

Job Description

Job Title:	Assistant Headteacher
Responsible to:	Executive Headteacher/Head of School
Responsible for:	Staff of the school
Job Purpose:	The Assistant Headteacher, working with others, is responsible for evaluating the schools' performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices and ensuring that resources are efficiently and effectively used to achieve both schools' values, aims and objectives.
Salary:	L1 – L5 (£44,305 to £48,894 per annum)
Hours:	Full time
Contract:	Permanent

General description of the post:

All post-holders are to ensure the school's vision, ethos and Gospel values are embedded in the day-to-day and long-term running of the school. The holder of this post is expected to carry out the professional duties of an Assistant Headteacher as described below. They undertake, to the extent required by the Headteacher or the governing body, the professional duties of the Headteacher in the event of their absence from the school in accordance with the school's policies.

Relationships

The post holder is accountable to the Headteacher in all matters, including a whole school accountability for:

- Dedicated teaching commitment
- Leader of Learning
- Line Management and CPD lead for Staff

Within the Performance Management (PM) process, the Assistant Headteacher will act as a reviewer to specified staff.

Outcomes:

1. Achievement and Standards

Contribute to the School Development Plan priorities of:

- Setting high expectations and continuously monitoring and evaluating the effectiveness of learning outcomes.
- Securing a collaborative school vision of excellence and equity that sets high standards for every student.

Duties and responsibilities:

- As leader of learning, ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Promoting and supporting teachers to provide sufficient time for students to reflect on an assessment task and what they have learnt from it.

2. The quality of provision

Contribute to the School Development Plan priorities of:

- Raising the quality of teaching and learning and embedding a learning culture that will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.
- Setting high expectations and monitoring and evaluating the effectiveness of learning outcomes

Duties and responsibilities:

- Monitoring, evaluating and reviewing classroom practice and supporting the wider leadership teams of St. Marie's, in promoting improvement strategies.
- Developing a positive learning environment and teaching practice through a supportive development and training programme that secures effective progress across the breadth of school life.
- Ensuring mentoring and support is provided to Early Career Teachers, non-assigned teachers, as well as teachers and teaching assistants who may be new to the school.

- Monitoring of the quality of teaching and learning including the analysis of performance data and observation.
- Demonstrating the principles and practice of effective teaching and learning
- Acknowledging excellence and challenging poor performance across the school
- Taking a lead role in formulating, implementing, and monitoring planning procedures
- Acting as a pace setter for subject self-evaluation, clearly identifying strengths and areas for improvement to be included in the Learning Improvement Plan.
- Monitoring and keeping under review the teaching methods used for the purposes of consistency, continuity and high standards.
- Taking on the role of team leader in all performance management.
- Whenever possible working alongside class teachers in order to provide guidance and help and to support the Headteacher in monitoring teaching and learning.
- Taking a lead role in setting high expectations for good pupil behaviour, ensuring the schools policy on behaviour and discipline is at all times applied consistently and fairly.

3. Leadership and Management

Contribute to the School Development Plan priorities of:

- Providing effective organisation and management and improving organisational structures and functions based on rigorous self-evaluation.

Duties and responsibilities:

- Leading the whole school effectively in the absence of the Executive Headteacher, when required to do so.
- Supporting the Headteacher in developing positive working relationships with and between all staff.
- Assisting in the appointment of staff as requested and their deployment in the timetable to make most effective use of their skills, expertise and experience.
- Ensuring that all staff have a clear understanding of their roles and responsibilities.

4. Personal Development and Well-being

Contribute to the School Development Plan priorities of:

- Securing and maintaining good working relationships with colleagues.
- Being an excellent example to pupil's staff, parents and governors through their professional presentation and conduct in order to promote pupils' personal development.
- The Inclusion of every student and the ability and right of all to be the best they can be.

Duties and responsibilities:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Support the Headteacher to build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Ensuring that parents are well informed about the curriculum, its targets, students' attainment, and their part in the process of improvement.

Knowledge, skills, and competencies required:

- Has a commitment to meeting the needs of every child.
- Working effectively with relevant agencies to protect children.
- Giving and receiving effective feedback and acting to improve personal performance.
- Treating people fairly, equitably and with dignity and respect to create and maintain a positive Academy culture.
- Building a collaborative learning culture within the school and actively engages with other Schools to build effective learning communities.

5. Views of learners, parents/carers and other stakeholders

Contribute to the School Development Plan priorities of:

- Engaging with the internal and external school community to secure equity and entitlement for all.
- Collaborating with other schools in order to share expertise and bring positive benefits to the school.
- Working collaboratively at both strategic and operational levels with parents and carers and across the school workforce for the well-being of all children.

Duties and responsibilities:

- Creating and promoting positive strategies for challenging prejudice through the curriculum.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community.

- Collecting and taking account of the views of learners, parents/carers and other stakeholders in the development of learning strategies.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional, and cultural wellbeing of pupils and their families

General:

- Taking on specific tasks related to the day-to-day administration and organisation of the school as requested by the Headteacher.
- Taking on any additional responsibilities which might from time to time be determined.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.