

Sacred Heart Catholic Primary School

JOB TITLE: **Assistant Headteacher**

MAIN PURPOSE:

The Assistant Headteacher will:

- Assist the Executive Principal & Head of School in the leadership and management of the school in accordance with our mission statement and ethos
- Play a major role under the overall direction of the Executive Principal and Head of School in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources to that end
 - Monitoring progress towards their achievement
- Undertake the professional duties of the Executive Principal/Head of School during their absence
- Undertake such duties as are delegated by the Executive Principal & Head of School.
- Support and represent the Executive Principal & Head of School at meetings as and when required

Be accountable to: **Executive Principal & Head of School**

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school. It will be necessary to specify the management, curriculum and co-ordination responsibilities/teaching commitment to be undertaken by the potholder.

1. Teaching responsibilities

- a. To carry out the duties of a school teacher as set out in the current School Teachers' Standards Document.
- b. To undertake the normal responsibilities of whole class teaching or groups of children as timetabled and directed by the Executive Principal & Head of School.

2. The internal organisation, management and control of the school

- a. To have specific responsibilities for continued development of high quality teaching & learning & the coaching/induction of staff to be agreed upon appointment.
- b. To assist the Executive Principal & Head of School in:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Development plans which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - The efficient organisation, management and supervision of school routines
 - Developing and maintaining the Catholic ethos and identity of the school and endeavour to ensure that Gospel values and the Church's teaching inform all aspects of school life.
 - Leading acts of collective worship and assemblies and celebrate religious feast days throughout the year

3. Curriculum Development

To assist the Executive Principal & Head of School in:

- The development, organisation and implementation of the school's curriculum
- Ensuring school policies on curriculum, teaching and learning, assessment, recording and reporting are implemented
- The development and delivery of training and support for staff in the areas of teaching and learning

4. Pupil care

To contribute to:

- o The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- o The promotion of a culture of inclusion where all views are valued and taken into account

5. The management of staff

- a. To coach and develop all staff by identifying training needs and facilitating these
- b. To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- c. To be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- d. To support the development of collaborative approaches to learning within the school and beyond
- e. To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers and staff in school
- f. To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
 - o The induction of new and newly qualified teachers and other staff
 - o The provision of professional advice and support and the identification of training needs
- g. To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- h. To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- a. To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- b. To maintain effective working relationships with external agencies and services contracted to the school and the local Authority.

7. Relationships

- a. To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- b. To assist liaison and co-operation with Diocesan and Authority officers and support services.
- c. To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- d. To undertake work consistent with the salary grade, across the MAC if deemed necessary by the Executive Principal.
- e. To assist liaison with other professional bodies, agencies and services.
- f. To develop and maintain positive links and relationships with the parish community, local organisations and employers:
- g. To promote a positive image of the school.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed with negotiated changes made to reflect the needs of the school and/or the school improvement plan. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Assistant Principals. The list of duties to be carried out in the job description need not necessarily be the sum total of the job. The Principal may wish to instruct over and above the items listed.