**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.

**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 2 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 2 teacher.
* 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 a subject and liaise with all staff to ensure its effective implementation across all year groups.
* 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 2 class.

* Implement agreed school polices 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.