

## Teacher and leadership generic job descriptions

The following generic job descriptions/person specifications for school leaders have been developed:

All documents are in Microsoft Word format and open in a new window.

- [primary assistant headteacher \(AHT\) inclusion](#)
- [primary assistant headteacher \(AHT\) teaching and learning curriculum](#)
- [primary deputy headteacher \(DHT\) teaching and learning curriculum](#)
- [secondary assistant headteacher \(AHT\) curriculum and assessment](#)
- [secondary assistant headteacher \(AHT\) pastoral and inclusion](#)
- [secondary assistant headteacher \(AHT\) teaching and learning](#)
- [special assistant headteacher \(AHT\)](#)

These job descriptions were developed as part of the ELP recruitment and development committee's [Diversity in leadership programme](#) in collaboration with Teach West London, to support the mock interview part of the programme. The recruitment and development committee felt it would be useful, following consultation with committee members, unions, and Schools HR, if these were made available for Ealing school's use.

They can be used to support schools in a range of areas.

- recruiting new staff when filling a vacancy
- revising the roles of existing staff
- updating existing documentation
- conducting the appraisal processes
- revising staffing structures or restructuring.

They may be used in their entirety or personalised to suit individual needs. It is recommended that you look carefully through both the job description and corresponding person specification to ensure they meet your needs. We recommend that they are reviewed on a regular basis to ensure they reflect an individual's current role.

The following are also available – previously consulted on – and are suitable for use in primary and/or special schools but with some modifications can be adapted for high schools.

- [Class teacher job description](#) and [Class teacher person specification](#)
- [Teaching and learning responsibility \(TLR2\) job description](#) and [Teaching and learning responsibility \(TLR2\) person specification](#)
- [PSHE \(TLR2\) job description](#) and [PSHE \(TLR2\) person specification](#) *this will not be applicable or appropriate for all schools*

[Diagram showing some progression from TLR to AHT to DHT roles \(pdf\)](#)

### Generic headteacher job descriptions

A range of generic headteacher job descriptions can be found in appendices of the recruitment and selection guidance for senior school staff and other school staff, available on the [HR policies page](#).

#### Related content

[School teachers pay award 2024](#)

[Teacher appraisals](#)

#### Related services

[School workforce development support 2025/26](#)

[HR advice and consultancy 2025/26](#)

#### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

Last updated: 31 Mar 2025