

# Job Description: Assistant Headteacher (L12-L16) (with responsibility for leading Teaching and Learning) Post available from 01 September 2025



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## THE JOB DESCRIPTION

The role of the Assistant Headteacher is to provide strategic leadership and management and professional expertise to staff and students in several key areas.

This role will include a specific whole-school responsibility for Teaching and Learning.

### The Assistant Headteacher will:

- Undertake the normal responsibilities of a class teacher
- Be a member of the senior leadership team
- Assist the Head of School in leading and managing the school
- Undertake such duties as are delegated by the Head of School
- Play a major role under the overall direction of the Head of School in formulating and reviewing the School Development Plan and the aims and objectives of the school by:
  - Establishing the policies through which they shall be achieved
  - leading and managing staff and resources to that end
  - monitoring progress towards their achievement.

### Main area of responsibility

The Assistant Headteacher with responsibility for leading Teaching and Learning will play a pivotal role in shaping the academic culture at Eaton Bank Academy. Working closely with the Head of School and the Senior Leadership Team, they will provide strategic leadership in key areas including:

- Teaching and Learning: enhancing the quality and consistency of teaching practices across the school
- Professional Learning: overseeing staff development, including trainee teachers and early career teachers and managing ongoing professional learning
- Through the teaching and learning brief: responding to data to ensure all pupils, including disadvantaged, achieve their full potential through high-quality inclusive teaching
- Line manage curriculum leaders: contribute to recruitment and foster a culture of collaboration and high expectations among staff and students
- Other areas of responsibility will be agreed with the successful candidate, based on experience and school need.

### Class teacher responsibilities

- To carry out the duties of a class teacher across all key stages as detailed in the national teacher standards document.

### Shaping the future

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school

- Formulating the aims and objectives of the school and policies for their implementation
- To contribute to planning improvement which will translate school aims and policies into actions
- Safeguarding and promoting the welfare of children

### **Behaviour, Safety and Safeguarding**

- To contribute to and support whole school initiatives in relation to behaviour, safety and safeguarding.

### **Securing accountability**

- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To lead and participate in arrangements for overview of the performance of teaching and learning and learning of disadvantaged students.

### **Developing self and working with others**

- To be responsible for fostering positive relationships across Eaton Bank Academy's community
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making / delivering reports
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To assist and liaise with other educational establishments, where required, in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers.

# Eaton Bank School

## Assistant Headteacher

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### PERSON SPECIFICATION

The Governors are seeking to appoint a teacher who is able to demonstrate the following qualities and experience:

<b>CRITERIA</b>	<b>Essential requirements, skills, experience and qualities</b>
<b>Qualifications</b>	Good Honours degree; Teaching qualification
<b>Experience</b>	Proven track record of impact in current leadership position; Evidence of raising standards of attainment and progress in a secondary school; Experience of highly effective data analysis and management and target setting.
<b>Shaping the future</b>	Familiarity with current national initiatives and developments in educational leadership; Clear vision and the ability to deliver a vision and strategy to improve academic achievement; Commitment to the development of achieving the school aims.
<b>Learning and Teaching</b>	Outstanding classroom practitioner; Experience of monitoring and improving teaching and learning; Experience of raising achievement through intervention in the teaching process.
<b>Developing self and working with others</b>	Commitment to continuing professional development; Effective communicator; Excellent interpersonal skills; Ability to promote positive relationships and team working; Ability to set clear and challenging targets; Ability to motivate and inspire staff and pupils.
<b>Leadership</b>	Commitment to exemplifying and promoting the relentless pursuit of excellence; Leading and developing high performance in teams; Commitment to fostering highly effective partnerships with staff, parents, students and governors; Leading the implementation of appropriate improvement plans and policies; Ability to make and take decisions.
<b>Securing accountability</b>	Ability to delegate responsibility with accountability; Ability to lead and promote self-evaluation processes; Ability to identify best practice elsewhere and adapt these where necessary; The ability to lead, challenge and support others; Ability to Line Manage and secure significant improvements from teams.
<b>Personal qualities and attributes</b>	Outstanding classroom practitioner; People centred; Behaviour focused; Empathetic and generous of spirit; Authoritative; Dynamic/inspirational; Integrity – honest, professional, fair with a sense of humour and perspective; Able to lead from the front; Stamina and a capacity for hard work – willing to go the ‘extra mile’; Ability to be reflective and self-critical; Flexible and adaptable with the ability to manage change; Excellent listening skills.