

Job Description

Assistant Headteacher (Student Belonging)

3rd February 2026

Post: Assistant Headteacher

Responsible to: Headteacher

N.B. This Job Description should be read in conjunction with the Job Description for Teacher

Job Purpose

To work collaboratively with the Headteacher and other leaders so that Testwood students are respectful, resilient and proud to take responsibility in our community. This will involve strategic planning, curriculum development, staff management, staff training and school improvement initiatives. It will also involve deputising for the Headteacher when necessary.

Main responsibilities

a) Strategic Responsibilities

- **Ensuring that students' transition to Testwood is well-organised and the induction process is always effective and enjoyable for students irrespective of when this takes place.**
- **Ensuring that students feel high levels of belonging at Testwood so that all students are able to thrive academically, socially and emotionally.**
- **Ensuring that the daily tutor time is used effectively to develop student belonging so that all students are able to thrive academically, socially and emotionally.**
- **Ensuring that the house system is used effectively to develop student belonging so that all students are able to thrive academically, socially and emotionally.**
- **Ensuring that the mentoring system is used effectively so that all students are able to thrive academically, socially and emotionally.**
- **Ensure that the reward system is effective and consistent in recognising and motivating students.**
- **Lead the development of student leadership throughout the school so that all students experience a leadership role and that this contributes to school improvement**
- **Develop the School Council so that it develops effective student leaders who contribute to the improvement of the student experience of school.**
- **Lead and develop the use of the student voice in a systematic way to inform school improvement**

- **Co-ordinate, develop and publicise the Super-Curriculum at Testwood so that all students take part in teams, clubs and visits every year.**
- **Ensure that staff and students are aware of equality, diversity and inclusion issues that relate to students and that appropriate actions are put in place where identified.**

b) Operational Responsibilities

- Ensure that all students are presented with a Student Planner on arrival to support their organisation and home-school communication.
- Carry out surveys of the student voice at least termly and share the findings as appropriate
- Ensure that mentoring is provided appropriately and systematically.
- Oversee the organisation of Celebration Assemblies at the end of each term
- Oversee the organisation of Certificate Evening
- Organise the Y6/7 Induction days and the Y6 Information Evening

c) Policy Responsibility

- Code of Conduct in Extra-Curricular Sport
- Collective Worship Policy
- Equality Policy
- Physical Activity Policy
- Transgender Policy
- Uniform Policy

d) Leadership and Management of Staff

- **Line-management of the Curriculum Leaders**
- **Line-management of a Year Leader**

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.