



St. Francis of Assisi Catholic Primary School

JOB DESCRIPTION

Title of Post: Assistant Headteacher

Salary Scale: Leadership L 8-12

Responsible to: Headteacher

Safeguarding Children

- To be fully aware of and understand the duties and responsibilities relating to all child protection and safeguarding matters within the organisation.

The Catholic Ethos

As a teacher in this Catholic School, the post-holder is expected to contribute to a tangible Christian ethos by:

- providing a model for our children of the Christian behaviour we teach and expect
- actively involving them in exploring, expressing and demonstrating their faith

Key Duties and responsibilities

- To assist the Headteacher with the leadership, management and organisation of the school in seeking to achieve the highest standards of learning, teaching, pupil achievement and school efficiency, and deputise in the absence of the Headteacher both at short notice and over a longer term.
- To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.
- Oversee the pastoral development, support and wellbeing of all children and adults in conjunction with the school's Christian ethos.
- To lead by example as a school leader, teacher and a manager.
- To undertake training as the Designated Safeguarding Leader within the school.
- Undertake responsibility for Assessment and PPG.

Specific tasks:

The Deputy Headteacher will:

- Maintain the strong Catholic ethos across the school
- In conjunction with the headteacher, have overall responsibility for leading and managing assessment throughout the school.
- Have overall responsibility for leading and managing Pupil Premium and measuring outcomes.
- Assist the Headteacher closely in monitoring the quality of teaching and learning across the school, setting targets to improve this and ensuring improvements are made.
- In partnership with the Headteacher and governors provide the leadership and management which enables the school to give every pupil quality first teaching which promotes the highest possible standards of achievement and wellbeing.
- In conjunction with the Headteacher, have responsibility for managing staffing and timetables on a day-to-day basis including providing cover arrangements.
- Take on a teaching responsibility as directed by the headteacher.

SHAPING THE FUTURE

The strategic direction and development of the school stems from the educational mission of the Church. The Assistant Headteacher will demonstrate commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of its work.

Main tasks / actions:

- Deputise for the Headteacher in his absence, ensuring continuity in the expression of the school's Catholic mission, vision and values.
- Work with the Headteacher to articulate and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the communities it serves.
- Demonstrate commitment to this vision in his/her daily work, sharing the vision and its related values with all members of the school community.
- Model the vision and values in everyday work and practice.
- Work with the Headteacher and colleagues to translate the vision and values into agreed objectives and to ensure that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
- Support the Headteacher and colleagues to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

LEADING LEARNING AND TEACHING

A Catholic school is a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Assistant Headteacher will promote positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

Main tasks / actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Maintain a consistent and continuous school-wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Support and facilitate colleagues in this.
- Lead colleagues in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Work with the Headteacher to develop relevant strategies for improvement, facilitating colleagues in their implementation.
- Offer creative, responsive, and effective approaches to learning and teaching in line with the school's agreed educational vision and values.
- Demonstrate commitment to a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations for all aspects of the school's work.
- Support the Headteacher in promoting individual and community aspirations and in the establishment of stretching targets for the whole school community.
- Work with the Headteacher to lead colleagues in implementing strategies which secure high standards of behaviour and attendance and which reflect the schools agreed values in their response to the needs of vulnerable individuals.
- Implement and where appropriate organise a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Provide professional leadership in school-wide implementation of an effective assessment framework.
- Participate in the monitoring, evaluation and review of classroom practice and promote improvement strategies.
- Work with the Headteacher to challenge underperformance at all levels and to implement effective corrective action and follow-up.
- Provide professional leadership in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

DEVELOPING SELF AND WORKING WITH OTHERS

The leadership of a Catholic school should take Christ as its inspiration. The Assistant Headteacher's relationships with pupils, parents/carers, governors, staff and the Headteacher should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

Main tasks / actions:

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's agreed vision and values.
- Manage conflict effectively, seeking positive outcomes.

- Work with the Headteacher to build a collaborative learning culture and to actively engage with other schools, especially other Catholic institutions, in order to build effective learning communities.
- Fulfil effectively his/her agreed responsibilities for effective staff induction, professional development and performance review.
- Participate in planning, allocation, support and evaluation of work undertaken by teams and individuals, giving professional leadership and delegating tasks and as appropriate.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Give and accept support from colleagues, the Headteacher, governors, the Diocese and the Local Authority.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and, where possible, enabling others to do likewise.

MANAGING THE ORGANISATION

The management of a Catholic school should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. With the Headteacher, the Assistant Headteacher is responsible for ensuring that these principles are priorities for the school and are evident in its organisation and management.

Main tasks/actions:

- Work with the Headteacher to achieve an organisational structure which reflects the school's Catholic values and which enables the management systems, structures and processes to work effectively in line with legal requirements.
- Work with the Headteacher and colleagues to produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Where appropriate, implement successful staff performance management processes.
- Work with the Headteacher to ensure that the school environment is managed efficiently and effectively to meet the needs of the curriculum, health and safety regulations and to reflect the distinctive characteristics of Catholic education.
- Use and integrate a range of technologies effectively and efficiently in his/her management role.

SECURING ACCOUNTABILITY

Leaders of a Catholic school fulfil their responsibilities in accordance with the Instrument of Government. They support the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The Assistant Headteacher works with the Headteacher to account to the governing body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

Main tasks / actions:

- Work with the Headteacher and governing body, enabling statutory responsibilities to be met by giving objective professional advice and regular accounts of the school's progress in his/her areas of responsibility.
- Work with the Headteacher to develop systematic and rigorous procedures for school self-evaluation which are appropriate for a Catholic school and enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Use all available data to identify strengths and weaknesses of the school and to inform planning for improvement.
- As appropriate, develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

STRENGTHENING COMMUNITY

Leaders of a Catholic school are responsible for its mission to the local and wider Catholic community and beyond. The Assistant Headteacher will, as necessary, collaborate with the parish and other Catholic organisations, as well as with the wider educational system. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

Main tasks / actions:

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act where required as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Work with the Headteacher to build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.

- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Give professional leadership in creating and implementing positive strategies for promoting understanding that everyone is equal in the eyes of God, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- Collaborate as necessary with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Demonstrate commitment to maintaining effective partnership with parents and carers in order to support and improve pupils' achievement and personal development.
- Support the Headteacher in seeking opportunities to invite stakeholders (parents and carers, parish/community figures, businesses, Catholic and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community

This job description is not a contract and maybe amended at any time, following consultation with the Head Teacher and will be reviewed annually.