

Leytonstone School – Job Description

Associate Assistant Headteacher (fixed-term to August 2026)



Leytonstone
SCHOOL

Purpose of role
<p>To contribute to the purposeful and strategic development of Leytonstone School; leading to outstanding outcomes for pupils, the creation of a fair and supportive workplace and an exceptional reputation in the local community.</p>
General duties and responsibilities
<p>Leadership and management of the school:</p> <ul style="list-style-type: none">• To maintain a positive ethos in the school, through effective leadership and planning, which enables pupils and all members of the school community to achieve their potential;• To embed a culture of inclusivity and continuous improvements in pupil achievement, by contributing to the regular reviewing of the curriculum, teaching and learning, assessment and reporting mechanisms;• To ensure that staff are well-managed, supported and developed through effective performance management procedures and a self-improving process of professional development;• To contribute to securing the school’s financial viability through evaluating the efficient and effective use of teaching and support staff and the school’s premises;• To ensure the school continues to build its profile locally and nationally, through effective marketing and collaborative partnerships, so that it becomes a high-performing and oversubscribed institution;• Work within the school community to translate vision into agreed objectives and plans which promote and sustain improvement;• Actively demonstrate the school’s vision and values in everyday work and practice and ensure that learning is at the centre of strategic planning;• Keep up to date with and engage with national and local developments and ensure that all staff are aware of them;• Manage own workload and that of others, to support an appropriate work life balance;• Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money; maintaining an effective partnership with parents and carers to support and improve pupils’ achievement and development;• Ensure that the policies and procedures adopted by the governing body are fully implemented and followed by all pupils, staff and visitors;• Manage and organise the school environment efficiently to ensure it meets curriculum needs, safeguarding requirements and health and safety regulations;• Promote effective relationships with external parties, including other schools, and ensure learning practices for pupils are linked into and integrated with the wider community;• Promote the school’s commitment to safeguarding and welfare of children and young adults by continually reviewing practices and processes;• Ensure all post-holders are responsible for safeguarding and promoting the welfare of children and vulnerable adults by following Leytonstone’s procedures and practices in relation to Child Protection.

Contribution to Leytonstone School's ethos and aims

- To work alongside the SLT and the governing body in auditing and evaluating the impact and areas of development at Leytonstone School.
- To contribute to the development of appropriate resources, programmes of study, training strategies and policies within our CPD offer.
- To support the consistent monitoring, tracking and evaluation of the progress of pupils and the devising of strategies to address any occurring problems, including target setting.
- To work with the SLT to formulate coherent and relevant aims, objectives and strategic plans for the development of staff.
- To fully reflect the schools' ethos, aims and policies, particularly those relating to equal opportunities and equality.
- To implement all school and local authority policies, procedures and relevant practices within, in particular those relating to Health & Safety of staff, pupils and visitors.

Curriculum

- To liaise with HoDs to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum which complements the school's strategic plan.
- To ensure curriculum coverage, pace, continuity and progression for all pupils.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels which affect the success of Leytonstone School.
- To actively pursue the development of action research/case-study opportunities.

Deployment of staff

- To work with the SLT to ensure that development needs are identified and that appropriate programmes of support are designed to meet such needs.
- To contribute to performance management reviews and to act as line manager for a cross-section of middle leaders.
- To promote teamwork and to motivate staff to ensure effective working relations.

Quality Assurance:

- To implement school quality assurance procedures.
- To develop and maintain effective relationships with individuals and organisations including parents, the local governing board, Waltham Forest LA and the wider community to further the achievement of the Leytonstone School's aims.

- To support work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome.
- To implement modification and improvement where required

Communications:

- To ensure effective communication and consultation, as appropriate, between teachers, parents and pupils at Leytonstone School.
- Publicise and celebrate achievements, including managing the local and national media for this purpose.
- Assist with the organisation of open evenings and other events.
- Attend relevant LA meetings and events as required by the strategic focus of the role.

Marketing and PR:

- To contribute to marketing activities for Leytonstone School.
- To lead the development of effective links between Leytonstone School and the community, attending external training and events where necessary.
- To actively promote the development of effective links with external agencies

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher that are broadly within the level of the post.

This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

Reporting to: DHT (QoE)

Responsible for: Line-managing a small cross-section of middle leaders across the school

Associate Assistant Head Teacher - Person Specification

	Qualifications	Essential	Desirable
1	A degree or equivalent	Y	
2	Qualified Teacher Status (QTS)	Y	
3	Evidence of recent and relevant training and development in preparation for and/or development of leadership		Y
	Professional experience and knowledge		
4	Substantial experience of effective teaching with outcomes above the national average	y	
5	Some knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a secondary school	Y	
6	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	Y	
	Professional aptitudes, qualities and skills		
7	To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the school's vision, ethos, priorities and targets whilst empowering others.	Y	
8	To be articulate and approachable with excellent interpersonal skills both verbally and in writing.	Y	
9	To have proven sound decision-making skills combined with the ability to lead, influence and manage change.	Y	
10	To be astute and perceptive with strong analytical skills and the ability to use sound professional judgement in order to anticipate conflict and resolve issues imaginatively.	Y	
11	To be proactive, innovative and versatile with a high level of drive, enthusiasm, resilience, integrity and a sense of humour.	Y	
12	To be able to prioritise, plan and organise effectively.	Y	