

St Mary's Catholic Primary School
Assistant Headteacher Job Description

Indicative Salary Range (ISR) – L5 – L8

Responsible to: The Headteacher

Responsible for: Broader Curriculum

1 Introduction

- 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint somebody who can demonstrate commitment to the Catholic mission, vision and values of the school. A person, who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
- 1.2 The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the headteacher and the Assistant headteacher and will be reviewed annually.

2 Core Purpose of the Assistant Headteacher

- 2.1 In addition to the responsibilities of a teacher as set out in the school teachers' pay and conditions document, you will also undertake the following duties and responsibilities: -
- 2.2 Promote the spiritual and moral development of all the pupils and to endeavour to maintain and develop the Catholic character of the school in accordance with the directions given by the Governors and the Headteacher
- 2.3 To take an active role in the leadership and management of the school in partnership with the Headteacher and Deputy Headteacher
- 2.4 To develop the wider curriculum, supporting subject leaders and phase leaders to ensure that high quality teaching and learning leads to successful outcomes for pupils in terms of their achievement, attitudes to learning, behaviour and personal development.
- 2.5 To become an active member of the safeguarding and pastoral team in promoting and safeguarding the welfare of all children, enabling every child, whatever background or their circumstanced to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution' achieve economic well-being; recognise their own dignity and the dignity of others as children of God.

- 2.6 Promote the well-being of staff and pupils by being an exemplar role model, committed to the vision of the school and willing to trial new approaches based on research and practical advice in order to enhance the provision for the children.
- 2.7 To have a proven-record of impacting on standards for children and to be an example of what effective teaching and learning looks like to other teachers and member of staff.
- 2.8 To support the SLT in the wider running of the school, including out of school events and work in the community.

3 Professional Duties

- 3.1 To undertake the duties and responsibilities of a senior leader as required by the Head Teacher (see school teachers pay and conditions document).
- 3.2 To be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practical

Key Areas of Responsibility

4.1 Impact on educational progress

- Be accountable for monitoring the progress of all pupils across the wider curriculum and directing subject leaders to ensure that progress is being made across the range of subjects, reporting progress to the Leadership Team and Curriculum and Standards committee termly
- To input in to the whole school development plan priorities for the wider curriculum
- To direct subject leaders and support them to show attainment and progress in their subject

4.2 Leading, developing and enhancing the teaching practice of others

- To support the strategic vision of the school by monitoring, assessing and developing the teaching practice and roles of teachers and support staff
- Work with the Headteacher, Deputy Headteacher, Subject Leaders, teachers and support staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school in order to meet the needs of all pupils
- To actively seek and promote best and innovative practice to enrich the range of teaching and learning styles for all pupils across the school and to liaise with all teachers towards the implementation of such practice
- Lead staff meetings, INSET for staff and parent workshops

4.3 Accountability for leading, managing and developing whole school initiatives

- Liaise with all subject leaders to ensure continuity, progression and innovation across the school
- Analyse school data and other external information to maximise impact on teaching and learning
- Ensure that all policies and procedures are adhered to across the school

4.4 Management responsibility

- Be a team leader for performance management
- Support the professional development of teachers and other staff including coaching and mentoring
- Support and enable teachers and support staff to develop and implement innovative strategies for learning and teaching in order to improve standards

4.5 Resources / Administration

- Support Subject leaders with their budgets to ensure spending is efficient against school development needs
- Lead whole school assemblies as and when required by the Headteacher
- Inform SLT meetings representing the voice of the staff against school improvement priorities
- Actively support SLT to ensure pupils' experience effective transition to the next phase both academically and personally
- Plan with SLT and subject leaders wider experiences, trips and theme days / weeks to enhance the teaching of the curriculum

4.6 Other

- Be an example of secure teaching and learning through own teaching commitments including allocated teaching time, team-teaching and coaching and mentoring

- Be proactive in keeping up to date with changes to curriculum, inspection frameworks, papers and research to ensure best practice in school
- Actively support transitions between phases to ensure continuity of knowledge and understanding across the school
- Support decision making and strategic development planning across the school
- Support behaviour management as an active part of the pastoral team, including during unstructured times at play and lunchtime
- Maintain positive and productive lines of communication between SLT and the rest of the staff
- Liaise with outside agencies as and when necessary
- Prepare reports and feedback to governors
- Support Deputy Headteacher with mentoring of student teachers and ECTs
- Communicating effectively with parents and other stakeholders

Signed: _____ (*Assistant Headteacher*)

Date: _____

Signed: _____ (*Headteacher*)

Date: _____

Job description to be reviewed at least annually or when required