



Hadrian Learning Trust

JOB DESCRIPTION

Post Title:	Assistant Headteacher (Student Standards and Support)	Director/Service/Sector :	Children's Services
Band:	L11 - 15	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Headteacher	Date:	June 2026
Job Description Ref:	HLT AHT		

Responsible for:

Contact with young people: This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

Job Purpose:

To provide strategic leadership for behaviour, attendance and student support, ensuring that all young people are safe, happy and achieve highly. The postholder will lead the development of a strong, inclusive culture rooted in the school's values of Respect, Engage, Aspire, where excellent behaviour enables excellent teaching, and where all students can fully access and enjoy their education. This role is central to ensuring that every young person thrives, with barriers to learning removed so that all students are on an equal footing and relish coming to school each day.

Resources	Staff	Management of Heads of Year
	Finance	Allocated budget
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public external agencies).

Duties and key result areas:

To assist and support the work of the curriculum leader as follows.

1. Strategic Leadership

- Lead whole-school strategy for behaviour, attendance and student support
- Drive a culture where high expectations, consistency and strong relationships underpin success
- Promote a shared vision where **excellent behaviour enables excellent teaching and learning**

Queen Elizabeth High School

Whetstone Bridge Road, Hexham, NE46 3JB
T: 01434 610300 E: admin@qehs.net
www.qehs.net

Executive Headteacher: **Graeme Atkins**
Head of School: **Neil Seaton**

Hexham Middle School

Whetstone Bridge Road, Hexham, Northumberland NE46 3JB
T: 01434 610300 E: admin@hexhammiddle.org.uk
www.hexhammiddleschool.co.uk

Executive Headteacher: **Graeme Atkins**
Head of School: **Liam Watters**

- Contribute significantly to school self-evaluation and improvement planning
- Champion a culture of inclusion, ensuring all students can succeed

2. Behaviour, Attendance and Culture

- Lead and continuously refine the school's behaviour systems to ensure a calm, purposeful environment
- Develop and implement highly effective attendance systems, ensuring rigorous monitoring and intervention
- Ensure consistency of expectations across staff and departments
- Promote a culture where students are **engaged, respectful and aspirational**
- Ensure barriers to learning are systematically removed so all students can access learning equally

Expertise in leading whole-school systems such as behaviour and attendance will be a significant advantage in this role.

3. Student Support, Inclusion and Safeguarding

- Lead a coherent and effective student support model across the school
- Ensure all students, particularly vulnerable and disadvantaged learners, receive timely and targeted support
- Promote a culture where every student feels safe, valued and supported
- Work effectively with families and external agencies to support students
- Contribute to safeguarding leadership, with the **Designated Safeguarding Lead (DSL) responsibility incorporated over time** to allow the successful candidate to fully understand the school context

4. Removing barriers and securing equity

- Ensure that **access to learning is equitable for all students**, regardless of starting point
- Lead systems that remove barriers linked to disadvantage, SEND, attendance and behaviour
- Promote inclusive practices which ensure all students feel a sense of belonging
- Develop a culture where all students **enjoy their school day and are motivated to attend and succeed**

5. Leadership and management of staff

- Line manage key pastoral and support staff
- Build staff capacity through coaching, support and professional development
- Ensure high levels of consistency and accountability across teams
- Model strong relationships, high expectations and professional integrity

6. Operational and whole school leadership

- Play a full and visible role as part of the Senior Leadership Team
- Support the day-to-day running of the school
- Contribute to policy development, systems and routines
- Represent the school with parents, the trust and external partners
- Contribute fully to the wider life of the school community

7. Whole School Responsibilities

- Liaise with parents and outside agencies where necessary to establish an understanding of the wider needs of a student
- Attend multi-agency meetings where relevant
- Provide advice and guidance where relevant for students seeking support
- Where relevant, liaise with academic team regarding academic support and its implementation
- Communicate with relevant staff where necessary regarding support in place for students
- Provide advice and guidance to staff, pupils and others across the school as necessary
- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
 - Safeguarding and Child protection
 - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others
 - Data protection
 - Confidentiality and data protection Reporting all concerns to an appropriate person
- Support the school's policies that ensure equality of opportunity across a range of abilities
- Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required
- To undertake First Aider training appropriate with the role and nature of activity
- To undertake other duties and responsibilities as required commensurate with the grade of the post

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns

you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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 a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

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.

Work Arrangements

Transport requirements:	None
Working patterns:	Monday to Friday
Working conditions:	Office and Classroom based

Work Arrangements

Transport requirements:	Required to use own transport to travel within and out-with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors; there may be occasions where you would be required to work at Hexham Middle School or other school within the Trust

PERSON SPECIFICATION

Essential	Desirable	Assess by
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Knowledge and Qualifications

<ul style="list-style-type: none"> • Qualified Teacher Status. • A DfE recognised and relevant teaching qualification. • A degree • Strong understanding of behaviour systems and school culture • Knowledge of strategies to improve attendance • Secure understanding of safeguarding responsibilities • Understanding of how to remove barriers to learning • Knowledge of inclusive practice and supporting vulnerable 	<ul style="list-style-type: none"> • NPQSL (or working towards) • Knowledge of trauma-informed or relational approaches • Understanding of SEND systems and provision 	<p>(a), (t), (g)</p>
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learners		
Experience		
<ul style="list-style-type: none"> • Successful leadership experience (middle or senior) • Proven impact in improving behaviour, attendance or pastoral systems • Experience of leading and developing staff • Experience of leading whole-school priorities • Strong track record as an effective classroom practitioner 	<ul style="list-style-type: none"> • Experience of safeguarding leadership (DSL/DDSL) • Experience of multi-agency working • Experience of leading inclusive or SEND provision 	(a), (i), (g)
Skills and competencies		
<ul style="list-style-type: none"> • Ability to lead culture and secure consistency across a school • Strong strategic thinking and problem-solving • Excellent communication and interpersonal skills • Ability to inspire, challenge and support staff • Ability to manage complex situations calmly and effectively 		(a), (i), (t)
Personal Qualities		
<ul style="list-style-type: none"> • A genuine passion for the success and wellbeing of young people • Deep commitment to ensuring all students are safe, happy and achieve highly • Belief in high expectations and inclusive practice • Resilient, reflective and values-driven • A visible, approachable and positive leader • Strong alignment with the school's values of Respect, Engage, Aspire 		(i)
Other		
Willingness to participate in personal and professional development	Evidence of learning beyond the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Please note that Recruitment and Selection records will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.