



## **JOB DESCRIPTION**

### **St Joseph's Catholic Primary School Reporting to: Head of School Assistant Headteacher L3-L7**

#### **Introduction**

The Assistant Headteacher works in partnership with the Head of School and Executive Headteacher and is line managed by the Head of School.

The Assistant Headteacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the Trust Deed of the school, the Instrument of Government, Canon Law and the teachings of the Catholic Church and within the terms and conditions of the current School Teachers' Pay and Conditions Document and relevant employment legislation.

The contract of Employment between the Governing Body and the Assistant Headteacher will be the current Contract of Employment for a senior teacher issued by the London Diocese.

The job description can be amended at any time, following consultation between the Assistant Headteacher, the Head of School and the Executive Headteacher and will be reviewed annually.

#### **Core purpose**

The core purpose of the Assistant Headteacher is to provide professional leadership and day to day management for the school, carrying out the functions of an Assistant Headteacher under the direction of the Head of School.

The Assistant Headteacher ensures that:

He/she deputises for the Head of School in her absence

- the school is conducted as an Catholic school in accordance with the trust deed and instrument of government, the teachings of the Catholic Church;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school sets high expectations, provides quality teaching and learning which brings high standards of academic achievement, pupil behaviour, spiritual and moral growth and personal development;
- the school promotes and safeguards the welfare of all children.
- the school meets all statutory requirements.
- the work of the school is effectively monitored, evaluated and reviewed.

#### **Areas of responsibility**

##### **1. Shaping the future**

In partnership with the governing body, the Executive Headteacher and the Head of School, The Assistant Headteacher:

- articulates a clear vision for the school, which reflects the schools distinctive Catholic character;
- establishes and implements a strategic plan, rooted firmly in the mission of the Catholic Church, which ensures pupils achieve high standards and develop in all aspects of their education, the religious, the spiritual and the moral as well as the academic;
- shares the strategic vision with pupils, staff and parents and enables them to participate fully in the school's mission;
- maintains and develops a distinctively Catholic ethos which permeates all aspects of school life;
- establishes a programme of worship and liturgy in accordance with the rites and practices of the Catholic Church;
- monitors and evaluates the effectiveness of the school in realising its mission as a Catholic Church school.

## **2. Leading learning and teaching**

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher leads in achieving high quality teaching and learning by:

- establishing a learning community within which each individual pupil is enabled to achieve his/her potential;
- establishing a school environment and a behaviour code, which supports effective teaching and learning;
- developing partnerships with parents to support pupils' learning and achievement;
- determining, organising and implementing a broad and balanced curriculum with equality of access, within the context of the National Curriculum and the Catholic school;
- ensuring religious education and spiritual and moral education for all pupils in accordance with the teaching of the Catholic Church;
- ensuring that Personal, Social and Health Education and Citizenship Education are in accordance with the teaching of the Catholic Church;
- establishing appropriate schemes of assessment to track pupil progress;
- establishing effective systems for monitoring and evaluating the curriculum and its assessment;
- establishing effective systems for monitoring and evaluating teaching and learning.

## **3. Developing self and working with others**

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher enables staff to develop their potential and achieve high standards by:

- actively continuing his/her own professional development so as to be well equipped to deal with the increasingly complex role of leadership of the school community;
- ensuring all new staff are successfully inducted into the school and are able to develop sound understanding of the nature and purpose of the school as a community;
- building effective professional relationships with all staff so as to motivate and enable them to carry out their respective roles effectively;
- providing staff with a role model for continuing professional development;
- implementing effective systems of performance management which support staff development.

## **4. Leading and Managing the Organisation**

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher provides effective organisation and management of the school in the best interests of the school community and implementation of its mission as a Catholic Church school by:

- setting appropriate priorities for expenditure, allocating funds and ensuring financial control, in accordance with governing body policies;
- working with governors and senior colleagues to recruit, induct and develop high quality staff;
- managing, deploying and developing staff to secure the quality of education and pupils' achievement;
- managing and monitoring use of resources in order to secure the quality of education and pupils' achievement;
- ensuring best value in deployment and use of human, financial and material resources;
- managing accommodation to ensure that it meets the needs of pupils, the curriculum and health and safety regulations;
- regularly evaluating the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards.

## **5. Securing Accountability**

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher is accountable for the school and its work to a range of stakeholders, particularly pupils, parents, carers, the diocese and the local authority, and is accountable legally and contractually to the governing body. He/she exercises this accountability by:

- using school self-evaluation processes, both those of Ofsted and the diocese, to report on both schools performance and development to those bodies, and to a variety of audiences, and to inform future school improvement planning;
- providing information, advice and support to the governing body in meeting its responsibilities for the character of the school, effective teaching and learning, standards of achievement, efficiency and value for money;

- keeping parents and pupils informed about the curriculum, attainment and progress and school improvement plans;
- liaising, in the best interests of pupils, with support services and other agencies.

## **6. Strengthening Community**

In partnership with the Executive Headteacher, the Head of School ensures that the school engages with the school community and the wider local community by:

- establishing strong working relationship between the partnership schools.
- establishing a strong working relationship with the local parish(es).
- developing an effective partnership with parents and carers, to support pupils' development in all aspects of their school life;
- celebrating the richness and diversity of the various communities which make up the schools;
- collaborating with other schools and other agencies and organisations to share expertise and bring mutual benefits to all.

## PESRON SPECIFICATION

Area	Requirement	Essential	Desirable
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>☐ Qualified teacher status</li> <li>☐ Evidence of recent professional development relative to the post</li> </ul>	Y Y	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>☐ Enthusiasm for teaching and learning</li> <li>☐ An outstanding classroom practitioner with a track record of good and outstanding teaching</li> <li>☐ Excellent understanding of assessment and how to use it to maximise pupil progress</li> <li>☐ Experience of improving the quality of teaching of others</li> <li>☐ Experience of working within a leadership team to monitor, evaluate and improve teaching and learning across a school</li> <li>☐ Experience of co-ordinating and developing a core curriculum area</li> <li>☐ Has experience of using research evidence to inform teaching and learning</li> <li>☐ Has experience of teaching in a range of schools</li> </ul>	Y Y  Y Y  Y	     Y Y  Y
<b>Strategic Development</b>	<ul style="list-style-type: none"> <li>☐ Able to communicate a strong clear vision for high quality primary education which maximises the potential of the school</li> <li>☐ Able to articulate ways of building, communicating and implementing a shared vision</li> <li>☐ Experience of school self-evaluation, and able to discuss effective processes for undertaking this</li> <li>☐ Evidence of leading significant change which has impacted on pupil progress</li> <li>☐ Significant involvement in school improvement planning</li> </ul>	Y  Y  Y	   Y  Y
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>☐ Understands the importance of working in co-operation and partnership with colleagues</li> <li>☐ Approachable, accessible and flexible</li> <li>☐ High expectations and standards of self and others</li> <li>☐ Experience of mentoring, giving effective feedback and supporting colleagues to improve performance</li> <li>☐ Experience of managing difficult situations and conflicts</li> <li>☐ Understanding of the relationship between managing performance, professional development and school improvement</li> </ul>	Y  Y Y Y	    Y Y
<b>Management ability</b>	<ul style="list-style-type: none"> <li>☐ Ability to anticipate and solve problems</li> <li>☐ Ability to establish and sustain appropriate management structures</li> <li>☐ Understanding of the need to develop and sustain a safe, secure and healthy school</li> </ul>	Y Y Y	