



Assistant Headteacher



Job Description

CORE PURPOSE OF THE POST:

- To fully support the Catholic ethos and life of the school.
- To be a member of an effective leadership team, able to support in moving the school forward.
- To be an outstanding teacher.
- To assist in providing professional leadership and management for the school. This will contribute to securing success and improvements for the school, ensuring high quality education and personalised learning for all pupils and high standards and achievement in all areas of work.
- To carry out the duties of a school teacher as set out in the latest Teachers' Pay and Conditions document, and any particular duties that the Co-Headteachers may reasonably direct.

MAIN OBJECTIVES:

Creating the Future - Critical to the role of Assistant Headteacher at St John's Catholic Primary School is working with the leadership team, Local Governance Committee and others to create a shared, strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.

Teaching and Leading Learning - To be a model of excellent practice and to provide effective learning and teaching to enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. You will also be expected to have a coaching/mentoring role in respect of other members of staff.

Supporting the Organisation - To work with the leadership team in providing effective organisation and management and to lead, maintain and seek ways of improving organisational structures and functions. To ensure that the school, the people and resources within it are well organised and managed to provide an efficient and effective safe learning environment.

Strengthening Community Involvement - To support the leadership team in engagement with the internal and external school community and parish, modelling the principles of equity and entitlement. To encourage and engage in collaboration with other schools in order to bring positive benefits to the school and share its expertise more widely.

Actions:

Creating the Future

- work with the whole leadership team to build on the school's vision ensuring it is fully embraced, clearly articulated, and acted upon effectively by all.
- embody the vision and values of the school.
- motivate and work with others to create a shared culture and positive climate.
- attend Local Governance Committee meetings when appropriate and provide reports on some occasions.

Teaching and Leading Learning (Phase)

- ensure a consistent and continual focus on raising pupils' achievement.
- contribute to a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- contribute to the implementation of strategies which secure high standards of behaviour and attendance.
- determine, organise, and implement the curriculum.
- monitor and evaluate the curriculum and its assessment across a phase and identify and act on areas for improvement.
- use data and benchmarks to monitor progress in every child's learning and focus teaching.
- monitor and evaluate the quality of teaching and standards of learning and achievement of pupils across a phase/school.
- Teaching commitment of approx. 0.5 within either a specific class, classes or age range of children (to be decided on appointment).

Supporting the Organisation

- Be an active member of the School's senior leadership team
- Construct, develop, monitor and review, with the Co-Headteachers, the specific aspects of the curriculum or school development priorities delegated to the Assistant Headteacher's management.
- contribute to the development, implementation and evaluation of school policies.
- attend weekly senior leadership meetings.
- support in the recruitment and appropriate deployment of staff in order to maximise their impact on pupil progress.
- share responsibility with the leadership team for Performance Appraisal of teaching and support staff.
- use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
- assist the leadership team in the development of a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- take an active part in staff meetings and training sessions to further individual and whole school development by contributing effectively to the work of the wider team.
- assist leaders in the delivery of Collective Worship.
- develop good relationships with pupil and play a key role in the maintenance of exemplary discipline throughout the school.
- take on any additional responsibilities which might be determined by the Co-Headteachers from time to time.

Strengthening Community Involvement

- assist the leadership team in building a school culture and curriculum that takes account of the school's community.
- create and promote strategies for developing positive relations and dealing with any kind of discrimination.
- ensure learning experiences for pupils are linked to and integrated with the wider community, celebrating the Catholic life of the school and the liturgical year.
- further develop community based learning experiences.
- create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development

Person Specification

	Essential
Qualifications Training	<ul style="list-style-type: none"> • degree (E) • QTS (E) • evidence of further training in leadership and management e.g. NCSL TLR, Leading from the Middle or NPQML, NPQSL (D)
Experience	<ul style="list-style-type: none"> • successful classroom experience (E) across the whole primary age range (D) • involvement in school self-evaluation and school development planning (E) • successful leadership and management experience leading directly to improvements (E) • line management experience (E) • successful at leading a curriculum area (E) • leading whole school or key stage Collective Worship (E)
Skills and Knowledge	<ul style="list-style-type: none"> • knowledge of the curriculum and assessment (E) • experience of appropriate assessment, data analysis, monitoring and evaluation procedures for school improvement (E) • communication skills: the ability to make points clearly and understand the views of others (E) • decision making skills: the ability to solve problems and make decisions (E) • teamwork: the ability to work collaboratively with others (E) • self-management skills: the ability to plan time effectively and organise oneself well (E)

Disposition & Attitude	<ul style="list-style-type: none">• practicing Catholic (D) or commitment to supporting the values of the Catholic Church and the Catholic life of the school (E)• high expectations for pupil achievement (E)• ability to prioritise workload and work to specific deadlines (E)• ability to inspire, challenge, motivate and empower others (E)• commitment to raising standards (E)• ability to sustain personal motivation and that of all staff (E)• able to welcome and act on feedback(E)
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