



SPRINGFIELD JUNIOR SCHOOL

Job Description

Job Title	Assistant Head
Grade	L1-5
Responsible to	Headteacher

Purpose of Job:

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- 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
- Assisting in the smooth running of the school at all times, including being responsible with other Assistant Headteachers in the absence of the Co-Headteachers and Deputy Headteachers.

The Assistant Headteacher will also have a timetabled teaching commitment of at least 50% 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.

Duties and Responsibilities

Leadership:

Under the direction of the Headteachers or Deputy Headteacher:

- Support the Co-Headteachers in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteachers' strategic leadership
- Take on the role of the implementation and evaluation of the PE Premium strategy
- Carry out effective subject leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up-to-date with developments in education
- Seek training and continuing professional development to meet own needs

Managing Staff:

Under the direction of the Headteachers:

- Assist with the selection and recruitment of new teaching staff
- Performance manage staff, including carrying out appraisals, providing professional development opportunities and holding staff to account to their performance
- Effectively mentor and support Early Career Teachers (ECTs), ensuring they make strong progress against the Teachers' Standards and feel confident in their professional development throughout the academic year
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development proactively identifying development opportunities

Modelling Best Practice for Teachers:

- Model high-quality teaching and learning, supporting the development of consistent best practice in pedagogy, classroom management, and curriculum delivery
- Provide opportunities for colleagues to observe teaching, either informally or through planned peer observations
- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practices with others in the school, developing confidence and skills in others

Systems and Processes:

Under the direction of the Headteachers:

- Ensure that the school's systems and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Use established systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Pastoral:

- 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

Professional Development

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's performance management procedures.

Personal and Professional Conduct

- Follow the Staff Code of Conduct
- Read and understand the relevant policies as directed by the Headteacher and Trust
- Ensure that confidentiality is maintained at all times
- Maintain high professional standards in all interactions with pupils, colleagues, parents and carers.

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

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 Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

Springfield Junior School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

		Name	Signature	Date
Agreed by	Job Holder			
	Headteacher	Jo Viner	<i>JMViner</i>	26.9.2025

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • Degree
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Minimum 6 years teaching experience • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Supporting other teachers in improving their practice • An understanding of issues surrounding inclusion and entitlement for children entitled to Pupil Premium • Experience in the effective management of KS2 SATs.
Skills and Knowledge	<ul style="list-style-type: none"> • 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
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