



Lower School Assistant Headteacher

Permanent: to commence 1<sup>st</sup> September 2025

## Lower School Assistant Headteacher: Permanent

Salary Scale: L8 - L12

Responsible to: Head of Lower School

### KEY RESPONSIBILITIES

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Professional Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### Lower School Assistant Headteacher RESPONSIBILITIES

- Development of the curriculum for Wales 3-16 across Lower School
- Quality assurance and adherence to SOL across Lower School
- Transition between progression steps
- Effective use of data to raise standards
- ALNCo for an identified campus
- Maintaining high standards of teaching and learning across Lower School
- Supporting the campus lead with campus specific operational routines and the day to day running of the site
- Deputy safeguarding lead
- Supporting other teachers to deliver high quality teaching and learning
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

## **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all pupils
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

## **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

## **Professional development**

- Regularly review the effectiveness of your leadership and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your leadership through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

## **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

## **Safeguarding:**

The Abertillery 3-16 Learning Community is committed to safeguarding and promoting the welfare of pupils and young persons at all times. All Teachers are responsible for promoting and safeguarding the welfare of all pupils for whom he/she is responsible, or with whom he/she comes into contact, in accordance with the Learning Community's policy. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau.

## **Equalities**

The postholder will be responsible for ensuring compliance with the Equalities Act 2010.



# PERSON SPECIFICATION

Selection Criteria	Assessment Method
<b>Qualifications</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status and EWC Registration</li> <li>• Evidence of further professional development</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Post Graduate Qualification</li> </ul>	Application form Application Form and Interview  Application Form
<b>Experience</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Successful teaching and curriculum experience across a range of Progression Steps</li> <li>• Experience of supporting whole school initiatives including the implementation of C4W</li> <li>• Experience of successful Middle Leadership</li> </ul>	Application Form  Lesson Observation and Interview  Application Form and Interview
<b>Professional Knowledge and Understanding</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Sound understanding of the Curriculum</li> <li>• Knowledge of best practice and procedures for safeguarding children and young people</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Experience of acting as Designated Safeguarding Person</li> </ul>	Lesson Observation and Interview Application Form and Interview  Application Form and Interview
<b>Professional Qualities</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.</li> <li>• Committed to the continuing professional development of self and others within the school.</li> <li>• Demonstrates flexibility approach to circumstances</li> <li>• Communicates enthusiasm and energy</li> </ul>	Application Form  Application Form Application Form Interview
<b>Skills and Aptitudes:</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Able to plan and organise effectively</li> <li>• Well-developed oral and written communication skills</li> <li>• Communicates at a level and in a manner appropriate to the situation</li> <li>• Adaptable to work across locations and Progression Steps</li> </ul>	Application Form Interview Interview  Application and Interview