



**Phoenix House**  
International School

**Job Description**

**Assistant Headteacher (Academic)**  
**Senior Leadership Team**

The Assistant Headteacher Academic (AHA) will be a visible, enthusiastic and inspiring senior leader who champions teaching excellence, academic ambition, and the highest standards of pupil progress across the school. They will ensure that every child at Phoenix House experiences a rigorous and enjoyable learning journey that reflects the very best of a British prep school education.

As a core member of the Senior Leadership Team (SLT), the AHA will provide strategic direction for curriculum, teaching, learning and assessment, embedding a culture of curiosity, scholarship, achievement, and high expectations. This role is central to the academic rhythm of a thriving prep school and requires commitment, presence, and the willingness to contribute fully to the life of a busy, active school.

This is a non-class-based role but includes teaching responsibility to model exemplary practice and maintain close connection with classroom life.

**1. Specific Responsibilities**

**Strategic Leadership & Vision**

- Lead the strategic development of the school's academic provision, ensuring alignment between curriculum, teaching, learning, assessment, enrichment and whole-school priorities, with a thorough understanding of 11+ and 13+ pathways, UK boarding school expectations, and the transition requirements for Rugby School Japan.
- Champion a culture of academic curiosity, independence, ambition and high expectations, ensuring this is consistently modelled across all classrooms.
- Ensure academic systems are meaningful, efficient and supportive of high-quality teaching and sustained pupil progress, particularly in preparing pupils for senior school entry and academic transition.
- Drive curriculum coherence, ensuring breadth, balance, progression and challenge across all phases, explicitly aligned with the academic standards of leading UK independent schools and senior school entry (11+ and 13+).
- Work closely with Rugby School Japan to ensure a smooth, well-aligned transition for pupils, including a shared understanding of curriculum expectations, assessment profiles and academic readiness.

**Curriculum, Teaching & Learning**

- Oversee the design, review and development of the curriculum in line with UK independent-school best practice and Phoenix House priorities.
- Work with subject leaders and Heads of Lower/Upper Prep to ensure curriculum mapping, long-term planning and assessment structures are purposeful and progressive.
- Lead high-quality professional development in pedagogy, differentiation, feedback, assessment for learning, challenge and curriculum design.
- Establish robust systems for monitoring and evaluating academic standards across the school (e.g., lesson observations, learning walks, book looks, planning reviews).
- Support staff in delivering consistently excellent teaching across year groups and subjects.

### **Assessment, Data & Reporting**

- Lead the school's assessment and reporting framework to ensure clarity, consistency, and meaningful communication with parents.
- Oversee the use of data analysis to monitor pupil progress, identify trends, and drive academic improvement.
- Ensure that assessment cycles and reporting processes align with national benchmarks and school priorities.
- Present academic data and analysis to the Head, SLT, Board of Directors and external bodies as required.

### **Teaching & Classroom Leadership**

- Teach to model outstanding practice, demonstrating expertise in planning, differentiation, assessment and subject knowledge.
- Use teaching responsibilities to maintain visibility, credibility and direct insight into classroom pedagogy and pupil progress.
- Provide coaching, mentoring and professional feedback to teaching staff.

### **Operational & Administrative Oversight**

- Organise internal cover for absent members of teaching staff, acting as first point of communication for any staff absence or illness.
- Provide class cover where needed to ensure continuity of learning.
- Oversee academic documentation, planning expectations, assessment schedules and curriculum compliance.
- Liaise with external bodies (e.g., COBIS, IAPS, RSJ, inspection frameworks) to maintain compliance and uphold high academic standards.

### **Team Leadership**

- Lead and support subject leaders, ensuring a unified and coherent academic strategy across the school.

- Guide teachers in their professional growth through coaching, mentoring and performance management.
- Foster a professional team culture that is ambitious, collaborative, scholarly, and solutions-focused.

### **Community, Events & Partnerships**

- Lead academic events, parent workshops, curriculum evenings, and information sessions.
- Build partnerships with educational organisations, exam bodies, curriculum specialists, and external advisors.
- Ensure academic provision supports all major school events, enrichment activities and community programmes.

### **2. Development of the School**

- Contribute to the School Development Plan, leading specifically on academic, curriculum and assessment priorities.
- Promote a culture where every pupil is encouraged to think critically, take intellectual risks, and strive for excellence.
- Review and develop academic and assessment policies to ensure they remain innovative and effective.
- Support transition programmes and ensure curriculum continuity for pupils joining or leaving Phoenix House.
- Represent academic priorities in whole-school planning, communication and reporting.

### **3. Management**

- Work collaboratively within the SLT, ensuring strong alignment between academic, pastoral, enrichment and operational priorities.
- Lead curriculum and subject leaders, providing clarity of direction and monitoring high standards of implementation.
- Oversee academic records, assessment systems and curriculum documentation, ensuring accuracy and professionalism.
- Support the Head and Deputy Head in preparing reports for inspection, accreditation and governance.
- Deputise for the Head or Deputy Head if required.
- Support the operational rhythm of the school, modelling professionalism, warmth and high expectations.

### **4. Other Specific Responsibilities**

- Contribute actively to House life and the wider Phoenix House community.
- Attend and contribute to school events, parent evenings, open days and assemblies.
- Support residential and off-site learning experiences as part of Phoenix House's holistic educational offer.
- Participate in CPD, professional learning and performance management in line with SLT expectations.

- Uphold and model the Phoenix House ethos, values and high expectations in all interactions.

### **Safeguarding & Child Protection**

Phoenix House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to background checks in line with safer recruitment policies.