

Assistant Headteacher at St. Gregory's Primary School – Job Description

Post title:	Assistant headteacher
School:	Primary
Pay range:	L1 – L10 (£59,186 – 71,614)
Line manager:	The headteacher and governing body

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers and the school's own policy
 - Under the overall direction of the headteacher play a major role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
 - Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher and deputy headteacher
 - Carry out the professional duties of a teacher as required
 - To lead safeguarding (as Designated Safeguarding Lead), attendance, family engagement and pupil wellbeing.
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Duties and responsibilities

Shaping the future

- Support the headteacher 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 headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff
- 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

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- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Leading Safeguarding and Attendance

- Serve as the Designated Safeguarding Lead (DSL), ensuring robust procedures, effective training, and immediate response to safeguarding concerns.
- Lead effective use of safeguarding systems for data tracking, case management and intervention analysis.
- Ensure staff across the school are well trained and confident in safeguarding procedures.
- Lead whole-school attendance strategy to significantly reduce persistent absenteeism.
- Use data insight to monitor trends and drive intervention.
- Engage with families and external agencies to address barriers to attendance and punctuality.

Family Engagement and Pupil Support

- Build strong, supportive partnerships with families, including regular engagement through forums, workshops and targeted support.
- Champion inclusion, emotional wellbeing and mental health across the school.
- Work closely with the SENCO to ensure joined-up provision for SEND, EAL and disadvantaged pupils.
- Lead initiatives that develop pupil voice, pupil leadership and personal development.

Developing Self and Others

- Lead professional development related to safeguarding, attendance and pastoral care.
- Line manage key staff in attendance and pastoral support roles, offering coaching and performance management.
- Be an exemplary role model of professionalism and commitment, supporting the development of others.
- Contribute to wider SLT decision-making, school improvement planning and whole-staff CPD.

Managing the Organisation

- Oversee safeguarding and attendance systems and ensure compliance with statutory requirements.

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- Collaborate with the School Business Manager to ensure safeguarding policies, risk assessments and offsite learning procedures are robust.
- Contribute to SLT leadership of behaviour, inclusion and strategic resource deployment.

General

- Carry out the duties of this post in line with the current School Teachers' Pay and Conditions Document and other relevant policies.
- Undertake any other duties reasonably delegated by the Headteacher.

