partnership and safeguarding and SEND networks.
- Maintain excellent working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

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

- With the SENDCO, track and analyse student performance data, paying particular attention to those who:
 - Are eligible for the pupil premium
 - Have SEN and/or disabilities
 - Have other educational vulnerability
 - Speak English as an additional language (EAL)
 - Oversee the SENDCO's plans and interventions for those who aren't progressing, supporting the monitoring of the effectiveness/impact of these.

- Provide training and support for teachers and support staff on administering this assessment system effectively in the Learning Support and Resource Provision teams.
- Monitor student attendance rigorously, report on it regularly at all levels of the organisation and ensure it maintains a trajectory of excellent monitoring, review, partnership and improvement.
- Analyse whole-school data on attendance, safeguarding, child protection and wellbeing to convey regular relevant updates to colleagues, students, Trustees and parents/carers as well as to inform future improvement strategies

Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended from time to time in consultation with the postholder.

Last review date: September 2025

Person specification

| CRITERIA | QUALITIES |
|------------------------------------|--|
| Qualifications and training | <ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role highly desirable • Professional learning in Safeguarding, Child Protection and SEND highly desirable |
| Experience | <ul style="list-style-type: none"> • Leadership and management experience in a school • High quality teaching experience • Successful involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Demonstrable experience of leadership presence • Demonstrable experience of excellent safeguarding, SEND and inclusion practice, including impacting on the work of others and the inclusion of young people |
| Skills and knowledge | <ul style="list-style-type: none"> • Understanding of high-quality inclusion, high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Highly effective communication and interpersonal skills • Ability to communicate a vision, hold to it with consistency, and inspire others • Ability to build and sustain highly effective working relationships • Ability to hold others to account robustly and clearly, whilst offering them excellent coaching, support and guidance to empower them to thrive • Understanding of how to convey an absolute consistency of presence around the school |
| 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 • An energetic commitment to visibility and presence across the school • A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct • Ability to work under pressure and prioritise effectively • Ability to build very positive and respectful relationships across the entire school family • 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 |

Headteacher's signature:

Date:

Postholder's signature:

Date:
