**Catherine Junior School**

**JOB DESCRIPTION**

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| **Job Title:** | **Assistant Headteacher (Phase leaders)** | | |
| **School:** | Catherine Junior School | | |
| **Reports to:** | Headteacher | **Grade:** | L3-L7 |
| **Key Areas of Responsibility:** | Phase leader  Strategic lead of key subject (English or maths)  ECT mentor |  |  |

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| **JOB PURPOSE SUMMARY** |

The Assistant Headteacher will support the Headteacher, Deputy Headteachers and other Assistant Headteachers in:

* Communicating the school’s vision compellingly and supporting the Headteacher’s strategic leadership
* The day-to-day management of the school
* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards meeting the school’s aims and objectives
* Lead a Phase of the school (LKS2: year 3/4 or UKS2: year 5/6)

The Assistant Headteacher will also have a timetabled teaching commitment of 0.7 FTE complying with the Teachers’ Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.

**Qualities**

The Assistant Headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils

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| **KEY RESPONSIBILITIES** |

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Teaching, curriculum and assessment

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

* Establish and sustain high-quality teaching across subjects and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Lead a key curriculum area using relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum

Class Teacher Responsibilities

* Carry out the duties of a class teacher as set out in the current School Teachers’ Pay and Conditions document, the Professional Teachers Standards and school polices. This includes duties as may be reasonably directed by the Headteacher.
* To facilitate and encourage learning which enables pupils to achieve high standards, to share and support in the corporate responsibility for the wellbeing, education and positive behaviour management of all children.
* Liaise with parents/carers, providing them with regular updates on their child’s learning and progress

Additional and special educational needs and disabilities (SEND)

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

* Promote a culture and practices that allow all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

* Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Ensure effective use of budgets and resources
* Identify problems and barriers to school effectiveness, and assist in developing strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure school improvement priorities are effectively implemented

Staff management and professional development

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

* Performance-manage teachers, including carrying out appraisals and holding staff to account for their performance
* Manage staff well, with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs
* Be a mentor for Early Career Teachers in their Phase.

Governance, accountability and working in partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

* Work with the governing board as appropriate
* Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

**Other areas of responsibility**

Subject leadership

The Assistant Headteacher will:

* Provide strategic leadership for, manage and develop ***either*** English ***or*** maths
* Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
* Plan and implement interventions for those pupils who aren’t progressing
* Lead, develop and enhance the teaching practice of teachers and support staff on their subject responsibility

Note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

**Person specification**

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role |
| **Experience** | * Leadership and management experience in a school * Teaching experience in a primary school * Involvement in school self-evaluation and development planning * Line-management experience * Demonstrable experience of successful staff development * Mentorship experience for supporting Early Career Teachers * Leadership of a subject with whole school impact |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Understanding of transition between phases * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position |