

# Assistant Headteacher - St Mary's Primary

## Pay & Contract

Leadership Scale 1- 5

Contract Type: Permanent/Full Time

## Overall Purpose of the Post:

- To support and assist the Headteacher in all aspects of school life.
- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of an Assistant Headteacher.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the Headteacher and School's Governing Body in accordance with the requirements set out in the current School Teachers' Pay and Conditions Document.

To promote and safeguard the welfare of all children and young people within the school, by assisting the Headteacher in ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff.

## Key Outcomes/ Activities

### Teaching and Learning

- Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- Liaise with colleagues to deliver units of work in a collaborate way
- Work with teaching assistants and the SENDCO
- Set targets for student attainment levels
- Set work for students absent from school
- Demonstrate good practice in the teaching areas of responsibility

### Assessing and Reporting

- Record students' work
- Maintain lesson evaluations
- Mark and return work within agreed time span, providing feedback and targets
- Provide assessment reports to monitor student progress
- Liaise with parents and attend consultation evenings
- Work within the Code of Practice relating to Special Educational Needs

### Leadership and Management

- Support and deputise for the head teacher
- Understand issues relating to the organisation, ordering, and funding of resources
- Support and uphold the school's policies on behaviour, discipline, and bullying
- Develop the curriculum of a key area across school
- Undertake responsibility for Teaching and Learning and Personal Development
- Coordinate the delivery of health and safety policies

- Contribute to staff development activities
- Manage/ deployment of Teaching Assistants and the continuous professional development to maximise their impact in the classroom
- Take an active part in school governance, reporting directly to the board around own areas of responsibility
- Support Senior Leaders in preparation for SIAMS inspection

### **Standards and Quality Assurance**

- Support the aims and ethos of the school and its Christian Distinctiveness
- Set a good example in terms of dress, punctuality, attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Attend team and staff meetings
- Develop links with governors, LEAs, and neighbouring school

Not all the above duties will need to be performed all the time and will vary according to the needs of the school at any one time. The specific focus for the Assistant Headteacher will be negotiated and agreed at the beginning of each performance management cycle.

In addition to the above duties, the postholder will carry out any other reasonable duties relevant to the role as determined by the Headteacher.

### **We can offer you:**

- Enthusiastic and happy learners who enjoy school
- A hardworking and supportive staff team who work well together
- CPD opportunities through the Trust offer
- A comprehensive health and wellbeing package, prioritising staff welfare through SAS

### **Why join Enhance Academy Trust?**

This is a fantastic opportunity to join an outstanding team within a successful and forward-looking academy trust with exciting career prospects for successful applicants.

As a Trust, we have developed a range of employee benefits. Here are just a few examples:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
- Wherever possible, PPA at home for teachers.

Visits to the school are welcomed and can be arranged by contacting the headteacher Lee Spencer on 01226 206422.

Closing Date: 13th May

Interviews: 22nd May

Applications for the post can be made using the following link [Assistant Head Vacancy](#)

This post is covered by the Disqualification under the Childcare Act 2006 and 2018 regulations. The preferred candidate for this post will therefore be required to complete a self-disclosure form.

Please note for this post you will be required to undergo an enhanced Disclosure and Barring Service check.

In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Personal e-mail addresses i.e. Hotmail; Gmail; even if from a former manager/employer are not acceptable. Applicants must provide a business e-mail address for referees.

St Mary's Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff / volunteers to share this commitment.

To view our Safeguarding and Child protection policy please see the school website

To view our Recruitment of Ex-Offenders policy please click on the following link - <https://documents.stmarysacademytrust.co.uk/policies/Recruitment%20of%20Ex-Offenders%20Policy.pdf>

*St Mary's Academy Trust welcomes applications from both genders and is committed to equal opportunities.*

*Any personal data collated will only be used for the purpose for which it is intended i.e the selection process and where required to carry out pre-employment checks, your data will be shared only with the recruitment panel, the data will be stored securely. If you are the successful candidate, your data will form part of your personal file. If you are unsuccessful your data will be retained and destroyed securely in 6 months.*