



## Assistant Headteacher

### Standards and Outcomes

### Kiveton Park Meadows Junior School

### Job Description

<b>Post:</b>	Assistant Headteacher with responsibility for raising Standards and improving Outcomes
<b>Hours:</b>	Full time; permanent
<b>Responsible to:</b>	Headteacher /JMAT / Local Governing Board
<b>School:</b>	Kiveton Park Meadows Junior School
<b>Scale:</b>	L3-7
<b>Liaising with:</b>	Headteacher, Leadership Team, Trustees, Local Governing Board, Staff, Pupils, Parents/Carers, External Agencies/Professionals
<b>Start date:</b>	September 2025

<b>The Core Purpose</b>	<p>To provide strategic leadership in raising standards and improving outcomes across the school, ensuring the highest quality of education for all pupils. The role will focus on driving progress, achievement, and teaching excellence, working as part of the Senior Leadership Team (SLT) to embed a culture of high expectations, effective assessment, and continuous school improvement.</p> <p>The assistant headteacher, under the direction of the headteacher, will take a major role in:</p> <ul style="list-style-type: none"> <li>• Formulating the aims and objectives of the school</li> <li>• Establishing policies for achieving these aims and objectives</li> <li>• Managing staff and resources</li> </ul>
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	<ul style="list-style-type: none"> <li>Monitoring progress towards the achievement of the school's aims and objectives</li> </ul> <p>The Assistant Head will also be expected to fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document (STPCD)</p> <p>The appointment is subject to the current conditions of employment for teachers contained in The School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.</p>
<b>Strategic Leadership and School Improvement</b>	<ul style="list-style-type: none"> <li>Lead on whole-school initiatives to raise standards in attainment and progress.</li> <li>As part of the leadership team, develop and implement robust school improvement plans to drive continuous improvement.</li> <li>Monitor and evaluate the impact of any interventions and teaching strategies on pupil outcomes.</li> <li>Lead on data analysis, identifying trends and using evidence to inform planning and targeted support.</li> <li>Work collaboratively with middle leaders to ensure a consistent approach to curriculum, teaching, and assessment.</li> <li>Support the headteacher in setting and achieving ambitious school-wide targets.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Model outstanding teaching and support staff in developing their practice.</li> <li>Lead CPD sessions and coaching for teachers and support staff to enhance classroom practice.</li> <li>Ensure high-quality planning, assessment, and feedback strategies are embedded across the school.</li> <li>Drive improvements in pedagogy, ensuring that teaching meets the needs of all pupils, including SEND, disadvantaged, and more able learners.</li> <li>Work in classes across school as needed.</li> </ul>
<b>Assessment and Data</b>	<ul style="list-style-type: none"> <li>Lead on whole-school assessment, ensuring robust tracking systems are in place.</li> <li>Analyse internal and external data to identify gaps and plan for appropriate delivery of targeted interventions.</li> <li>Provide reports on pupil progress to SLT, governors, and external stakeholders including JMAT leaders.</li> <li>Ensure statutory assessment requirements are met and communicated effectively.</li> </ul>
<b>Inclusion and Targeted Support</b>	<ul style="list-style-type: none"> <li>Oversee interventions for vulnerable groups, ensuring they make strong progress.</li> <li>Work with the SENDCo to ensure provision meets the needs of all learners.</li> <li>Lead on strategies to close gaps for disadvantaged pupils.</li> <li>With the headteacher, promote high expectations for attendance and behaviour, working with pastoral teams to support pupil engagement.</li> </ul>

<b>Leadership and Line Management</b>	<ul style="list-style-type: none"> <li>• Line manage identified staff, providing clear direction, support, and challenge.</li> <li>• Conduct appraisal reviews, setting and monitoring objectives.</li> <li>• Support recruitment, induction, and retention of high-quality staff.</li> <li>• Deputise for the headteacher as required.</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>• Work in partnership with parents, carers, and the wider community to improve pupil outcomes.</li> <li>• Contribute to school events, workshops, and parental engagement initiatives.</li> <li>• Liaise with external agencies, governors, and local networks to share best practices.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Consult and communicate effectively with the local governing body, staff, pupils, parents and carers.</li> </ul>
<b>Data, Security and Confidentiality</b>	<ul style="list-style-type: none"> <li>• To ensure strict confidentiality in all areas of work.</li> <li>• To ensure rigorous approaches to identifying, managing and mitigating risk.</li> <li>• To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the UK General Data Protection Regulations (GDPR).</li> <li>• To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.</li> <li>• To comply with the Trust and academy's policies and procedures at all times.</li> </ul>

This Job Description is to be performed in accordance with the provisions of the current School Teachers Pay and Conditions Document. The performance of these duties is under the reasonable direction of the Headteacher and Senior Leadership Team.

Qualified Teachers are expected to meet the Core Standards as set out in the Professional Standards for Teachers.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies. These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

**The post holder must always comply with the school's code of conduct.**