

**St Francis Xavier's RC Primary School**  
**Job Description – Assistant Headteacher**

**Salary:** Leadership L1-L5

Full time

**Reports to:** Headteacher

**Responsible for:** working with and supporting the Headteacher in key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas including ongoing development and monitoring of the Curriculum.

**Leadership:**

- Contribute to maintaining the highest standards and outcomes across the school.
- To ensure that safeguarding and child protection procedures are followed rigorously and to serve as Deputy Designated Safeguarding Lead (DDSL).
- To take part in on going safeguarding training.

**Main Activities:** To provide an example of excellence as a Year 6 teacher and to work with the SLT in leading others to further improve the standards of teaching and learning in the school; demonstrating high standards of personal integrity, loyalty, discretion and professionalism at all times.

- Demonstrate best practice as a Year 6 teacher, aiming for excellent outcomes.
- Be a member of the Senior Leadership Team and, as such, a role model to the whole school community.
- Support our school's Catholic ethos and take a lead in promoting the mission and aims of the school.
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including own continual professional development.
- Play a major role in formulating whole school policies through which the school's aims and objectives will be achieved.
- Play a major role in implementing the school's improvement plan and on-going review of school self-evaluation.
- Monitor progress towards achievement.
- Play an active role in the day-to-day management of the school and liaise with staff teams and outside agencies as necessary.
- Lead curriculum subjects and work with all staff to ensure its effective implementation across all year groups, including with the delivery of CPD in staff meetings.
- Work with other members of the SLT to raise the profile of the school within the local community.

**Assessment:**

- Take a lead in developing whole school policies on assessment.
- Encourage and support the development of teachers' skills in the assessment of children's levels of achievement.
- Encourage and support the development of teachers' skills in setting and achieving individual pupil targets.
- Analyse relevant performance data, present information to other relevant parties and work with others to develop school improvement strategies.
- Together with other members of the SLT and subject leaders, monitor and evaluate both the quality of teaching and learning and pupil outcomes.
- Liaise with other curriculum leaders and support staff as appropriate.
- Under the guidance of the head teacher, analyse and present data on attendance, behaviour or any other area as required.
- Undertake responsibility for monitoring the achievement of children with EAL.

**Teacher duties and responsibilities**

You will be expected to carry out the professional duties of a teacher, as outlined in the School teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

**Teaching:**

Teaching responsibility for a Year 6 class.

- Implement agreed school policies and guidelines.
- Support agreed initiatives.
- Plan appropriately to meet the needs of the pupils, using adaptive teaching.
- Set clear targets, based on prior attainment, for pupils' learning.
- Promote independence and resilience in pupils.
- Keep appropriate and efficient records, as agreed.
- Report to parents on the development, progress and attainment of pupils as appropriate.
- Have high expectations of pupil behaviour and adhere to the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration and organisation.
- Communicate and co-operate with professionals from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of your own performance.
- Be committed to own continuing professional development.
- Provide consistently good quality teaching and have high expectations of the children's achievement.