



St Thomas More Catholic Primary School Job Description

JOB TITLE: Assistant Headteacher – Head of School
REPORTS TO: Executive Headteacher
SALARY RANGE: Leadership Pay Scale

Purpose of Job:

The Assistant Headteacher – Head of School, under the direction of the Executive Headteacher, will take a major role in:

- Leading the school in embedding clearly its vision, Catholic values and ethos.
- Formulating the aims and objectives of the school and establishing the policies through which they are to be achieved.
- Proactively managing staff and resources.
- Monitoring progress towards the achievement of the school's aims and objectives.
- When the Executive Headteacher is absent, the Head of School will deputise, as directed by the governing board.

The Assistant Headteacher – Head of School will:

- Provide high quality teaching and learning to pupils in their class and manage the associated pastoral and administrative duties in respect of these pupils.
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
- Share in the leadership and management of the school on a day-to-day basis.
- Make a leading contribution to the school's monitoring and review processes for pupils' attainment and continuous school improvement.
- Lead and line manage teachers and support staff as identified by the Executive Headteacher.
- Strategically lead effective delivery of the curriculum across the school.
- Take responsibility for child protection issues as a Deputy DSL.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and responsibilities:

Leadership and Management:

Under the direction of the Executive Headteacher:

- Establish and implement an ambitious vision and ethos for the future of the school and policies for implementation.
- Continue to develop and maintain the Catholic ethos of the school and provide educational vision by determining the values and standards of learning, behaviour and relationships.
- Support with the day-to-day management of the school.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work in partnership with the Headteacher in the cycle of planning, implementation, review and evaluation of the School Development Plan.

- Monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them.
- Challenge and support all others in developing professionally, both formally and informally.
- Support the Executive Headteacher in appointing staff and the performance appraisal of staff.
- Deal promptly and effectively with any poor performance of staff, teams or pupils.
- Take responsibility for promoting and safeguarding the welfare of pupils.
- Undertake, in the absence of the Executive Headteacher, the professional duties of the Executive Headteacher.
- Present an accurate and coherent account of the school's performance to a range of audiences.
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
- Ensure effective transition and progress of children from one Key Stage to another.

Developing self and others:

- Support the development of collaborative approaches to learning within the school and beyond.
- Ensure own continuing professional development.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Executive Headteacher.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the Executive Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school development plan and performance management.
- Lead the annual appraisal process for all identified support and teaching staff.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Work with the Executive Headteacher to raise standards through staff performance management.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- With the Executive Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.
- Lead a core subject and lead other curriculum areas as needed.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Hold all staff to account for their professional conduct and practice.

Managing the organisation:

Working with the Executive Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the Headteacher.

Securing accountability:

- The Assistant Headteacher – Head of School is directly responsible and accountable to the Executive Headteacher and Governing Body.
- Be responsible and accountable to support, line manage and performance manage all identified staff.
- Be responsible and accountable for the effective delivery of the curriculum across the school.
- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Executive Headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Communication and Community Links:

- Develop and maintain positive and effective relationships with parents, the local community and Governors.
- Nurture the school's close relationship with the church and ensure the school is an integral part of the local community.
- Develop and maintain links with the Diocese, Local Authority, and Advisory and Support Services.
- Provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities.
- Work with the Executive Headteacher in developing the policies and practice, which promote inclusion and equality.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Promote positive relationships and work with colleagues in other schools and external agencies.

Other areas of responsibility:

The Assistant Headteacher – Head of School will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please 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 – Head of School will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

Job Entitlements:

- Release time for Planning, Preparation and Assessment.
- Regular and dedicated non-contact time to undertake specific leadership duties.
- Access to training and staff development according to personal development needs and the needs of the school.
- Annual Performance Appraisal and reviews.

Job Context:

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

St Thomas More VA Catholic Primary School has rigorous Safeguarding Children Procedures and is committed to the welfare of children. All staff are expected to share this commitment.

All teachers make a valuable contribution to the school’s development and therefore, to the progress of all pupils.

Review of duties:

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Grievance and Disciplinary Procedures:

Any grievance or disciplinary procedures will be dealt with under the model adopted by the Governing Body of the School.

Equalities:

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

Health and safety

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Signature of post holder: _____ **Date:** _____

Signature of Executive Headteacher: _____ **Date:** _____