



## St Anselm's Catholic Primary School

### Job description for the post of Assistant Headteacher

**Job title:** Assistant Headteacher

**Salary:** Leadership scale L4-8

**Responsible to:** The Headteacher and the Governing Body

#### **Job Purpose:**

The assistant headteacher will support the headteacher in:

- › Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- › The day-to-day management of the school
- › Formulating the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing staff and resources to that end
- › Monitoring progress towards the achievement of the school's aims and objectives

#### **General conditions of employment**

The Assistant Headteacher will carry out their duties in accordance with, and subject to:

1. The Articles of Governance of St Anselm's Catholic Primary School
2. The relevant sections of The School Teachers' Pay and Conditions Document

#### **Key responsibilities**

The Assistant Headteacher will contribute to the school's positive Catholic ethos by:

- Providing a model for our children of the Christian behaviour we teach and expect
- Actively involving children in exploring, expressing and demonstrating their faith
- Encouraging pupils, staff, parents and all involved in the life and work of the school to understand, share and implement its vision, mission and aims as a Catholic community
- Deputise for the Headteacher in their absence

#### **Leading Teaching and Learning**

The Assistant Headteacher will have a specific leadership responsibility for the curriculum and will lead teaching and learning by:

- Monitoring and evaluating pupil achievement and attainment throughout the school,
- Leading by example, achieving high standards of pupil attainment, behaviour and motivation through effective teaching
- Supporting curriculum leaders in the development and implementation of initiatives
- Monitoring the quality of teaching and learning, in line with school policies
- Reviewing long term planning to ensure coverage, progression and a range of learning experiences throughout the school
- Leading aspects of the school organisation and management, including preparing and chairing meetings, to ensure that school policies and practices are being delivered
- Liaising with all staff to ensure continuity and progression across the school

This post will be class based, with weekly leadership release time.

### **Assessment, reporting and recording**

In accordance with school policy and guidelines, the Assistant Headteacher will

- Use and lead on appropriate modes of assessment, such as, diagnostic, formative, summative, to assess pupil's learning styles, and their progress and achievement
- Provide effective feedback to individual pupils about the outcomes of assessments
- Track and record the outcomes of assessment efficiently
- Provide verbal or written reports about the progress of pupils and the outcomes of assessment as required by the Headteacher, by colleagues, by parents or by any others who have a right to know

### **Pastoral care and behaviour management**

The Assistant Headteacher will implement and maintain the school's pastoral care and behaviour management policies and guidelines to ensure that all pupils:

- Experience high quality pastoral care and equal opportunities
- Are well supported in personal, social, spiritual, moral and cultural development
- Develop mutual respect, self-control and positive collaboration with their peers and with all adults working with them in school
- Are effectively monitored for attendance and punctuality

The Assistant Headteacher will be an Assistant DSL (see separate job description below)

### **Professional Expertise**

The Assistant Headteacher will demonstrate professional expertise by:

- Providing sound expertise to the teachers and support staff in a specific area of knowledge that both supports and enhances pupil learning

- Advising on policy and practice, particularly with reference to children with special educational needs, and leading improvement
- Monitoring and reviewing developments in curriculum areas in order to keep staff fully informed
- Assisting with quality assurance activities to achieve high standards of teaching and learning

### **Professional development**

To continue their professional development, the Assistant Headteacher will:

- Access and use training to develop and update their knowledge and skills in line with school performance management targets
- Access training to further develop their leadership and management skills
- Access training to enhance their role as a member of the leadership team in a Catholic school.

## **JOB DESCRIPTION**

### **Designated Safeguarding Lead (DSL) & Deputy DSL**

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.

#### ***Summary of role:***

- *To take lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise*
- *To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children*
- *Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact*
- *To be available for staff to discuss any safeguarding concerns.*

#### **LINE MANAGEMENT DUTIES AND RESPONSIBILITIES:**

The Designated Safeguarding Lead will have line management responsibility for the Deputy Designated Safeguarding Lead

#### **Main Duties and Responsibilities**

#### **MANAGING REFERRALS**

To take lead responsibility for:

- Referring all cases of suspected abuse of any pupil at the School to children's social care in the relevant local authority
- Supporting staff who make referrals to local authority children's social care
- Referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff
- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member)
- Taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children
- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern
- Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child
- Making referrals to the police where a crime may have been committed which involves a child

Deputy DSL – to liaise with the Head in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School. To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies

### **RAISING AWARENESS**

- Ensure the School's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Governors about this
- Ensure the child protection policy is available publicly
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this
- Maintain links with the local authority to ensure staff are aware of training opportunities and the local policies on safeguarding; and
- Where children leave the School ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.

### **PREVENTING RADICALISATION**

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty

- Co-ordinating Prevent Duty procedures in the School
- Undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training
- Undergoing appropriate training on the Channel programme
- Assessing the training needs of all School staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers
- Maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees and keeping records of staff training
- Monitoring the keeping, confidentiality and storage of records in relation to the Prevent Duty
- Liaising with the local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty

### **TRAINING**

The DSL & Deputy DSL should receive appropriate child protection training every two years (and refresh their knowledge and skills through network meetings, email updates and documents on an ongoing basis) in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the School's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, amongst all staff, in any measures the School may put in place to protect them

**You may also be required to undertake such other comparable duties as the Headteacher or Governors require of you from time to time.**

**Please sign below to agree both job descriptions:**

**Signed (member of staff) ..... Date: .....**

**Signed (Headteacher/Chair of Governors) ..... Date: .....**

	<b>Job specification</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree Qualified Teacher status Member of a senior leadership team Practising Catholic	
<b>Experience</b>	The Assistant Headteacher must have: <ul style="list-style-type: none"> <li>• Experience of teaching in at least one key stage.</li> <li>• At least <b>three</b> years experience in the primary sector</li> <li>• Evidence of continuing professional development</li> <li>• Experience of leading a team of teachers on a curriculum initiative</li> <li>• Experience of training other teachers and support staff</li> <li>• Experience of working alongside other teachers and support staff in the development of teaching and learning</li> <li>• Experience of setting targets and monitoring, evaluating and recording progress</li> </ul>	In addition, the Assistant Headteacher might have experience of: <ul style="list-style-type: none"> <li>• Teaching the whole primary age range</li> </ul>
<b>Knowledge and understanding</b>	The Assistant Headteacher should have knowledge and understanding of: <ul style="list-style-type: none"> <li>• Behaviour-management techniques for groups and individuals.</li> <li>• Good understanding of factors promoting effective transfer of learners from one phase of education to the next.</li> <li>• Good understanding of the principles behind school improvement including, school improvement planning,</li> </ul>	In addition, the AHT might have knowledge and understanding of: <ul style="list-style-type: none"> <li>• An understanding of the broader primary context and Government initiatives to raise achievement</li> <li>• Good understanding of the principles behind project management including, planning, monitoring, review and evaluation of progress</li> </ul>

	<p>monitoring, review and evaluation of progress</p>	
<b>Skills</b>	<p>The Assistant Headteacher will be able to:</p> <ul style="list-style-type: none"> <li>• Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life</li> <li>• Ensure the teaching of a broad, structured and coherent curriculum</li> <li>• Lead on whole-school assessment strategy, ensuring it is rigorous and well-evidenced</li> <li>• Analyse and report on pupil data</li> <li>• Demonstrate outstanding classroom practice</li> <li>• Show good communication skills, both written and oral</li> <li>• Take responsibility for safeguarding and child protection matters arising in school</li> </ul>	<ul style="list-style-type: none"> <li>• Confident in the use of information and communication technology</li> <li>• Good influencing and negotiation skills</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Committed practising Catholic, upholding the values of the Catholic faith and working with the Headteacher to lead the school community in partnership with the parish</li> <li>• Willingness to share expertise, skills and knowledge</li> <li>• Sensitivity to the aspirations, needs and self esteem of others</li> <li>• A good team worker</li> <li>• A commitment to promoting and enhancing the Catholic ethos of the school</li> <li>• Willingness to address challenging issues with clarity of purpose and diplomacy</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in parish life and the wider community</li> </ul>