

St Anthony's Catholic Primary School

Job Description for Assistant Headteacher

Duties and responsibilities

Teaching and Learning, Raising Standards and Behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Contribute to developing the Catholic Life and Mission of the school
- Build on the school's successes to create an inspiring and ambitious curriculum for all students
- Ensure a culture of continued professional development
- Ensure the effective teaching of a broad, structured and coherent curriculum
- Further develop curriculum leaders
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance.

Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Contribute to and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are successfully implemented

Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Carry out Performance Management reviews and hold staff to account for their performance

- Ensure staff have access to appropriate, high-standard professional development opportunities
- Be proactive in undertaking CPD and keep up to date with educational developments
- Oversee ECTs and teacher trainees

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Work with the Governing Body and Trust board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations within the St Benedict Catholic Academy Trust and local authority
- Maintain the school's excellent relationships with parents and carers

Other areas of responsibility

Assessment

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils, parents/carers and school improvement partners
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
- Provide training and support for teachers and support staff on administering the assessment system effectively

Pastoral

The assistant headteacher will:

- Lead on managing school behaviour
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Be a key member of the school's safeguarding team
- Lead whole-school assemblies and collective worship

- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Core subject or phase leadership and management experience in a primary school • Teaching experience across at least two key stages (with whole class responsibility for a minimum of two years in each key stage) • Achieving outstanding outcomes in statutory assessment • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Ability to work under pressure and prioritise effectively • Understanding of school finances • Effective communication and interpersonal skills • Ability to inspire others • Be an excellent team player
Personal qualities	<ul style="list-style-type: none"> • A commitment to Catholic education and supporting the ethos and values of the school

	<ul style="list-style-type: none">• Uphold and promote the highest standards in school leadership and maintain high standards of ethics, behaviour and professional conduct• Commitment to safeguarding and equality• Commitment to maintaining confidentiality at all times• Have a great sense of humour
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]