



JOB DESCRIPTION

Job Title:	Assistant Headteacher
Grade:	L12 – L16
Responsible to:	Headteacher
Staff Responsible for:	To be confirmed

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
The successful applicant will be subject to an Enhanced DBS disclosure.**

GENERAL RESPONSIBILITIES

- To actively support the school's ethos and contribute to the development of the faith life of the school.
- Providing strategic leadership and management to support and contribute to the implementation and development of the vision of the school.
- Providing leadership and direction to ensure high standards of teaching, learning and achievement through the school's Quality Assurance system. Identifying and addressing curriculum area needs in relation to the overall needs and priorities of the school.
- Securing high standards of teaching, learning and achievement through an effective programme of planning, evaluation and staff development.
- Ensuring that subject management and organisation meets the aims and objectives of the school.
- Monitoring and tracking pupil progress and performance in the light of indicative data and ensuring timely and effective intervention to raise individual and group attainment.
- To provide a visible presence to support all staff, pupils, parents and the local community as required.
- To have a visible presence in the school and support pastoral care throughout the day including playing a leading role in duty teams at the start and end of the school day, break and any other activities or events where a leadership team presence is desirable
- Working collaboratively with the other senior and middle leaders within the school, the Archdiocese and beyond.
- Building, developing and leading effective teams.
- Leading other areas of improvement within the school when appropriate.
- To attend Senior Leadership Team meetings and other school events as and when required.
- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages and who consistently achieves as a minimum 'good', but often 'outstanding' lesson observation grades.
- To achieve and maintain high standards of pupil attainment and progress with classes taught.
- To be involved in pupil mentoring in order to provide support and raise standards.
- To contribute to the annual School Development Plan and Governors Self Evaluation Form.
- To support all teachers to build constructive working relationships with pupils, parents and other staff.

PRINCIPLE RESPONSIBILITIES

- To develop and implement policies and practices, which reflect the school's commitment to high achievement through effective support for Disadvantaged as well as High Attaining students.
- To demonstrate an enthusiasm for the areas of responsibility, which motivates and supports other staff and encourages a shared understanding of the contribution that can be made to all aspects of students' lives.
- To display a developing and professional knowledge base, together with the ability to identify the key implications for whole school development.
- To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
- To establish clear targets for accountability in the areas you are responsible for and evaluate progress through the use of appropriate assessments and records and regular analysis of data.
- To establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in relation to the relevant areas or other associated information.
- To regularly review and evaluate the progress towards the targets set in the whole school short term action plan and provide regular progress updates to SLT to ensure that they are fully aware of all successes, issues and concerns.
- To hold regular line management meetings, keeping middle leadership staff up to date with decisions and proposals made by different groups, to hold to account regarding specific targets for improvement.
- To use a variety of methods to monitor and evaluate the attainment of students, and take appropriate action to improve further the success of Disadvantaged students and High Attaining students as part of SLT as a whole.
- To provide quality assurance monitoring and intervention with all teaching staff, as appropriate.
- To monitor progress and evaluate the effects of any improvement strategies on specific groups within the school; working alongside subject staff, analysing work and outcomes.
- To alert the relevant SLT line manager and Headteacher of any complaints regarding staff and discuss strategies for the support of teachers, as required.
- To implement and promote the use of performance management to develop the personal and professional effectiveness of all staff.

Please note

The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions document.

Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you to meet the needs of the school and its pupils.