



Job Description for Assistant Headteacher

Job Title:	Assistant Headteacher
Responsible to:	The Headteacher
Primary Purpose	
<p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Assist the Headteacher in leading and managing the school • Assist the Headteacher in safeguarding and promoting the welfare of children and young people • Protect and ensure the implementation of the school's Catholic ethos. • Support and represent the Headteacher at meetings as and when required • Undertake the professional duties of the Headteacher in his absence • In agreement, undertake such duties as are delegated by the Headteacher • Model excellent teaching • Work in collaboration with the Headteacher in formulating and reviewing the Mission Statement, Whole School Development Plan, aims and objectives of the school by: <ul style="list-style-type: none"> - Establishing the policies through which they shall be achieved - Managing staff and resources to achieve aims - Monitoring progress towards their achievement 	
Main Tasks	
<p>Organisation and Management</p> <ul style="list-style-type: none"> • To actively support the headteacher in the drive to consistently high standards of attainment and progress. • To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment and ensure statutory responsibilities are met. <p>To contribute to:</p> <ul style="list-style-type: none"> • Fulfilling the school's Mission Statement • Maintaining and developing the Catholic ethos, values and overall purposes of the school • Formulating the aims and objectives of the school and policies for their implementation • A development plan which will translate school aims and policies into actions • Monitoring and evaluating the performance of the school and its achievements as a Catholic school • Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs • The efficient organisation, management and supervision of school routines 	
Curriculum Development	
<p>To contribute to:</p> <ul style="list-style-type: none"> • The design, development, organization, implementation and impact of the school curriculum • School policies on curriculum, teaching and learning styles, assessment, recording and reporting • Ensuring that the learning and teaching provided, forms a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs • Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school • 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 future management of the school • Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided • The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school 	
Pupil Welfare	

To contribute to:

- The development, organisation and implementation of the school's policy for behaviour and the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The promotion among pupils of standards of conduct/discipline, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

The Management of Staff

- To participate in the selection and deployment 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 made in accordance with the regulations for the appraisal of the performance of personnel in school
- To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needsStudents under training/work experience
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- To maintain good relationships with individuals, groups and staff unions and associations.

The Management of Resources

To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement.

- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- To contribute to arrangements for the security and effective supervision of the school site, its contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

Relationships

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with Diocesan and Authority officers and support services.
- To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the parish community, local organisations and employers:
- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

The job description may be amended at any time following a consultation between the Headteacher and the employee.