



Holy Infant & St Anthony Primary School
Post of Assistant Head Teacher – Job Description

Job Title	ASSISTANT HEAD TEACHER
Grade	L1 – L5
The primary purpose of the job	To assist the Head Teacher and Deputy Head Teacher with the management and organisation of our school in seeking to achieve the highest standards of pupil achievement and school efficiency.
Responsible to	The Head Teacher and the Governing Body
Principal Responsibilities	The appointment is subject to the current conditions of employment for Assistant Head Teachers contained in the Schools Teachers' Pay and Conditions Document, the 2005 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current educational and employment legislation.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

MAIN DUTIES

1 Strategic Direction and Development of the School

- Actively promote and support the Catholic vision and ethos of the School
 - Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school.
 - Actively support the Head Teacher, Deputy Head Teacher, Governors and staff in the promotion and achievement of the aims and objectives of the school.
 - As a member of the Leadership Team to be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Improvement Plan.
 - Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
 - Being an active member of the school leadership team.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school and be designated Child Protection Officer
 - To lead on developing, organising and co-ordinating the management of assessment and standards for learning across the school

- To assist the head teacher in the organisation, management and development of the school, carrying out specific duties including responsibility for the Assessment & Standards agenda.
- To assume responsibilities of the head teacher in the absence of the head teacher and deputy head teacher
- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Head Teachers and the school's own policy

1 Teaching and Learning

- Organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support in literacy and numeracy.
- In partnership with the Head Teacher and Deputy Head Teacher, monitor the quality of teaching and learning and children's achievements across the Key Stages, including the analysis of performance data.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Demonstrate excellent teaching as a high calibre teacher

2 Leadership and Management

- As a member of the Leadership Team be involved in the implementation of Performance Management of colleagues and integrate this into their professional development
- Participate where appropriate in the appointment of teaching and support staff
- As a member of the Leadership Team share whole school responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team
- As a member of the Leadership Team help to maintain a secure, orderly and constructive lunchtime
- Show commitment to the extra curricular activities of the school
- Assist the Head Teacher and deputy Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community

3 Managing and Deploying Resources

- Be aware of and respond appropriately to any health and safety issues raised by members of the team

- Co-ordinate a curriculum area and an aspect of school improvement
- Draw up duty and other rotas after consultation with staff
- Lead school assemblies on a regular basis
- Assist the Head Teacher and Deputy Head Teacher in the co-ordination of the in-house INSET programme
- Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the primary school
- Take on additional responsibilities that might from time to time be determined by the Head Teacher

Customer Care – To continually review, develop and improve systems, processes and services in support of the School's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Promoting equality and diversity - To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the council's work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities.

Developing Self and Others - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

Safer Recruitment – The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

"Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.

N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account."



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Faith	Essential	Desirable	Source
To be a practising Catholic		D	A
To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.	E		AIR
A commitment to support the distinct nature of a Catholic School (if not RC)	E		AIR
Qualifications	Essential	Desirable	Source
QTS	E		A
Degree	E		A
Professional Development			
Evidence of appropriate professional development for role		D	AI
Child Protection Training	E		AI
School Leadership Experience-key stage/curriculum	E		
To have had active involvement in development planning	E		AI
To have implemented and developed a whole school initiative	E		AI
To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff)	E		AI
Experience and knowledge of teaching			
Experience of teaching in more than one school		D	AI
To have a knowledge and understanding of all 3 Key Stages in the primary phase		D	AI
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		AIR
To be able to exemplify how the needs of all groups of pupils have been met through high quality teaching	E		AIR
Professional Attributes			
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at Holy Infant and St Anthony RC School and how these could be met.	E		AI
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective	E		AIR

implementation of a range of behaviour management strategies.			
To have excellent written and oral communication skills	E		AR
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		AIR
Professional Skills	E		
As set out in Teacher Standards appropriate to career stage expectations and leadership scale	E		

Personal Qualities			
Continue to promote Holy Infant and St Anthony's strong educational philosophy and values	E		AIR
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		AIR
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		AIR
Build and maintain quality relationships through interpersonal skills and effective communication	E		AIR
Demonstrate personal and professional integrity, including modelling values and vision	E		AIR
Manage and resolve conflict	E		AIR
Prioritise, plan and organise themselves and others	E		AIR
Think analytically and creatively and demonstrate initiative in solving problems	E		AIR
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E		AIR
Demonstrate a capacity for sustained hard work with energy and vigour	E		AIR
Confidential References and Reports			
Positive recommendation from all referees, including current employer.	E		R
Application Form and Supporting Statement			
CES application form	E		A
Supporting statement (strictly no more than 2 sides of A4, size 11)	E		A

SOURCE CODES	
A	Application form and supporting statement
I	Interview
R	References