

JOB DESCRIPTION 2025/2026



POST TITLE: Assistant Headteacher

LOCATION: Beamont Primary School

RESPONSIBLE: Headteacher

POSITION IN ORGANISATION: Senior Leader

DIRECTLY RESPONSIBLE TO: Headteacher

MAIN PURPOSE

TEACHER:

- You are required to carry out the duties of a school teacher as set out in part 12 of the School Teachers' Pay and Conditions Document 2017 (hereafter called the Document)
- You are required to carry out such professional duties which form part of (Annex1) of the Document which the Head teacher may ask you to undertake.
- To be a full and active curriculum co-ordinator as part of the senior leadership team; during 2025/26 to focus on English.
- To teach in EYFS/ KS1 or KS2; during 2025/26 to teach in Year 6.

LEADERSHIP POST: Assistant Headteacher

- To support the Executive headteacher/Head of School in all aspects of school leadership and to be an active member of the senior leadership team.
- To provide support for middle leaders.
- To be a Deputy Designated Senior Lead for safeguarding and child protection.
- To be the English lead throughout school.
- To be the Pupil Premium lead throughout the school.

In addition, you are required to undertake the following responsibilities, which may or may not be included above:

KEY RESPONSIBILITIES: TEACHING

SUPPORT FOR THE PUPIL

- To actively involve parents in the education of pupils by fostering open lines of communication and mutual respect.
- To deliver, organise, facilitate the teaching and learning of a group of children within the age range 2-11 in accordance with most recent DfES conditions of employment and Warrington Primary Academy Trust employment documents to raise standards of all pupils.
- To plan prepare and produce planning with due regard for work appropriate for pupils developmental stages and curriculum content to deliver quality learning and in addition to ensure quality documentation is published on school website.
- To ensure that resources reflect differentiated group learning and that they cater for different learning needs
- To enable the appropriate deployment of additional adults in order to raise standards for all pupils.
- To develop personalised learning strategies with due regard to pupil groupings e.g. More able child, Pupil Premium and FSM children, SEND pupil, EAL pupils
- To set pupil targets based on formative and summative assessments and teacher assessments.
- To regularly record, mark, assess and provide feedback to pupils, parents and relevant staff on progress and attainment.
- To write reports as and when requested and provide information to outside agencies, in order to support pupils.

- To encourage through role modelling high standards of learning behaviours and presentational skills within pupils work.
- To ensure all staff working with pupils follow school policies and procedures
- To promote mutual respect and tolerance of all forms of difference.
- To develop spiritual, social, moral and cultural awareness of pupils to ensure that they become well rounded individuals sensitive to the community's diverse cultures.
- To adhere to the school's behaviour management protocols with an emphasis on the recognition of rewards and praise, seeking areas of strength and building on pupil self - confidence and self -esteem.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- To support staff in adhering to the school's behaviour management protocols.
- To ensure the role of additional adults is planned for and has a positive and significant impact on children's outcomes.
- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

SUPPORT FOR STAFF

- To participate and lead in whole school and individual CPD opportunities that benefits your own and others professionalism.
- To mentor and model good practice to colleagues and students.
- To share best practice across key stages.
- To be involved in the wider curriculum provision of school, Afterschool clubs, visits, discos, fair, charitable fund raising events
- To follow appropriate safeguarding procedures including Whistleblowing policy.
- To engage actively in own and, when appropriate, colleagues performance management procedures.
- To plan, organise, direct and monitor Teaching Assistants and Tutors within your class.
- To support staff in creating a culture in school in which children thrive.

SUPPORT FOR THE SCHOOL

- To adhere to the schools values, vision and mission statement.
- To work with the Local Governing Committee when required.
- To lead by example.
- To contribute to actions that ensure the school's development targets are achieved.
- To ensure school environment is maintained to the highest standards in order to meet school curriculum needs and safety standards.
- To be familiar with the school policies and practice which capture all the school's management, organisational and administrative procedures.
- To review and update appropriate policies when required to support up to date and accurate school policies.
- To actively keep abreast of current educational thinking and developments to sustain your own skill and knowledge in order to keep professional practice relevant and up to date.
- To follow the school's policies, schemes of work and procedures as laid out to raise standards for all pupils.
- To fully participate in curriculum development activities and as a curriculum coordinator, including where appropriate, maintaining an up to date action plan, monitoring and evaluating impact against the success criteria and use this to identify future priorities for development as part of the school development plan.
- To implement equal opportunities in all aspects of school life.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy including whistle blowing; reporting all concerns to the appropriate person.

SUPPORT FOR THE MULTI ACADEMY

- To adhere to the Multi Academy values, vision and mission statement.

- To work with the Trust board when required.
- To work with and support the schools across the MAT when required.

LEADERSHIP KEY RESPONSIBILITIES: Assistant Headteacher

Assistant Headteacher: Specific

LEAD ENGLISH

- To have responsibility - under the direction of the Headteacher and HoS - for the strategic leadership and management of a core subject.
- To actively contribute to the school's leadership team, supporting the ethos, policies and procedures of the school thus providing a good role model for other staff and support for the SLT.
- To support staff in developing the knowledge and skills required to deliver the curriculum within the staff team, including supporting ECTs and those in need of additional intervention.
- To lead on cross school moderation.
- To effectively raise standards within your subject, therefore the whole school. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- To monitor and evaluate the quality of provision across the school, in conjunction with the SLT; and to identify ways to secure improvement. To include within this the management of staff linked to all areas of English, e.g. phonics, library, interventions.
- Work with SLT colleagues to secure effective and common approaches to assessment within your subject.
- Work with colleagues on the leadership team to analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.

PUPIL PREMIUM LEAD

- To have responsibility - under the direction of the Headteacher - for the strategic leadership and management of Pupil premium funding across the school, leading to improvements in outcomes and experiences for those children in receipt of PP.
- To support staff in developing the knowledge and skills of the impact of PP required to effectively deliver the curriculum within the staff team, including supporting ECTs and those in need of additional intervention. To ensure all staff understand the potentially complex and varied needs of pupils accessing PP and how we plan to address these throughout the school.
- To ensure compliance in all elements of Pupil Premium spend and reporting, working with, and reporting to, officers within school, within the Trust, at Local Governing Committee level and to other interested stakeholders.
- To effectively raise standards within your subject, therefore the whole school. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- Work with colleagues on the leadership team to analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.#

LIMITS OF AUTHORITY

PEOPLE: No authority to appoint, discipline or dismiss employees.

FINANCIAL: No authority to spend or commit the school to spend.

OPERATIONAL: No authority to alter agreed operating procedures and policies.

SECURITY: Authority to approach any individual on the premises to identify the nature of their visit.

SECURITY

All Warrington Multi Academy business and with specific regard to Beamont Primary Academy is to be treated in the strictest of confidence and not to be disclosed to persons outside of the Academy.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

You are responsible for ensuring a good standard of house-keeping including observance of the Academy clear desk policy, ensuring all staff and pupil desks, cabinets, PC's IT equipment are secure when classrooms, hall and office space are not occupied.

You have a responsibility to challenge or ascertain reasons for the presence of unauthorised persons on the premises.