

ASSISTANT HEADTEACHER



anglo.portuguese School of London



**Recruitment Pack
2026**

Primary 5-11 years

Start date: 1st September 2026

Location :

Anglo-Portuguese School of London
25 Courthouse Way London SW18 4QG

WELCOME



Welcome, and thank you for your interest in joining the Anglo Portuguese School of London.

We are a welcoming and inclusive community school that celebrates the diverse backgrounds of our pupils. Every child is encouraged to explore new opportunities, including learning Portuguese.

Our aim is to offer a nurturing and ambitious environment where children grow academically, socially and emotionally.

At APSOL, children thrive when they feel safe, valued and inspired. Our curriculum encourages curiosity and creativity, while nurturing key values of respect, resilience and responsibility. We work in strong partnership with families and the wider community to support every child's journey.

We place great importance on our dedicated staff, who bring teamwork, professionalism and a commitment to continual growth.

Safeguarding and wellbeing are central to everything we do. Every child deserves to feel protected, supported and ready to succeed.

If you're passionate about high standards, inclusion and a child-centred approach, we would be delighted to receive your application and learn more about what you can contribute to our school.

We look forward to welcoming the right candidate to APSOL.

APSOL is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to enhanced DBS clearance and satisfactory references.

https://angloportugueseschool.org/wp-content/uploads/2025/12/Safer-Recruitment-Policy-Judicium_December-2025-.pdf

Location :

Anglo-Portuguese School of London
25 Courthouse Way London SW18 4QG

ASSISTANT HEADTEACHER JOB DESCRIPTION



School: Anglo-Portuguese School of London

Job title: Assistant Headteacher

Salary: Leadership scale inner London L6-L10

Line manager: Headteacher

The Assistant Headteacher is a member of the senior leadership team, who assists the Headteacher in leading and managing the School with specific performance management responsibility for teaching and standards.

This job description is subject to the general conditions of service as set out in the School Teachers' Pay and Conditions Document, from time to time in force. The job description has been developed with reference to the Headteachers' Standards.

Key Duties and Responsibilities:

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document, including some provision for cover of absent teachers.
- Shared teaching responsibility of Year 6 class, alongside another AHT, with non-teaching time for leadership.

The internal organisation, management and control of the school

- To play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school.
- Planning improvement which will translate school aims and policies into actions.
- Implementing the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, special needs and other protected characteristics.
- The efficient organisation, management and supervision of school routines.
- monitoring progress towards their achievement.

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ASSISTANT HEADTEACHER JOB DESCRIPTION



Curriculum Development

- To be responsible for progress and support across Key Stages 1 and 2

To contribute to:

- The development, organisation and implementation of the school's curriculum, particularly English.
- School policies on curriculum, teaching and learning, assessment, recording and reporting.
- Ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals.
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

Pupil Care

- To be responsible for the line management of specific faculty areas.

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.
- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour.
- The development of a culture of independent learning.
- The handling of individual pupil disciplinary cases.

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ASSISTANT HEADTEACHER JOB DESCRIPTION



The management of staff

- To be responsible for the line management and performance management of specific subject leaders.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

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HOW TO APPLY

Post Information

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Line manager: Headteacher



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How to apply

- Complete a [school application form](#) including your supporting statement. (CVs are not accepted)
- Name two referees, the latest needs to be your current employer.

If you have any queries about this post, please contact:

Marta Correia, Headteacher

0203 417 0905

We welcome visits by all applicants. Please contact the school administrator to arrange:

Susan Spinola

info@angloportugueseschool.org

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