

Northway Community Primary School



Job Description: Assistant Headteacher – Achievement

Job Details

Salary: L4 – L8

Hours: 32.5 hours

Contract type: full-time, permanent

Reporting to: Headteacher

Responsible for: operational management of a team (KS2)

Main Purpose

The Assistant Headteacher for Achievement will support the Headteacher by providing clear, accountable leadership for pupil achievement, progress and standards, with a strategic focus on Key Stage 2.

They will ensure leaders have an accurate understanding of outcomes, use assessment information intelligently to drive improvement, and secure consistently strong progress for all pupils, including disadvantaged pupils and those with additional needs.

The role contributes directly to the school's capacity for sustained improvement, ensuring that evaluation of impact is secure and informs future priorities.

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 also have a class teaching commitment of 70% 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.

Leadership of Achievement, Standards and Impact

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

- Lead whole-school assessment and tracking systems that allow leaders to evaluate progress and attainment accurately
- Ensure statutory assessment arrangements, including KS2 assessments, are secure, well-understood and compliant
- Analyse patterns of attainment and progress to identify strengths, gaps and underachievement
- Work alongside the AHT for Curriculum & Teaching and the AHT for Inclusion & Pastoral to ensure timely and effective intervention so pupils achieve well and gaps diminish
- Monitor the impact of strategies and adjust provision where it is not securing improvement.

Teaching and Curriculum

In this role, the Assistant Headteacher ensures that high-quality teaching and curriculum implementation lead to strong outcomes for pupils. They focus on the impact of teaching over time, using evidence to evaluate effectiveness and secure improvement where needed. Leadership actions prioritise raising standards, reducing variability in practice, and strengthening the school's capacity for sustained improvement.

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

- Secure consistently high-quality teaching across subjects and phases by monitoring implementation and impact
- Use evidence from pupil progress, work scrutiny and learning observations to identify strengths and areas for improvement in teaching and learning
- Work alongside the AHT for Curriculum & Teaching to establish and maintain a robust cycle of monitoring that focuses on outcomes for pupils.

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 a department, managing staff and supporting the behaviour of pupils within the department
- 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:

- Appraise middle leaders in receipt of a temporary TLR, including carrying out appraisals and holding staff to account for their performance
- 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.

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
- Work with the Headteacher and AHT for Inclusion & Pastoral to implement strategies to improve whole school attendance following an analysis of the attendance data
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Pastoral

The Assistant Headteacher will:

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

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

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: _____