



Job Description

JOB TITLE	Assistant Headteacher
JOB FAMILY	Leadership
PHASE	Primary
Reporting to	Headteacher

Job Purpose

- Championing the school's vision and values by communicating them with clarity and conviction and actively contributing to strategic leadership initiatives.
- Overseeing the daily operations of the school, ensuring smooth and effective management of routines, systems and procedures.
- Collaborating on the development of the school's aims and objectives and helping to shape policies that drive continuous improvement.
- Leading and managing staff and resources to ensure alignment with the school's strategic goals and to maximise impact on pupil outcomes.
- Monitoring and evaluating progress towards achieving the school's priorities, using data and evidence to inform decision-making.
- Working closely with the Senior Leadership Team (SLT) to uphold high expectations and secure outstanding outcomes for all pupils, irrespective of their starting points.
- Promoting an inclusive ethos that fosters excellent behaviour, conduct and wellbeing for all pupils, including those facing barriers to learning.
- Deputising for the Headteacher when required, ensuring the welfare and safeguarding of pupils and maintaining continuity of leadership.
- Supporting cross-hub collaboration, demonstrating flexibility and a willingness to work across multiple schools within the trust or partnership as needed.

Duties and Responsibilities

- Promoting high standards of teaching, learning and pupil achievement by leading key areas across the school and supporting the development of staff pedagogy and professional practice.
- Collaborating with the Headteacher and wider leadership team to cultivate a culture of excellence, ambition and high expectations for all pupils and staff, while proactively addressing underperformance.
- Championing inclusive practices that ensure all pupils, regardless of background or need, achieve their full potential.
- Serving as a core member of the senior leadership team, contributing to strategic decision-making and whole-school development.
- Inspiring and supporting staff, governors, pupils and parents, fostering a shared commitment to the school's values and goals.



- Securing the highest standards of pupil achievement across all curriculum areas through rigorous monitoring, evaluation and target-setting.
- Leading and enhancing the practice of teaching and support staff through coaching, mentoring and professional development.
- Embedding a culture of mutual respect and character development, aligned with the Thinking Schools ethos and habits of mind.
- Teaching individuals or groups of pupils when required, and undertaking pastoral, administrative and leadership duties in accordance with the School Teachers' Pay and Conditions of Employment.
- Undertake classroom teaching across all phases as required, ensuring continuity of learning and upholding high standards of teaching and pupil progress.
- Acting as a key communication link between parents and the senior leadership team, ensuring transparency and strong partnerships.
- Ensuring consistent and accurate implementation of the Thinking Schools ethos across all aspects of school life.
- Upholding Cedar Children's Academy's commitment to inclusivity, ensuring compliance with all relevant statutory requirements and local/national initiatives.
- Supporting pupils' readiness for the next phase of education, equipping them with the skills and confidence to transition successfully.
- The successful candidate will be expected to lead a curriculum area, with responsibilities aligned to whole-school improvement priorities and their individual expertise.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Cedar Children's Academy, however, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.
I understand and agree to the job description of an Assistant Headteacher

Name:

Signed:

Date: