

Job Description

Assistant Head of School – Junior Site

Reporting to:	Headteacher
Responsible for:	Supporting the Headteacher, Assessment & Reporting
Grade/Salary:	Leadership Scale L1 – L5
Hours of work:	32.5hpw

Main Purpose:

The Assistant Headteacher will support the Headteacher:

- Leading on a core area within the school.
- Be a member of the senior leadership team.
- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership.
- The day-to-day management of the school.
- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

The Assistant Headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.

- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence.
- Ensure the teaching of a broad, structured, and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

Additional and special educational needs and disabilities

Under the direction of the Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes, and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.
- Ensure effective use of budgets and resources.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.

Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance.
- Manage staff well with due attention to workload.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Assessment

The Assistant Headteacher will:

- Lead on the implementation of the Trust's Assessment Framework.
- Develop and support the implementation and monitoring of formative assessment approaches to check what pupils know and can remember of the curriculum.
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language.
- Plan and implement interventions for those pupils who are not progressing.
- Provide training and support for teachers and support staff on administering the assessment framework effectively.

Pastoral

The Assistant Headteacher will:

- Establish and implement whole-school systems for pupil wellbeing.
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team.
- Provide staff with training and support so they can play a part in enhancing pupils' personal development.
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies.
- Monitor pupil attendance and ensure it is continuously improving.
- Analysing whole-school data on attendance, behaviour, exclusions, and wellbeing to inform future improvement strategies.

Wider Responsibilities

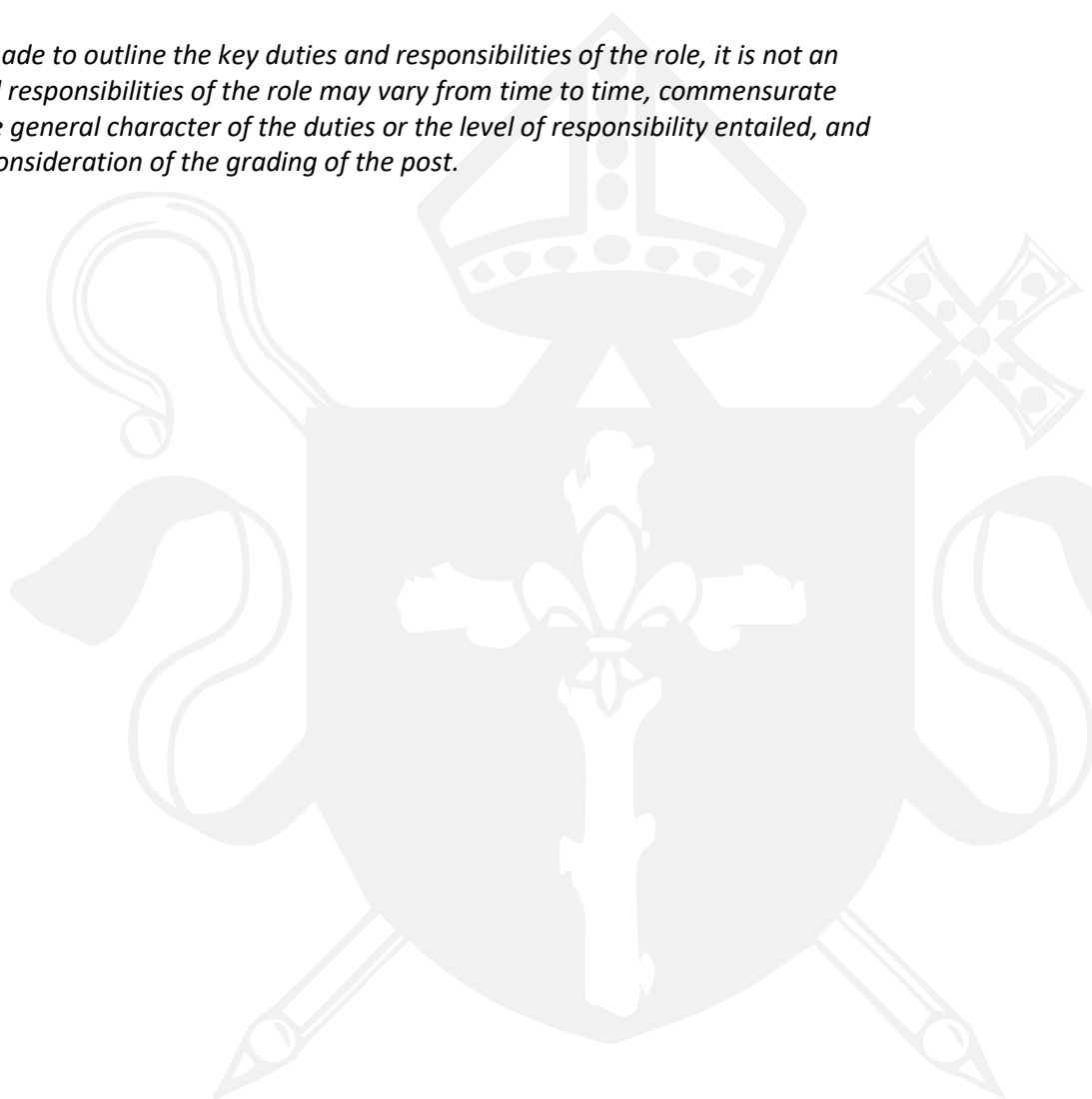
- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to Headteacher.
- Comply and assist with the development of policies and procedures as required.
- Develop effective professional relationships with colleagues.
- Actively seek to, and engage in work to, support and promote the wider work of the Trust.'
- As a senior leader look to identify and share/promote best practice both within and beyond the Trust/Diocese.

- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.
- The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



Person Specification

Assistant Headteacher – Junior Site

A. Training & Qualifications	Essential	Desirable
Qualified Teacher Status	A	
Degree	A	
Professional development in preparation for a leadership role		A

B. Experience	Essential	Desirable
Leadership and management experience in a school		A
Teaching experience	A	
Involvement in school self-evaluation and development planning		A
Line management experience		A
Experience of data analysis to assess impact		A

C. Professional Knowledge and Skills	Essential	Desirable
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	AI	
Understanding of school finances		AI
Effective communication and interpersonal skills	AI	
Ability to communicate a vision and inspire others	AI	
Ability to build effective working relationships	AI	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	AI	
Ability to work under pressure and prioritise effectively	AI	

D. Personal Attributes	Essential	Desirable
Committed to the ethos of the Catholic Church	I	
Able to communicate effectively	AI	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Able to adapt to changing circumstances and new ideas	I	

D. Personal Attributes (continued)**Essential****Desirable**

Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E. Safeguarding & Equality**Essential****Desirable**

Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R) | Test (T)



