

ASSISTANT HEADTEACHER JOB DESCRIPTION

Closing date: Friday 5th March 2021

Salary: Leadership pay scale (commensurate with experience)

The successful candidate will work as part of the SLT to:

- maintain and develop the Catholic ethos of the school
- set the strategic direction for the school
- contribute to the preparation of the SIP and its evaluation

The successful candidate will lead a year group/s, oversee several subject teams and lead specific areas of school improvement.

Duties will include:

- leading the planning
- demonstrating outstanding teaching
- providing coaching and mentoring for teachers and LSAs
- preparing and implement a curriculum long-term plan
- monitoring and evaluate the curriculum plan into action
- monitoring pupil progress
- ensuring the needs of all groups are met
- analysing data and prepare an associated action plan
- monitoring the implementation of catch up /keep up action plans
- reporting to HT and governors on pupil progress
- leading an area of school improvement and provide relevant training for staff
- carrying out appraisal reviews for year groups staff
- holding others to account
- participating in the selection and appointment of staff
- being first point of contact for safeguarding and behaviour issues
- working with other members of SLT to ensure safety of children before school and at lunchtime

There will be a teaching element to this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS clearance.

ASSISTANT HEAD PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Catholic ethos	Supportive of the ethos of the school and have a good understanding of the needs of a Catholic school Ability to articulate a vision for primary education within the context of the mission of a Catholic school	Practising Catholic
Leadership and management	Ability to think creatively to solve problems and identify opportunities Good understanding of school improvement planning Ability to initiate and manage change Good understanding of Ofsted outstanding criteria Experience of leading an area of school improvement Ability to use comparative data to set targets for improvement Ability to monitor and evaluate progress towards school improvement targets Experience of successfully coaching and mentoring staff Ability to lead and work as part of a team Ability to inspire and motivate others	
Qualifications and experience	Evidence of commitment to own professional development	Experience of working in Foundation Stage Experience of more than one key stage
Teaching and Learning	An outstanding teacher Good knowledge of the requirements of the National Curriculum Good knowledge of requirements of “God Matters” RE scheme Ability to create an environment which supports learning Good behaviour management strategies	Excellent knowledge of Foundation Stage curriculum Knowledge of early reading and maths
Skills qualities and abilities	Ability to communicate effectively with all members of the school community, both orally and in writing Good interpersonal skills Excellent organisational skills Ability to prioritise and manage time effectively Stamina and resilience confidence	