

ST JOSEPH'S PRIMARY SCHOOL

Job Description

Assistant Headteacher Secondment



The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

Main purpose of this role

To support the Headteacher to effectively lead the school through:

- Promoting and supporting the Catholic ethos of the school
- Assisting the Headteacher in the day-to-day running of the school
- Assisting the Headteacher with formulating the aims and objectives for the raising attainment plan (RAP)
- Assisting with designing and developing the whole school curriculum
- Monitoring teaching and learning and pupil progress to ensure objectives within the RAP are achieved
- Establishing the policies through which the aims and objectives within the RAP shall be achieved
- Managing teaching staff and resources to achieve the aims and objectives within the RAP
- Coordinating the provision for Special Educational Needs as the role of SENDCo

Responsibilities and duties

- At all times to support the Headteacher for the benefit of the school
- To set a high standard of professional and personal behaviour
- To deputise in the absence of the Headteacher and keep them informed of any significant matters
- To co-ordinate the provision of Special Educational Needs across school to ensure pupils with SEND are offered a tailored curriculum which meets their needs and supports their progress in all areas
- To be an active and supportive member of the School Leadership Team
- To support the Headteacher in the implementation of the behaviour policy ensuring excellent behaviour is embedded in the whole school on a day-to-day basis
- To have a joint responsibility with the Headteacher for the teaching, learning and assessment in the school and to ensure that the relevant policies are implemented so that a high standard of education is maintained
- To be involved with the leadership of the curriculum in all subjects throughout the school
- To carry out extra-curricular duties that are reasonable and practicable

- To assist when required in some areas of administration and to be familiar with some aspects of the finance system, in particular, the monitoring of the Special Educational Needs budget
- To contribute, coordinate and prepare evidence for OFSTED with regards to SEND, teaching and the curriculum.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

The Postholder's duties must be carried out in compliance with the school's policies and procedures, including child protection procedures and the School's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Date Job Description Revised: January 2022	By whom Miss C Marsden
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