



# Assistant Headteacher – KS1 or KS2

## Job Description

Indicative Salary Range L1-L5

Responsible to: The Headteacher

Responsible for: Standards in KS1 or KS2 + additional whole school responsibilities from the roles outlined in 6.1

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### 1 Introduction

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The post-holder will, by personal example and professional leadership, ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

### 2 Job Purpose and Objectives

To provide professional leadership and management of the school, in conjunction with the Headteacher and as part of the Senior Leadership Team. To be responsible and accountable to the Headteacher and Governing Body, with particular regard to Standards in KS1 or KS2 and additional whole school responsibilities from those identified in 6.1 This post is subject to the conditions of service laid out in the School Teachers' Pay and Conditions document, for staff paid on the leadership scale. Within that framework the Governing Body would wish to highlight the following key tasks:

### 3 Main Duties and Responsibilities

- 3.1 *To be an excellent role model living out and contributing to the school Mission Statement both within school and the wider community.*
- 3.2 As an Assistant Head for a particular phase, be responsible for the standards of teaching and learning within that phase.
- 3.3 Support the Headteacher in defining, meeting and promoting the vision, *catholic ethos and values*, aims, and policies of the school and promoting high levels of achievement and attainment.
- 3.4 *To be fully aware, understand and undertake the duties and responsibilities relating to child protection and safeguarding within the school, ensuring the welfare of children and young people.*
- 3.5 Be responsible for raising the quality of teaching and learning across the school.
- 3.6 Work closely with teachers and teaching support staff who are underperforming to rapidly improve teaching and learning, devising appropriate programs of support and professional development.
- 3.7 Be responsible for mentoring newly qualified teachers and trainee teachers where required.
- 3.8 Ensure clear procedures for developing and supporting effective teams of staff to meet the needs of all learners.
- 3.9 Manage staff to ensure their effectiveness through procedures such as Appraisal.
- 3.10 Support the Headteacher in prioritising continued professional development which will raise the quality of teaching and learning across the school.
- 3.11 Support the Headteacher in monitoring and evaluating school effectiveness and standards, across the school and particularly with regard the Key Stage in which the post is held.
- 3.12 Play a key role in the discipline and behaviour management of the whole school.
- 3.13 Work alongside the Headteacher in carrying out rigorous and effective school self-evaluation, and playing a role in implementing a strategic and ambitious school development plan.
- 3.14 To develop effective working relationships with pupils, staff, parents, governors and external agencies.
- 3.15 To support the implementation of actions on school improvement strategies, OFSTED action plans and the school development plan.

### 4 Supervisory/Managerial Responsibilities

- 4.1 Complete the appraisal process with staff across the school workforce.

- 4.2 Support the school Assessment procedures and contribute to the monitoring of assessment including moderation and standardisation. Assist in the delivery of statutory assessments within the Key Stage assigned.
- 4.3 Support and, where necessary, lead Pupil Progress Meetings, within the Key Stage assigned to evaluate the success of teachers in working towards and setting challenging pupil progress targets. Support teachers in identifying appropriate strategies to achieve challenging progress targets.
- 4.4 Contribute to the whole school policies, procedures and ethos to promote pupil wellbeing, good behaviour and discipline.
- 4.5 Lead effective teams towards agreed goals identified through school self-evaluation. Support the development of effective, engaging and creative schemes of work and medium and short term plans.
- 4.6 Participate in the selection and appointment of the teaching and support staff as required.
- 4.7 Report to and advise the Governing Body on matters that the post-holder has responsibility for, such as the quality of teaching and learning within the Key Stage assigned and additional whole school responsibilities.

## 5 Communication

- 5.1 Undertake all relevant tasks to ensure a consistently high standard of information is circulated to parents, carers and the community through newsletters, notices and the school website.
- 5.2 Ensure that channels of communication are used effectively, within the school, to ensure all staff, parents and pupils are well informed.
- 5.3 Within the SLT, act with honesty, integrity and transparency ensuring, where expected, confidentiality is maintained.

## 6 Additional Whole School Responsibilities

- 6.1 Additional whole school responsibilities from the list will be assigned proportionately across the Assistant Headteacher/Deputy headteacher role within the school:

Management of the curriculum and curriculum leaders	
	<ul style="list-style-type: none"> <li>- Support subject leaders in developing and implementing effective action plans to facilitate improvements in teaching and learning</li> <li>- Monitor and report of the impact and effectiveness of subject leader action plans</li> <li>- Evaluate and report on the effectiveness of the curriculum and contribute to these aspects of school self-evaluation</li> </ul>
Management of whole school CPD	
	<ul style="list-style-type: none"> <li>- Identifying training needs of individual staff and whole school</li> <li>- Fostering a culture of learning and CPD amongst staff and encouraging staff to plan an active role within their own CPD</li> <li>- Sourcing quality CPD to support the SDP and performance management priorities</li> <li>- Keeping an up-to-date record of CPD</li> </ul>
RE subject lead & supporting the implementation of the Catholic Ethos of the school	
	<ul style="list-style-type: none"> <li>- Manage and monitor the RE curriculum, ensuring the standards are maintained and improved and that the curriculum reflects the diocesan vision</li> <li>- Support the subject knowledge and CDP of staff</li> <li>- Organise, manage and support the school's chaplaincy team and related events</li> <li>- Oversee the whole school assembly provision</li> </ul>
Performance management of teaching support staff	
	<ul style="list-style-type: none"> <li>- Carry out performance management of support staff</li> <li>- Source / organise CPD for support staff</li> </ul>
Role of the Designated Safeguarding Lead	
	<ul style="list-style-type: none"> <li>- Take on the role of school DSL</li> <li>- Work alongside and co-ordinate other DSL trained staff to ensure that CPOMS is effectively used and actioned</li> <li>- Ensure that staff are competent and confident in their roles of safeguarding children</li> <li>- Act as the main school contact when working with external agencies around safeguarding matters</li> </ul>