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| **JOB DESCRIPTION:**  **Assistant Head** | |
| **Responsible to:**  **Position in the school:** | Executive Headteacher & Head of School  Member of the Senior Leadership Team, line manager to specified middle leaders. |
| **Main purpose of the job** | |
| **INTRODUCTION**  St Francis Xavier Catholic Primary School has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hallam. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.  **STRATEGIC LEADER**  In a Catholic school the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The Assistant headteacher works with the Executive headteacher to secure and sustain effective learning and teaching throughout the school.  The specific requirements of the post are subject to discussion in order to balance the roles of the wider Senior Leadership Team and the strengths of the successful candidate(s).   * Leading ‘Closing the Gap’ initiatives across the school so all pupils make good or better progress and attainment * Communicating with parents and carers * Supporting the Head of School with the day to day running of the school * Organise timetables and deployment of staff when required * Liaise with outside agencies as required * Support the senior leaders by carrying out duties in order for the successful running of the school * Support the senior leaders by driving improvements through agreed initiatives, ensuring tasks and completed and within a given time frame * Mentoring Early Careers staff and supporting subject and middle leaders * Line management of staff as deemed necessary for the smooth running of the school * To challenge underperformance at all levels and ensure effective corrective action and follow-up * To maintain a professional distance at all times, supporting colleagues but maintaining the professional loyalty to the Headteacher * To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory * To monitor, evaluate and review classroom practice and promote improvement strategies. * To implement strategies which secure high standards of behaviour and attendance. * To lead on curriculum areas  Duties and responsibilities **Shaping the future**   * Support the Executive headteacher, Head of School and governors in establishing an ambitious vision and ethos for the future of the school * Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities. * Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate * Lead by example to motivate and work with others * In partnership with the Executive headteacher and Head of School, lead by example when implementing and managing change initiatives  Leading teaching, learning and assessment  * Work with the Executive headteacher and Head of School to raise standards through staff performance management * Assist with the organisation and delivery of training and support for staff * Lead the development and review of agreed aspects of the curriculum or pastoral including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum/care for all pupils * Lead on Core subjects as expected by the EHT * Model excellent practice and be a leader others aspire to be * Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented * Support the senior leadership team with the processes involved in monitoring and evaluating the policies and practices * Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards * Support inexperienced staff through modelling lessons of outstanding practice  Developing self and others  * Support the induction of staff new to the school and those being trained within the school as appropriate * Participate in the selection and appointment of teaching and support staff as appropriate * Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting where required * Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate * Work with support staff, including the inclusion team in relation to safeguarding * Liaise with agencies * Undertake specific duties as requested by the senior leaders of the school to ensure the smooth running of both schools * Undertake training as requested * Deputise in the absence of the Executive head and Head of Schools  Managing the organisation  * Contribute to regular reviews of the school’s systems to ensure statutory requirements are being met * Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school * Be a proactive and effective member of the senior leadership team * Contribute to the day-to-day effective organisation and running of the school * To undertake any professional duties, reasonably delegated by the Executive headteacher * To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education. * To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school.   **Strengthening community**   * Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers * Develop and maintain contact with all specialist support services as appropriate * Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties * Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties * Strengthen partnership and community working * Promote positive relationships and work with colleagues in other schools and external agencies   Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school’s relevant policies and procedures.  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. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.  **Other**   * To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality * Perform any reasonable duties as requested by the head. | |

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| In accordance with the School’s commitment to follow and adhere to the Department for Education’s guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.  You are also required to know and comply with the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the  school and uphold public trust and confidence at all times. |
| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of both schools or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in  what circumstances it is appropriate to do so. |
| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must  be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to student, staff and school business/information. |
| **Freedom of Information** |
| The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures. |
| **Smoking Policy** |
| Smoking is not permitted in any premises or grounds managed by the schools. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.  *Signed by Postholder ………………………………………………………………….. Date……………………………………….* |