

# **Diocese of Leeds**



## **Appointment Of Assistant Head Teacher**



**St Theresa's Catholic Primary School  
Cross Gates, Leeds 15**

## **ASSISTANT HEAD TEACHER FOR TEACHING AND LEARNING JOB DESCRIPTION**

**September 2022**



## ASSISTANT HEAD TEACHER JOB DESCRIPTION: TEACHING AND LEARNING

**Pay Scale:** Leadership 4-8

**Responsible to:** Head Teacher

**Job purpose:** Teaching and Learning Lead and Assistant Head Teacher:

- Assist the Interim Executive Head Teacher and Interim Head of School in the promotion, direction and delivery of high standards of teaching and learning across the school ensuring pupil achievement and progression through effective provision for all pupils throughout the school.
- Assist the Senior Leadership Team in designing, leading and monitoring the Curriculum in school ensuring that there is breadth, depth and balance in provision so that all pupils engage in exciting, interesting and deep learning.

**Responsible for:** Overseeing the provision of highly effective practice in the following areas:

- Monitoring, Evaluation and Review (MER) of Teaching and Learning across the whole school
- Assist subject leaders in their role as leaders of learning in their areas of responsibility helping them MER their subjects and maintain high standards in all areas of the curriculum
- Take a lead in ensuring standards of attainment and achievement across school are maintained at the current high levels especially at Key Stage 2

### INTRODUCTION

St Theresa's Catholic Primary School has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the Assistant Head Teacher of any school is to work with the Head Teacher and Deputy Head Teacher to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic Faith. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

The Governing Body and the Diocese acknowledge the importance of the role of the Catholic Assistant Head Teacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that by working closely with the Head Teacher the school is distinctively Catholic in all aspects. The appointment is subject to the current conditions of service for Assistant Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

### SHAPING THE FUTURE

The strategic direction and development of the school stems from the educational mission of the Church which is reflected in the school's Ethos Statement, Mission Statement and School Development / Improvement Plan (SIDP/Action Plan):

**Main Tasks / Actions:** To work with and support the Senior Leadership Team:

- ❖ To ensure the Catholic vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- ❖ To work within the school and parish communities of the Blessed John Henry Newman Parish to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- ❖ To demonstrate the vision and values in everyday work and practice.
- ❖ To motivate and work with others to create a shared Catholic vision, culture and positive climate that reflects the mission of the Church in education.
- ❖ To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture full human wholeness in everyone in our school community.
- ❖ To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large and the mission of the Church in education.

## **SUPPORT LEARNING AND TEACHING**

In a Catholic school the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The Assistant Head Teacher works with the Head Teacher to secure and sustain effective learning and teaching throughout the school.

**Main Tasks / Actions:** To work with and support the Head Teacher and Deputy Head Teacher:

- ❖ To ensure a realistic consistent and continuous school-wide focus on pupils' achievements, using data and benchmarks to monitor progress in every child's learning but especially those with additional needs.
- ❖ To establish creative, responsive and effective approaches to learning and teaching in line with the school's Mission Statement.
- ❖ To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning especially those with additional needs.
- ❖ To demonstrate and articulate high expectations and set realistic yet challenging targets for the whole school community.
- ❖ To implement strategies which secure high standards of behaviour and attendance.
- ❖ To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

- ❖ To monitor, evaluate and review classroom practice and promote improvement strategies and ensure that children with additional needs have those needs met in a supportive and challenging way that enables all to achieve their full potential.
- ❖ To challenge underperformance at all levels and provide effective challenge and support alongside on-going CPD as and when appropriate.
- ❖ To lead and manage support staff within the school ensuring that they are deployed effectively; monitored, evaluated and reviewed professionally and that their CPD needs are met in accordance with school policy.

## **DEVELOPING SELF AND WORKING WITH OTHERS**

In a Catholic school the role of the Head Teacher, Deputy Head Teacher and Assistant Head Teacher(s) [The Senior Leadership Team] is one of leadership of a learning community rooted in faith. Leadership should take Christ as its inspiration and management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

**Main Tasks / Actions:** To work with and support the Head Teacher and Deputy Head Teacher:

- ❖ To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's Mission and Vision Statement(s).
- ❖ To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- ❖ To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- ❖ To develop and maintain effective strategies and procedures for staff induction, professional development and performance review through the Teacher/Staff Appraisal process.
- ❖ To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is deemed to require improvement or is found to be inadequate within the guidance set out in performance related policy and practice.
- ❖ To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.

## **MANAGING THE ORGANISATION**

To work with and support the Head Teacher and Deputy Head Teacher:

- ❖ To create an organisational structure which reflects the school's Catholic Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- ❖ To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities especially for children with additional needs.
- ❖ To implement successful performance management procedures with all staff through the Teacher Appraisal process.

- ❖ To manage and organise the school environment and resources efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.

## **SECURING ACCOUNTABILITY**

In a Catholic school the Head Teacher fulfils his or her responsibilities in accordance with the Instrument of Government. The Head Teacher supports the Governing Body in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with national legislation. The Senior Leadership Team supports the Head Teacher in these tasks.

**Main Tasks / Actions:** To work with and support the Senior Leadership Team:

- ❖ To develop a Catholic school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ❖ To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- ❖ To ensure that Professional Development Meetings are well prepared, well organised and effectively executed so as to enhance the School's development plans including organising agendas, introducing/leading meetings and ensuring effective minutes are recorded. [Assessment Calendar led by SLT.]
- ❖ To work with, and report to, the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities especially for children with additional needs.
- ❖ To reflect on personal contribution to school achievements and to take account of feedback from others.

## **STRENGTHENING COMMUNITY**

In a Catholic school the Senior Leadership Team share responsibility for the mission of the school and the wider diocesan educational system and as such are therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague heads and deputies together with agencies such as CAFOD, Family Life and Youth Ministry as and when appropriate.

- ❖ To build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.
- ❖ To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- ❖ To ensure learning experiences for pupils are linked into and integrated with the wider community.
- ❖ To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- ❖ To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

- ❖ To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,
- ❖ To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools.
- ❖ To co-operate and work with relevant agencies to protect children.

## **SPECIFIC CURRICULUM AND LEADERSHIP RESPONSIBILITIES**

The Assistant Head Teacher for Teaching and Learning will be responsible for the following additional and specific duties:

- ❖ Act as a role model of excellence in your teaching ensuring that the agreed non-negotiables are evident in your practice on a day to day, week to week basis ensuring that your own practice reflects all aspects of the Teaching Standards (2012)
- ❖ Work as a mentor to less experienced members of staff (in collaboration with SLT) to support staff including:
  - ECTs and those requiring additional support
  - Students on the School Direct programme as part of our work with the Leeds Teaching Hub
- ❖ Work with the staff and other senior leaders in formulating, monitoring, evaluating and reviewing the Teaching and Learning Policy and practice in school:
  - Policy for Teaching and Learning
  - Policy for Planning and Differentiation
  - Policy for Assessment, Recording and Reporting
  - Policy for Marking and Feedback
- ❖ Work with the Senior Leadership Team to MER standards of Teaching and Learning in school by assisting in the following activities:
  - Book scrutiny
  - Planning scrutiny
  - Monitoring of pupils' attainment and progress through careful tracking of pupil data
  - Moderating standards within school and within the local area/Diocesan schools
  - Lesson observations and drop-ins
  - Talking to pupils, staff and parents regarding their views relating to teaching and learning
  - Giving feedback to staff and Governors about what has been found from MER processes and producing (when appropriate) plans to secure further improvement in areas of development and lead on these if required.
- ❖ Work with the staff and other senior leaders in formulating, monitoring, evaluating and reviewing the Curriculum in school taking specific responsibility for the following:
  - Assist in the overall curriculum plan ensuring (with other leaders) that the National Curriculum has coverage in terms of content and skills development

- Ensure that you remain up to date with current educational thinking through careful research, discernment and continuing professional development so as to help the school stay current in its curriculum design and in its teaching and learning practice
- Assist the SLT in the MER of the curriculum plan ensuring that staff are following the Schemes of Work for all subjects that have been agreed by SLT/subject leaders. This will be achieved through the following MER processes which will be shared with other members of SLT:
  - Drop-ins/learning walks for specific subjects on a cycle agreed by SLT
  - Book scrutiny of specific subjects on a cycle agreed by SLT
  - Pupil interviews related to the above
  - Planning scrutiny related to the above
  - Moderation of standards including professional discussions with subject leaders about their own subjects and any subjects for which you also have responsibility
  - Examine Subject Leaders' Files of Evidence and produce your own files for your own subjects as models of good practice.
- ❖ Take a lead role as a Performance Management Appraiser for the staff allocated to you ensuring that you meet, MER and assess your appraisee throughout the year setting appropriate and challenging targets for their ongoing professional development. As part of this role you will make recommendations to the Head Teacher about Performance Related Pay (i.e. has your appraisee passed all of their targets? Have they performed at a consistently high level and made a sustained and substantial contribution to school life?)
- ❖ Act as a designated Key Holder
- ❖ Any other task agreed between the Head Teacher and the post holder that is deemed both necessary and reasonable for the smooth running of the school; i.e. duties around school, lead assembly/collective worship, cover for the D/HT in his/her absence.

John Hutchinson  
 Interim Executive Head Teacher  
 May 2022

