



Job Description

Vacancy Reference No:

Job Title:	Assistant Head Teacher	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	1009068
Service:	Services for Schools	Grade:	L8 - 12
Location:	Willenhall Community Primary School		

Job Purpose:

The Assistant Head Teacher will support the Head Teacher and Deputy Head Teacher in:

- Communicating the school's vision compellingly and supporting the Head Teacher'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 the achievement of the school's aims and objectives

The Assistant Head Teacher will also have a timetabled teaching commitment complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Head Teacher.

Qualities

The Assistant Head Teacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Main Duties and Responsibilities:**School culture and behaviour**

Under the direction of the Head Teacher or deputy Head Teacher, the Assistant Head Teacher 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 and are underpinned by our school values
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Head Teacher or deputy Head Teacher, the Assistant Head Teacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured, coherent and exciting curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Take responsibility for leading a core curriculum subject

Organisational management and school improvement

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- 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 these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- 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 Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Work with the governing board as appropriate
- Ensure 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

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Responsible for:

Responsible to: Head Teacher

Date Reviewed: February 2026



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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Educated to degree level	<ul style="list-style-type: none">• Evidence of personal commitment to continuous professional development• Leadership course attendance within past two years
Experience	<ul style="list-style-type: none">• Successful teaching experience for a minimum of three years• Teaching across the whole primary range• Evidence of excellent class teaching to provide a model of good practice for others• Evidence of good organisational skills• Understanding of how children learn in a high achieving and successful school• Responsibility for leading a subject across the school• Building and sustaining effective working relationships with staff, governors and parents in the wider community• The ability to deliver effective in-service training	<ul style="list-style-type: none">• Former responsibility at phase or whole school level for raising standards• Experience of leading teams to achieve a specific outcome for children• Evidence of the development of policy or curriculum schemes of work• Knowledge and understanding of the factors which support high attainment in school for all children• Experience of initiating and leading new developments in education• Successful teaching experience in more than one phase• Evidence of the ability to work as a team and to manage staff effectively• Experience of carrying out performance reviews

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Evidence of strong professional subject knowledge • Understanding of New OFSTED framework. • Ability to plan lessons effectively for all pupils in a class setting with clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues • Ability to coach and mentor individuals to achieve specific outcomes • Ability to challenge and inspire colleagues • Strong ICT skills including use of interactive whiteboard for teaching • Clear understanding and commitment to safeguarding procedures • Ability to analyse data and pinpoint key issues in order to inform staff of the way forward • Knowledge and understanding of the effective inclusion of all children • Evidence of a commitment to equal opportunities 	<ul style="list-style-type: none"> • An understanding of the skills and attributes involved in effective leadership • Evidenced experience of raising standards within key whole school priorities • Knowledge of recent developments in education • Evidence of the ability to take ownership of whole school issues and participation in the leadership and management of the school • Understanding of use of data to raise standards • Evidence of experience of, and a commitment to, the involvement of parents and carers in the learning process • Knowledge and experience of monitoring and evaluating the curriculum, learning and teaching • Evidence of overcoming barriers for vulnerable pupils. • Sound knowledge of children with SEND.
Personal Qualities	<ul style="list-style-type: none"> • To relish challenge and perform efficiently in this significant key role • Ability to take responsibility for others' performance • To be able to lead by example • Tenacity and commitment while working under pressure • Ability to think strategically 	<ul style="list-style-type: none"> • A commitment to providing extra-curricular activities and an understanding of its impact upon school ethos

	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to organise, prioritise and delegate • The ability to synthesise information quickly and effectively whilst maintaining an intensive workload • Ability to manage time effectively and work to deadlines • Good team player • Ability to enthuse and motivate others • Good communication skills both orally and in writing 	
Other	<ul style="list-style-type: none"> • Commitment to inclusive practice • Commitment to all pupils • Good attendance and punctuality record 	<ul style="list-style-type: none"> • Governance experience/ involvement with governors