

Job Description

Assistant Headteacher

Level: Leadership Pay Scale 1-3



Main Purpose of the Role

The Assistant Headteacher at Westbury-on-Severn CE Primary plays a pivotal role in supporting the Headteacher in the strategic leadership and day-to-day management of this small, rural, Church of England primary school. This role is integral to fostering an inclusive, nurturing, and high-achieving school environment where all pupils, including our significant SEND cohort (circa 30%), can thrive. The Assistant Headteacher will help to uphold and promote the school's vision and values by embedding restorative practices and the OPAL approach to play and learning, ensuring a positive, respectful, and engaging culture throughout the school community.

The Assistant Headteacher will lead by example, guiding staff and pupils with compassion and professionalism, and championing a broad, balanced curriculum that meets the needs of mixed-age classes and supports pupils' spiritual, moral, social, and cultural development in line with our Church of England ethos.

Key Responsibilities and Duties

Strategic Leadership and School Development

- Support the Headteacher in shaping and communicating the school's vision, values, and strategic direction.
- Contribute to whole-school planning, policy development, and self-evaluation processes to secure continuous improvement.
- Collaborate with governors, staff, parents, and the wider community to promote the school's ethos and strengthen community engagement.

Teaching and Curriculum Leadership

- Serve as a KS2 class teacher, delivering high-quality, well-structured lessons that meet the diverse needs of pupils, including those with SEND.
- Lead subject(s) across the school, ensuring a broad, balanced, and coherent curriculum that promotes excellent outcomes for all pupils.
- Monitor and evaluate teaching and learning within subject areas, supporting staff professional development and sharing best practice.
- Ensure effective use of assessment to track pupil progress and inform teaching.

Special Educational Needs Coordination (SENCO)

- Lead the school's SEND provision, promoting a culture of high expectations and inclusive practice.
- Oversee identification, assessment, and provision planning for pupils with additional needs, ensuring statutory compliance with the SEND Code of Practice.
- Collaborate with parents, carers, external agencies, and professionals to provide tailored support and interventions.
- Support staff training and development to enhance SEND provision across the school.

Designated Deputy Safeguarding Lead (DDSL)

- Act as a key safeguarding lead, working closely with the Designated Safeguarding Lead (DSL) to promote pupil safety and welfare.
- Manage safeguarding concerns promptly and effectively, following statutory guidance and school policies.
- Deliver safeguarding training and ensure staff awareness of current safeguarding practices and legislation.

Early Career Teacher (ECT) Mentor

- Provide mentoring and support to Early Career Teachers, fostering their professional development within the school's supportive environment.
- Guide ECTs through statutory induction requirements, helping them to develop effective teaching skills and classroom management.

Whole-School Responsibilities

- Promote positive behaviour management consistent with the school's behaviour policy and restorative practice ethos.
- Encourage high pupil attendance and engagement, supporting a safe, enjoyable, and inclusive learning environment.
- Contribute to the wider life and ethos of the school.

Skills and Competencies

- Strong leadership and management skills with the ability to inspire and motivate staff and pupils.
- Deep understanding of primary education, especially the needs of mixed-age classes and pupils with SEND.

- Proven expertise in curriculum design, subject leadership, and assessment practises.
- Excellent interpersonal and communication skills to build positive relationships with pupils, staff, parents, and the local community.
- Competence in mentoring and supporting Early Career Teachers.
- Sound knowledge of safeguarding legislation and best practises, with the ability to act decisively and sensitively.
- Commitment to the school's Church of England ethos, restorative practice, and OPAL principles, promoting a nurturing and respectful school culture.
- Strong organisational skills, resilience, and adaptability to thrive in a small rural school setting.

Professional Development

- Opportunities to engage in leadership training and professional networks locally and nationally.
- Access to tailored CPD to enhance skills in SEN coordination, safeguarding, curriculum leadership, and mentoring.
- Support for continuous professional growth aligned with the school's vision of lifelong learning and staff wellbeing.
- Encourage reflective practice and innovation to meet evolving educational challenges and pupil needs.

Safeguarding

- Uphold the highest standards of child protection and safeguarding in line with statutory guidance (e.g., Keeping Children Safe in Education, Prevent) and Westbury-on-Severn CE Primary's safeguarding policies.
- Work collaboratively with the Designated Safeguarding Lead and wider staff team to identify, report, and respond to safeguarding concerns promptly.
- Promote a safe and secure environment where pupils feel protected and valued.
- Ensure all staff and volunteers are trained in safeguarding and understand their responsibilities.
- Maintain confidentiality and professionalism in all safeguarding matters, putting the best interests of pupils at the forefront of all decisions.

This job description reflects the specific needs and values of Westbury-on-Severn CE Primary School, ensuring that the Assistant Headteacher role supports the school's commitment to high-quality education, inclusion, and community engagement within a rural, Church of England context.