**Assistant Headteacher Job Description**

**Leadership spine 5 – 9**

**The Assistant Head Teachers will play a major role in translating into practice and promoting the Catholicity of the school’s purpose, values and principles - to be an example of the school’s Vision, aims and policies in action.**

**Post Status**

This is a senior post within the school’s staffing structure, which carries with it membership of the Leadership Team. This post holder is accountable to the Headteacher. The post holder will be required to deputise for the Headteacher in their absence.

As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers’ Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.

**Job Purpose:**

* Secure academic achievement, personal development and a sense of value and well-being for all children and enable them to achieve the highest they possibly can
* Lead on developing excellent behaviours for learning
* Undertake a lead role within the inclusion team
* Lead on securing necessary provision and support to enable all pupils to access the curriculum

The post will require you to work in partnership with the Headteacher, Governors and staff to ensure the continuous improvement of our school.

**Reporting to:**

* The post holder is responsible to the Headteacher in all matters.
* The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school’s vision and values.
* The post holder will be expected to network and liaise across the range of external providers, schools, community and co-ordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

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| **Shaping the future** | * Support the headteacher and governors in in the formulation and review of the aims and objectives of the school, and in establishing the policies and procedures through which they will be monitored and achieved * Play a leading role in the school improvement planning process, through agreed priorities * Contribute to the school’s self-evaluation process, including devising and monitoring action plans and other policy development * Promote a culture of inclusion within the school community where all views are valued and taken account of |
| **Leading Teaching and Learning** | * Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and provision impacts upon standards * Promote the active involvement of pupils in their own learning across the school * Contribute to target setting; setting targets for individuals and groups throughout the school. * Promote the use of ICT to enhance and extend pupils’ learning. * Coach and develop staff to maximise impact on effective teaching and learning * Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children * Develop and enhance a broad and rich curriculum which meets the needs of all pupils in the school * Have high expectations of behaviour for learning in inclusive practise * Monitor and evaluate standards in teaching, learning and assessment across the school * Foster the development of a positive and supportive ethos for academic and social, moral, spiritual and cultural learning * Exemplify and share best practice across the school |
| **Developing Self and Managing Others** | * Set high expectations for your own performance and that of others; displaying a high standard of professional behaviour and integrity at all times * Engage in relevant continued professional development activity * Contribute to the development of collaborative approaches to learning within the school and beyond * Monitor the quality of teaching, learning and assessment across the school * Lead, manage and organise meetings as appropriate in support of the school’s aims * Support and develop the school’s ethos, promoting the school’s mission statement * Make a distinctive contribution to the wider school team |
| **Managing the organisation** | * Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner * Develop action plans in specific areas of responsibility, in order to bring about improvements * Contribute to the planning process for the distribution of resources, to ensure they meet the school’s identified priorities * Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money * Ensure that equal opportunities for pupils and staff are effectively promoted |
| **Securing Accountability** | * Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff * Support staff in understanding their own accountability, and develop approaches to its review and evaluation * In partnership with the Headteacher, to collate, interpret and analyse whole school data; and make appropriate recommendations for actions to raise attainment and achievement; and support the implementation and monitoring and evaluation of these actions * Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary * Support the Governing Body in meeting its responsibility to account for the performance of the school |
| **Strengthening Community** | * Respond to the range of needs within the school community. * Contribute to the development of the school within the community; strengthening partnerships with the parish and wider community, other schools, and agencies * Contribute to policies and practices which promote equality of opportunity and tackle prejudice * Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community * Promote and model excellent relationships with parents, based on   involving parents as true partners, to support and improve pupils’ achievement |