



Assistant Headteacher

Job Description

CORE PURPOSE OF THE POST:

- To fully support the Catholic ethos and life of the school.
- To join and support the effective leadership team of the school in moving the school forward.
- To be an outstanding teacher.
- To assist in providing professional leadership and management for the school. This will contribute to securing success and improvements for the school, ensuring high quality education and personalised learning for all pupils and high standards and achievement in all areas of work.
- The successful candidate is required to carry out the duties of a school teacher as set out in the latest Teachers' Pay and Conditions document, and any particular duties that the Headteacher may reasonably direct.

MAIN OBJECTIVES:

Creating the Future - Critical to the role of Acting Assistant Headteacher at St Columba's Catholic Primary School is working with the leadership team, Governing Body and others to create a shared, strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.

Teaching and Leading Learning - To be a model of excellent practice and to provide effective learning and teaching to enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. You will also be expected to have a coaching/mentoring role in respect of other members of staff.

Supporting the Organisation - To work with the leadership team in providing effective organisation and management for St Columba's Catholic Primary School and to lead, maintain and seek ways of improving organisational structures and functions. To ensure that the school and the people and resources within it are well organised and managed to provide an efficient and effective safe learning environment.

Securing Accountability - With the Catholic life and school ethos at the heart of leadership, the Acting Assistant Headteacher at St Columba's Catholic Primary School will support the schools professional responsibility to develop the whole school community.

Strengthening Community Involvement - To support the leadership team in the engagement with the internal and external school community, modelling the principles of equity and entitlement. To encourage and engage in collaboration with other schools in order to bring positive benefits to the school and share its expertise more widely.

Actions:

Creating the Future

- work with the leadership team to build on the school's vision ensuring it is fully embraced, clearly articulated, and acted upon effectively by all.
- embody the vision and values of the school.
- motivate and work with others to create a shared culture and positive climate.
- attend Governors meetings when appropriate and provide reports on some occasions.

Teaching and Leading Learning

- ensure a consistent and continual school-wide focus on raising pupils' achievement.
- contribute to a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- contribute to the implementation of strategies which secure high standards of behaviour and attendance.
- determine, organise, and implement the curriculum.
- monitor and evaluate the curriculum and its assessment across the school and identify and act on areas for improvement.
- will be responsible for leading aspects of school development.
- use data and benchmarks to monitor progress in every child's learning and focus teaching.
- monitor and evaluate the quality of teaching and standards of learning and achievement of pupils across a phase/school.
- To be responsible for teaching a specific class, classes or age group of children. (to be decided on appointment)

Supporting the Organisation:

- be a member of the leadership team.
- contribute to the development, implementation and evaluation of school policies.
- attend weekly senior leadership meetings.
- support in the recruitment and appropriate deployment of staff in order to maximise their impact on pupil progress.
- share responsibility with the leadership team for Performance Appraisal of staff and support staff.
- use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
- assist the leadership team in the development of a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- take an active part in staff meetings and training sessions to further individual and whole school development by contributing effectively to the work of wider team.
- assist leaders in the delivery of Collective Worship.
- develop good relationships with pupils, and play a key role in the maintenance of exemplary discipline throughout the school.
- take on any additional responsibilities which might be determined from time to time.

Strengthening Community Involvement

- assist the leadership team in building a school culture and curriculum that takes account of the school's community.
- create and promote strategies for developing positive relations and dealing with any kind of discrimination.
- ensure learning experiences for pupils are linked into and integrated with the wider community celebrating the Catholic life of the school and the liturgical year.
- further develop community based learning experiences.
- create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.

Person Specification

	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • degree or equivalent • DfE recognised teaching qualification 	<ul style="list-style-type: none"> • able to offer expertise in more than one area of school life 	Application form
Training	<ul style="list-style-type: none"> • evidence of professional development in the last three years 	<ul style="list-style-type: none"> • evidence of further training in leadership and management e.g. NCSL TLR, Leading from the Middle or NPQML, NPQSL 	Application form
Successful Experience	<ul style="list-style-type: none"> • successful at leading a curriculum area • able to communicate and implement a shared vision • managing change, creativity and innovation • developing strategies for raising achievement and achieving excellence of leading, taking part in building successful teams • bench marking, tracking, target setting and assessment • leading whole school or key stage Collective Worship 	<ul style="list-style-type: none"> • experience of working in year groups across the key stages • of working with children and parents from diverse backgrounds • of working in a school with some challenging circumstances • successful at leading a particular phase • experience of school to school support • at least 5 years successful classroom experience within the primary age range 	Application form, interview process, references
Knowledge & Understanding	<ul style="list-style-type: none"> • working in a Catholic school • effective behaviour management strategies • strategies for ensuring inclusive practices • knowledge of the curriculum and assessment • sensitivity to the faith communities of all the children attending St Columba's Catholic Primary. • Experience of appropriate assessment, data analysis, monitoring and evaluation procedures for school improvement 	<ul style="list-style-type: none"> • strategic planning processes • evaluating change and its impact on school improvement • legal issues relating to managing a school including Health & Safety, Safeguarding and Equal Opportunities • practising Catholic 	Application form, interview process

	Essential	Desirable	How Identified
Disposition & Attitude	<ul style="list-style-type: none"> • commitment to the Catholic life of the school. • commitment to inclusion and the right for all to fulfil their potential • high expectations for pupil achievement • ability to prioritise workload and work to specific deadlines • to inspire, challenge, motivate and empower others • commitment to raising standards • excellent interpersonal and communication skills which acknowledge excellence and challenge poor performance • foster an open, fair and equitable culture • sustaining personal motivation and that of all staff • commitment to networking and collaboration between schools • respect for different religions and cultures. 		Application form, interview process, references
Physical & Sensory	<ul style="list-style-type: none"> • ability to balance competing demands of the post and manage own workload 		Application form, interview process, references
Personal Circumstances	<ul style="list-style-type: none"> • able to work in a flexible way, this may involve out of school hours 		Application form, interview process, references