



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Headteacher

Location: New Regent's College

Grade/Salary: Leadership Scale L10-L14

Hours: Full-time

Responsible to: Deputy Headteacher

Purpose of the Role:

The Assistant Headteacher will work closely with the Headteacher and Leadership Team to ensure outstanding educational provision for all students, many of whom will have experienced exclusion, trauma, or disadvantage.

They will lead on key areas such as outreach and partnership work.

Please note the exact responsibilities within this role will be finalised based on the skills, experience, and interests of the successful candidate, in alignment with the needs of the school.

Key Responsibilities:

Strategic Leadership

- Support the Headteacher in setting the vision, ethos, and strategic direction of NRC
- Contribute to the development and implementation of the school improvement plan, with a focus on placements and outreach work.
- Act as a positive role model, promoting the highest standards of professional conduct, teaching, learning, and leadership.

Outreach & Partnership Work

- Lead the development and delivery of a high-quality outreach offer to mainstream schools.
- Build and sustain strong partnerships with local schools, the local authority, and external agencies.
- Ensure outreach work supports early intervention, inclusion, and prevention of exclusion.
- Monitor and evaluate the impact of outreach provision, ensuring it meets the needs of schools and pupils.

Placements, Reintegration & Transition

- Lead the strategic development and oversight of short-term, on-site alternative provision placements for pupils referred from mainstream schools.
- Ensure placements are clearly defined, time-limited, and focused on reintegration, transition, or next steps.
- Work closely with referring schools to agree placement objectives, monitor progress, and evaluate impact.
- Establish robust systems for tracking pupil outcomes, including academic progress, behaviour, attendance, and readiness for reintegration.
- Ensure consistency, quality, and high expectations across all on-site provision.
- Liaise with families, schools, and external agencies to support successful outcomes for pupils.

Operational Leadership

- Provide day-to-day leadership and line management for one or more key stages.
- Ensure high standards of teaching, learning, behaviour, and student engagement.
- Monitor student progress, attendance, and behaviour, implementing timely interventions.
- Support and develop staff to deliver consistently high-quality provision.

Safeguarding & Inclusion

- Promote a culture of safeguarding and inclusion across all areas of responsibility.
- Ensure that vulnerable learners, including those with SEND and SEMH needs, are well supported.
- Work closely with safeguarding and pastoral teams to ensure coordinated support.

Whole School Contribution

- Support the Headteacher in the day-to-day running of the school, ensuring smooth and effective operations across all key areas.
- Model high expectations and professional standards.
- Contribute to school improvement planning and self-evaluation.
- Represent the school in external meetings and partnerships.

Person Specification – Deputy Headteacher

Criteria	Essential	Desirable
Qualifications & Training		
Qualified Teacher Status (QTS).	x	
Degree or equivalent qualification.	x	
Evidence of recent and relevant professional development in leadership, pastoral or curriculum.	x	
DSL or safeguarding leadership training.		x
Experience		
Successful leadership experience at senior or middle leadership level	x	
Proven experience of working strategically with(in) mainstream schools to support inclusion and prevent exclusion.	x	
Experience working with students who have experienced exclusion, trauma, or disadvantage.	x	
Experience of working in or alongside a PRU, AP, or similar inclusive setting.		x
Experience of leading staff and managing change.	x	
Experience of using data to drive improvement and raise achievement.	x	
Significant experience of leading pastoral systems and improving behaviour, attendance, and engagement.		x
Proven track record of improving outcomes for vulnerable learners, including those with SEND, SEMH, trauma, or complex needs.		x
Knowledge and Understanding		
Strong understanding of the barriers that can lead to disengagement, suspension, or permanent exclusion.	x	
Knowledge of reintegration processes and best practice in supporting successful transitions back into mainstream education.	x	
Strong understanding of safeguarding, child protection, and multi-agency working.	x	
Strong understanding of SEND, SEMH, trauma, and other factors that can impact learning, behaviour, and attendance.	x	

Knowledge of effective behaviour support strategies, including restorative and trauma-informed approaches.		x
Knowledge of effective outreach, intervention, and inclusion strategies to support pupils and mainstream schools.		
Skills and Abilities		
Ability to lead and inspire staff and students with clarity, compassion, and high expectations.	x	
Strong strategic planning, problem-solving, and organisational skills.	x	
Excellent communication, interpersonal, and partnership-building skills.	x	
Ability to analyse data, draw insights, and lead informed decision-making.	x	
Ability to lead and support staff in managing challenging behaviour and responding effectively to pastoral concerns.	x	
Confident in representing the school with a range of stakeholders.	x	
Personal Attributes		
Committed to inclusion, equity, and improving life chances for vulnerable learners.	x	
Resilient, reflective, and solution focused.	x	
Able to work flexibly and collaboratively within a dynamic leadership team.	x	
A calm and consistent presence with a passion for making a difference.	x	