



Job Description

Post Title:	ASSISTANT HEADTEACHER
Name:	
Purpose:	<ul style="list-style-type: none"> To be responsible for the strategic direction and development of the school in co-operation with and under the direction of the Headteacher. To be a member of the school's Senior Leadership Team which through clear communication, informal planning and targeted operational support maximises the quality of the school's educational and pastoral programme. To provide leadership and direction to colleagues. To establish and maintain productive relationships with the aim of maximising the quality of Teaching and Learning in the school. To provide effective professional challenge and support to the Headteacher. To provide information and advice to the Headteacher and Governing Body and support proper accountability processes throughout the school.
Reporting to:	Headteacher and/or appropriate Deputy Headteacher
Responsible for:	Motivating and inspiring staff to make a significant contribution to the wider leadership of the school.
Liaising with:	Headteacher, rest of Senior Leadership Team, relevant teaching and support staff, parents, Governors and external agencies
Working Time:	Full time
Salary/Grade:	L11-L15
MAIN (CORE) DUTIES:	
Catholic Ethos	<ul style="list-style-type: none"> To promote actively the Catholic Ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher. To lead on collective worship and deliver assemblies
Strategic Direction	<ul style="list-style-type: none"> To be the strategic lead for out of classroom learning including Educational Visits To reduce attainment and progress gaps To promote inclusion To liaise with partner institutions and develop school partnerships. To represent the school in various networks Create and contribute to a climate of achievement and well-being Additional duties will be identified

<p>Teaching and Learning:</p>	<ul style="list-style-type: none"> • To develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provide a professional model, clearly demonstrating effective teaching, classroom organisation and display, high standards of achievement, behaviour and discipline. • To take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s) as agreed from time to time. • To support the Headteacher in the monitoring of the quality of teaching and children’s achievements including the evaluation of performance data. • To support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children’s personal development. • To support the Headteacher in the management and organisation of relevant groups of children to ensure effective teaching and learning takes place and that children’s personal development needs are met.
<p>Staffing:</p>	<ul style="list-style-type: none"> • To support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation. • To lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes. • To support the Headteacher in the implementation of the school’s Performance Management policy. • To undertake Performance Management Review(s) and to act as reviewer for a group of staff. • To participate in the school’s ITT programme. • To be responsible for the day-to-day management of designated staff and act as a positive role model. • To support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities. • To manage the school effectively in the absence of the Headteacher.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To ensure the effective operation of self-evaluation systems as appropriate. • To contribute to the school procedures for lesson observation. • To monitor and evaluate specific areas of responsibility in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement medication and improvement where required.
<p>Management and Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the specific areas of responsibility on the management information system. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the school’s self-evaluation cycle. • To provide the Governing Body with relevant information as appropriate.
<p>Communications</p>	<ul style="list-style-type: none"> • to manage and chair meetings as appropriate. • to ensure effective communication/consultation as appropriate with the parents of students.

Liaison and Recruitment:	<ul style="list-style-type: none"> • to contribute to the school liaison and recruitment activities. • To generate publicity via local press, web-site etc
Management of Resources:	<ul style="list-style-type: none"> • to work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
Specific	<ul style="list-style-type: none"> • Specific duties to be negotiated upon appointment
Additional Duties:	<ul style="list-style-type: none"> • to undertake any other duty as specified by STPCD not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
<p>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

16 April 2025