



ALL HALLOWS CATHOLIC SCHOOL JOB DESCRIPTION

Assistant Headteacher

Accountable to: The Headteacher in all matters

Job Purpose

- To share the responsibility with the Headteacher and Governing Body for the efficient overall leadership and management of the school, preserving and developing the Catholic character and identity
- To raise achievement across all key stages and departments
- To share, with the Headteacher and members of the SLT, the overall responsibility for the strategic direction and development of the school
- To ensure that the academic progress and pastoral welfare of vulnerable students in the school is outstanding

Learning & Teaching

- To ensure that outstanding learning and teaching for all vulnerable students and promote this across the teaching body
- To support the Catholic mission, identity and aims of the school
- To support and uphold the school's policies
- To undertake responsibilities as per the SLT structure
- To implement high quality CPD for your team

Standards and Quality Assurance

- To support the aims and Catholic ethos of the School
- To ensure standards are improved by robust systems and rigorous communication with all stakeholders
- To uphold the school's behavior code and good relationships with stakeholders
- To lead team and staff meetings

Additional Responsibilities

All responsibilities are delegated by the Headteacher, as detailed in the Leadership Roles and Responsibility Structure. The exact duties for the post will be based on the skills, experience and qualities of the successful candidate, and may change according to the needs of the school and the Assistant Headteacher.