

The Hamble School



Job Description

Job Title: Assistant Headteacher

Responsible to - The Headteacher

Purpose of the Role

To provide strategic leadership and operational management across key areas of school improvement, ensuring high-quality educational provision, excellent student outcomes, and a strong culture of behaviour, inclusion and wellbeing.

Key Responsibilities

- Provide strategic leadership to promote high standards of teaching, learning, behaviour and student outcomes.
- Promote an ethos of high expectations, inclusion, equality and respect across the school.
- Ensure that all students' learning and progress needs are met through effective support, intervention and provision.
- Lead on the development and implementation of whole-school systems.
- Contribute to the design, implementation and evaluation of school improvement strategies.
- Analyse performance data to identify priorities, address underachievement and secure sustained improvement.
- Lead and manage staff effectively, supporting professional development and ensuring accountability.
- Develop strong relationships with parents/carers, external agencies and other stakeholders to support student progress and wellbeing.
- Ensure robust safeguarding systems are in place and contribute to safeguarding leadership.
- Promote student voice, leadership opportunities and meaningful engagement in school life.
- Contribute to the development of curriculum opportunities, including enrichment and extra-curricular provision.
- Ensure equality of opportunity for all learners and promote inclusive practice.

Leadership Responsibilities

As a member of the Senior Leadership Team, the Assistant Headteacher will:

- Contribute to the strategic direction, self-evaluation and continuous improvement of the school.
- Lead on the development, implementation and monitoring of policies and systems.
- Model outstanding professional standards and act as a role model for staff and students.

- Lead and support staff through effective line management, coaching and professional development.
- Monitor and evaluate the quality of teaching, learning and outcomes across the school.
- Promote a positive school culture with high expectations and strong staff and student morale.
- Ensure clear communication with all stakeholders, including staff, students, parents, governors and external partners.
- Contribute to safeguarding, wellbeing and the wider development of students.
- Support staff recruitment, induction and retention to ensure a high-quality workforce.
- Ensure effective and efficient use of resources to support school priorities.
- Keep up to date with national and local developments in education and apply these to school improvement.

Key Areas of Responsibility

The successful candidate will provide strategic leadership for:

- Artificial Intelligence (AI) strategy and implementation
- Oversight of British Values
- Oversight of Careers Education
- Charitable and community activities
- Educational Visits Co-ordinator (EVC)
- Extra-curricular provision
- ICT Strategy
- KS2-3 pastoral transition and Summer School
- Oversight of PSHCRE
- Oversight of SMSCD
- Student Leadership
- Tutor Programme and development of the tutor role

The successful candidate will line manage a range of departments and pastoral leaders.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

