



# Blessed Dominic Catholic Primary School

## Assistant Headteacher

### Job Description

**Assistant Headteacher** (*with responsibility for Teaching and Learning, Catholic Life and Mission and Collective Worship*)

**Leadership Group 3**

**Salary Range 7 to 11 (£61,787 - £67,762)**

Permanent – 2 days in class and 3 days out of class

Required from September 2025

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#### Catholic Ethos

To work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of Blessed Dominic Catholic Primary School, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

- To lead and manage Catholic Life and Mission and Collective Worship throughout the school
- To support the RE Lead in implementing all school policies related to The Catholic Schools Inspection Framework.
- To ensure that the pupils have a safe and caring environment both in school and on out of school activities.
- To foster good relations with all members of the school and local community, including parents.
- To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- To celebrate the successes of the school at every opportunity.
- To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

**The purpose of the role of the Teaching and Learning Lead is to:**

- Be a member of the Senior Leadership Team of the school and work to ensure quality first learning and teaching across the school.
- Ensure all children have the necessary provision and support to enable them to access the national and extended curriculum.
- Secure academic progress through assessment scrutiny and leading the team of teachers.
- Raise standards of achievement across the school.
- Act as the Deputy Headteacher, undertaking all the duties and responsibilities that the role requires, in the absence of the Deputy Headteacher.

**The role of the Teaching and Learning Lead encompasses and includes a general and shared responsibility for the progress and wellbeing of all children and to have a specific responsibility for the progress teaching and learning across the school.**

***The main duties and responsibilities are***

- To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching and evaluating, as required by the school's policies.
- To lead teaching in everyday practice.
- To excel as a classroom practitioner.
- To lead and manage the classroom effectively to develop a purposeful and stimulating learning environment.
- To manage pupil behaviour in a positive and effective manner.
- To review programmes of work, teaching materials and methods in liaison with Subject Leaders and other colleagues.
- In conjunction with the Deputy Head, to assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- Communicate and consult with parents, cooperate with persons or bodies outside the school and participate in meetings as necessary.
- As part of the Senior Team, to promote and report on the progress and wellbeing, including the provision of guidance on educational and social matters, of individual pupils.
- Be an Appraisal leader.

To provide strategic leadership and development of the following aspects of the school:

- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership
- Strategic leadership of teaching.
- Support the Deputy Headteacher and Headteacher in the self-evaluation of teaching and learning across all key stages.
- Monitoring Teaching and Learning to meet the need of pupils.
- Be a role model for good practice in teaching and learning.
- To create and maintain an environment of high standards of behaviour and discipline.
- Is focused on teaching and learning;

- Requires the exercise of a teacher's professional skills and judgement (at leadership level);
- Involves leading, developing and enhancing the teaching practice of other staff
- Have the ability to seek out and incorporate innovative and creative best practice to improve teaching and learning
- To ensure best practice is shared among staff

### **Accountability for leading, managing and developing Teaching and Learning**

- Raise standards attained by children by improving teaching and learning across all Key Stages
- Attend training to keep up to date with current teaching trends
- Monitor planning, curriculum coverage and learning outcomes for all
- Evaluate impact of strategies taken to raise standards to contribute to overall school self-evaluation
- To lead staff in achieving high standards in quantity and quality of work across the curriculum
- Identify appropriate achievement and attainment targets and monitor standards
- Provide written and verbal reports to the Headteacher, governors and staff as and when requested.

### **Leading, developing and enhancing the teaching practice of others**

Working with teachers across all age phases to:

- Act as an effective role model for other teachers, modelling good practice and behaviours
- Inspire ambition and confidence in others to meet goals
- Alongside the SLT, monitor and evaluate standards of teaching, identifying areas for improvement
- Provide clear feedback, good support and sound advice to others
- Provide examples, coaching and training to help others become more effective in their teaching
- Help others to evaluate the impact of their teaching on raising pupils' achievement
- Work proactively to ensure continued professional development and growth and share this with other teachers

### **Working with all colleagues to:**

- Use knowledge and experience to work with others to improve teaching and learning across the school
- Identify a plan of action and approach this systematically and logically, highlighting success criteria and measurable milestones so progress can be reviewed and reported on
- All teaching to be consistently good or better
- Evaluate the impact of all improvement activities on the quality of teaching and learning.

### **Additional expectations of a senior leader**

In addition to the specific responsibilities outlined above, the Assistant Headteacher within the school, will be expected to:

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.

- Take on any additional responsibilities which might from time to time be agreed with the Headteacher.
- Attend and participate in open evenings, pupil performances meetings.
- Build strong links with parents/carers.
- Participate in and where appropriate lead staff training.
- Attend and where appropriate lead team, SLT and staff meetings.
- Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the teacher's role within the school.

To support other members of staff to fulfil their responsibility for safeguarding.