

Our Lady of the Assumption

Assistant Head Teacher Job Description

Indicative Salary Range (ISR) L5-L9

Responsible to: The Head Teacher

Responsible for: Assessment

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 Head Teacher and Senior Leaders. To be responsible and accountable to the Head Teacher and Governing Body, with particular regard to Assessment and other key areas of responsibility. 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 Support the Head Teacher in defining, meeting and promoting the vision, aims, ethos and policies of the school and promoting high levels of achievement and attainment.
- 3.2 Be responsible for leading and managing a significant area of the curriculum and raising the quality of teaching and learning across the school, with particular accountability for Assessment.
- 3.3 Stay informed and up to date with government guidance and expectations with regards to statutory assessments
- 3.4 Support teachers with preparation for and administration of statutory tests and assessments
- 3.5 Support teachers to accurately and regularly record attainment
- 3.6 Track children's achievement and progress, including progress of groups, staying alert to trends and being proactive in supporting teachers to address underachievement
- 3.7 Report to the Quality and Standards Committee on achievement, progress and targets

- 3.8 Manage staff to ensure their effectiveness through procedures such as Appraisal.
- 3.9 Support the Head Teacher in monitoring and evaluating school effectiveness and standards, across the school
- 3.10 Play a key role in the discipline and behaviour management of the whole school.
- 3.11 Work alongside the Head Teacher and SLT in carrying out rigorous and effective school self-evaluation.
- 3.12 To develop effective working relationships with pupils, staff, parents, governors and external agencies.
- 3.13 To support the implementation of actions on school improvement strategies, OFSTED action plans and the school development plan.

3 Supervisory/Managerial Responsibilities

- 3.1 As Phase Leader, line manage teaching and support staff within the designated phase.
- 3.2 Complete the appraisal process with staff across the school workforce.
- 3.3 Monitor and evaluate assessment data from across the school and identify strengths and weaknesses ensuring the findings inform the school improvement work on teaching and learning, with particular regard for SEND, EAL, LAC (including Post-LAC) and Pupil Premium pupils.
- 3.4 Support teachers in identifying appropriate strategies to achieve challenging progress targets.
- 3.5 Contribute to the whole school policies, procedures and ethos to promote pupil wellbeing, good behaviour and discipline.
- 3.6 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.
- 3.7 Promote whole school commitment to the safeguarding procedures and ensuring the welfare of children and young people.
- 3.8 Participate in the selection and appointment of the teaching and support staff.
- 3.9 Report to and advise the Governing Body on matters that the post-holder has responsibility for, such as Assessment.

4 Communication

- 4.1 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.
- 4.2 Ensure that channels of communication are used effectively, within the school, to ensure all staff, parents and pupils are well informed.