

ST BEDE'S CATHOLIC PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

Job Title: Assistant Headteacher

Salary Scale: Leadership Scale Points 6-10

Responsible to: Headteacher

General Duties

The education and welfare of children in accordance with the requirements of the current School Teacher's Pay and Conditions Document having due regard to the National Curriculum, the school's mission statement, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

Purpose of the Job

- To actively assist the Headteacher in developing a culture of learning throughout the school, improving and celebrating success.
- To actively assist the Headteacher in creating an atmosphere and the necessary structures in which pupils and staff feel valued and have high expectations of themselves and each other.
- To help maintain respect for the office of Headteacher.
- To lead a subject as required.
- To have a specific teaching role that meets the various needs of the school at any one point in time (see Appendix for description of role).
- To encompass the five key areas of school leadership, under the direction of the Headteacher:
 - (a) Strategic direction and development of the school
 - (b) Learning and teaching
 - (c) Leading and managing staff
 - (d) Efficient and effective deployment of staff and resources
 - (e) Accountability.

Strategic Direction and Development of the School

As part of the Leadership Team, and with specific responsibility for a phase, the Assistant Headteacher will assist the Headteacher to:

- Develop a strategic view for school improvement and the raising of standards in vulnerable pupil's attainment and progress.
- Analyse and plan for the school's future needs and further improvements. Identifying and meeting priorities and targets within the local and national context, taking into account appropriate data.
- Lead by example inspiring and motivating the learning community.
- Play a leading role in formulating and implementing a positive learning ethos, school vision and aims which secure effective learning and teaching in partnership with the staff team.
- Ensure that an appropriate curriculum and intervention programmes are developed in accordance with the needs and abilities of all vulnerable groups taking into account the requirements of the National Curriculum and the Early Years Foundation Stage Curriculum.
- Monitor, evaluate and review school policies, procedures and practice and take action where necessary.
- Deputise for the Deputy Headteacher in their absence.

Learning and Teaching

As part of the Leadership Team the Assistant Headteacher will assist the Headteacher to:

- Secure and sustain effective learning and teaching throughout the school, the Assistant Headteacher, modelling and leading excellent classroom practice.
- Play a leading role in the development of high standards in classroom organisation and the learning environment.
- Promote a culture of learning and reflective practice in liaison with the staff team.
- Taking a leading role in the implementation and review of the Positive Behaviour and Anti-bullying Policies throughout the school.
- Taking a leading role in pastoral care of pupils.
- Monitor, evaluate and review the quality of learning and teaching and standards of vulnerable pupils' achievements and identify strategies for improvement in liaison with staff.
- Create and promote positive strategies for equal opportunities throughout the learning community.
- Develop an effective partnership with parents and the wider community, supporting and enriching vulnerable pupils' learning.

Leading and Managing Staff

As part of the Leadership Team the Assistant Headteacher will assist the Headteacher to:

- Manage the performance of staff in their phase.
- Motivate, support, challenge and develop staff to ensure school improvement.
- Lead and motivate staff in their roles and responsibilities in helping implement School Vision, Aims and the School Plan.
- Maximise and value the contribution of staff to improve the quality of learning and teaching.
- Assist in a performance management system and process linked to school needs and improvements

- Ensure that all professional development is of a high quality and is clearly relevant to the school's and individual's needs and development.
- Engage in continued professional development, keeping up to date with current initiatives by attending relevant courses and meetings with outside agencies.
- Ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service for teaching and non teaching staff including those for Assistant Headteachers.

Efficient and Effective Deployment of Staff and Resources

As part of the Leadership Team the Assistant Headteacher will assist the Headteacher to:

- Work with senior colleagues to deploy all staff effectively in order to improve learning and teaching.
- Maintain and develop recruitment and retention of staff and induction procedures and mentor newly qualified teachers when appropriate.
- Ensure that resources are deployed effectively and efficiently in order to secure value for money and high standards in learning and teaching.

Accountability

As part of the Leadership Team the Assistant Headteacher will assist the Headteacher to:

- Supervise the work of teaching and non-teaching staff relevant to their responsibilities
- Ensure equality of opportunity for all through the school's policies, procedures and practices.
- Develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Ensure that parents and vulnerable pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.

The above duties are neither exclusive nor exhaustive and the Assistant Headteacher may be required by the Headteacher to carry out other appropriate duties within the grading level of the post and the competence of the postholder.