

# Northway Community Primary School

## Job Description: Assistant Headteacher – Inclusion & Pastoral



### Job Details

**Salary:** L4 – L8

**Hours:** 32.5 hours

**Contract type:** full-time, permanent

**Reporting to:** Headteacher

**Responsible for:** operational management of support staff.

### Main Purpose

The Assistant Headteacher for Inclusion and Pastoral will support the Headteacher by providing strategic leadership for inclusion, safeguarding, behaviour, attendance and wellbeing, ensuring all pupils feel safe, supported and ready to learn.

They will ensure that disadvantaged and vulnerable pupils are identified early, supported effectively, and able to achieve well, contributing directly to positive behaviour and attitudes and personal development outcomes.

The role strengthens leadership capacity by embedding consistent, inclusive practice across the school.

The Assistant Headteacher will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- 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 meeting the school's aims and objectives.

The Assistant Headteacher will not have class responsibilities. They will provide first day cover and PPA cover (approximately 50% teaching time) for other teaching staff, 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.

### Duties and Responsibilities

#### School Culture and Behaviour

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 rules 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.

## Teaching and Curriculum

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

- Ensure that the curriculum is accessible, inclusive and well adapted so that all pupils, including those with SEND and other vulnerabilities, are able to engage and make progress
- Work in partnership with the Assistant Headteacher for Curriculum and Teaching and the SENDCo to ensure that curriculum implementation reflects inclusive classroom practice
- Support staff to use reasonable adjustments, scaffolding and adaptive teaching strategies effectively
- Monitor the impact of inclusion and pastoral strategies on pupils' engagement, learning behaviours and outcomes
- Use evidence from behaviour, attendance, pupil voice and learning observations to evaluate how well the curriculum supports vulnerable learners
- Support high expectations so that all pupils are enabled to access ambitious learning, not lowered expectations.

## Organisational Management and School Improvement

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

- Be responsible for the day-to-day operational management of managing staff and supporting the behaviour of pupils across the school
- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- 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:

- Manage staff well, with due attention to workload
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Appraise support staff and implement support staff CPD in line with school priorities.

## Governance, Accountability and Working in Partnership

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

- Work with the governing board 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.

## Other Areas of Responsibility

### Safeguarding

The Assistant Headteacher will:

- Ensure the school's safeguarding responsibilities are carried out as a deputy designated lead for safeguarding
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Monitor attendance, including persistent absence, and implement measures to ensure it is continuously improving

- Work with the Headteacher to implement strategies to improve whole school attendance following an analysis of the attendance data
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Work effectively with families and external agencies to secure support and reduce risk.

## Pastoral

The Assistant Headteacher will:

- Lead the development of a calm, orderly and inclusive school culture that supports learning
- Establish a curriculum and offer for supporting pupil personal development across the school that meets the needs of the pupils
- Conduct pupil voice surveys to ensure pupils feel happy and safe in school and champion the importance of pupil voice to other members of staff
- 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.

## Person Specification

CRITERIA	QUALITIES	ESSENTIAL/ DESIRABLE?
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> <li>• NPQSL or willingness to undertake leadership qualifications.</li> </ul>	E E D D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience of a minimum 6 years across the primary phase</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Experience in leading whole school initiatives and the impact of these</li> </ul>	E E E D E
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong understanding of curriculum, assessment, and pedagogy.</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school accountability measures from outside agencies</li> <li>• Knowledge of child development across all three primary phases</li> <li>• Knowledge of SEND and inclusion strategies</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>	E E  E E E D E E E

<b>Personal qualities</b>	• 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

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

**Last review date:** April 2026

**Next review date:** September 2027

**Headteacher's signature:** \_\_\_\_\_

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

**Postholder's signature:** \_\_\_\_\_

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