



Our Lady of Walsingham Catholic Multi Academy Trust

Assistant Headteacher Job Description and Person Specification

Purpose:

- To undertake the normal responsibilities of a classroom teacher
- To be a pro-active member of the School Leadership Team
- To assist the Headteacher (or Head of School / Executive Headteacher/Primary Improvement Lead, as applicable) in leading and managing the school
- To play a major role (as directed by the Headteacher) in formulating, implementing and reviewing the SEF and School Improvement Plan and the aims and objectives of the school by:
 - establishing and modelling the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.
- To lead in the fostering of the Christian ethos of the school, so that pupils discover Christ in our community through prayer and service of others
- To raise standards of pupil attainment and achievement within the whole school and to monitor and support pupil progress
- To be accountable for pupil progress and development
- To develop and enhance the teaching practices of others by modelling excellent provision
- To ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for all pupils, in accordance with the aims of the school and the curricular policies determined by the Directors of the MAT, the Local Governing Body and Headteacher
- To be accountable for leading, managing and developing staff within the delegated duties
- To effectively manage and deploy teaching/support staff, financial and physical resources within the particular duties delegated by the Headteacher
- To undertake any professional duties or roles of the Headteacher reasonably delegated to by the Headteacher.

Reporting to:

Headteacher/Head of School

Liaising with:

Headteacher/Head of School, Primary Improvement Lead and executive Management Team. TLR holders, school Senior Leadership Team, Teaching/Support staff, Pupil Support Services and relevant staff with cross-school responsibilities, the Local Governing Body, LA. MAT and Diocesan representatives, external agencies and parents.

Responsible for:

Key Stages, subjects, teaching and support staff and other relevant personnel within the delegated duties

Working time:

In line with Leadership Team STPCD conditions

Salary/Grade:

Leadership

Disclosure level:

Enhanced



MAIN (CORE) DUTIES

For the Assistant Headteacher specific groups of professional duties are delegated by the Headteacher. These professional duties are in addition to the duties below and can be varied from time to time. Once appointed the list below will be populated depending on the agreed delegated duties

The duties below are common to all Assistant Headteacher posts across the OLoW CMAT:

Operational/Strategic

- Demonstrate Leadership in all aspects of the roles delegated
- Embrace and promote innovation and new technologies
- Promote success in the widest sense of education in all work with pupils
- Maximise the use of Resources
- To actively monitor, improve and follow up pupil progress
- To help develop, support and implement School & MAT Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation strategy, behaviour, discipline, bullying etc, taking particular responsibility for developing and implementing policies which lie within the delegated roles
- To work with colleagues to formulate aims, objectives and strategic plans for the school which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school
- To assist with the leading and management of the business planning function of the school, and to ensure that the planning activities of the school reflect the needs of the pupils, the SIDP and the aims and objectives of the school
- Support the Headteacher, the Leadership Team, Local Governing Body & Directors
- Undertake responsibility for the monitoring, improvement and reporting of the quality of learning, teaching and pupil progress across the school
- To advise in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies
- Support the development of the curriculum
- Understand issues relating to the organisation, ordering and funding of resources
- Contribute to staff development activities and coaching of staff
- Lead staff meetings when required

Curriculum Provision:

- To liaise with the members of LT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement and Development Plan/SEF

Curriculum Development:

- To assist in leading curriculum development for the whole school
- To keep up to date with National developments in education and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To analyse relevant data to help develop overall school objectives



Staffing

Staff Development:

Recruitment & Deployment:

- To work with colleagues to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of any support staff where these form part of delegated responsibilities
- To undertake Performance Management Review(s) and to act as a reviewer for staff delegated by the Headteacher
- To participate in the interview process for teaching posts and relevant support staff posts when required and to ensure effective induction of new staff in line with School procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT and CPD programme
- To be responsible for the day-to-day management of staff within the school and act as a positive role model

Quality Assurance:

- To ensure the effective operation of quality assurance and control systems
- To support the process of the setting of targets within the school and to work towards their achievement
- To establish common standards of practice within the school and develop the effectiveness of teaching and learning styles in all subject areas
- To take a lead role within the School procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the school
- To monitor and evaluate teaching in line with agreed School procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To make major contributions to the writing of the SIDP and SEF
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings, PTFA events and pupil performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Attend leadership team, staff meetings and any other such relevant school committees related to the delegated roles
- Develop links with the MAT, directors, governors, the LA, the Diocese, neighbouring schools and relevant external organisations
- To keep up to date with National developments in teaching, learning, assessment, curriculum and reporting

Management Information:

- To ensure the maintenance of accurate and up-to-date information with any relevant aspects of the delegated roles on the management information system
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- Where relevant, to produce reports on examination performance, including the use of value-added data
- To support the school's collection of data



- To provide the Local Governing Body with relevant information relating to the roles delegated by the Headteacher, particularly performance and development

Communications:

- To ensure that all members of staff managed as part of the delegated roles are familiar with the school aims and objectives
- To ensure effective and positive communication/consultation as appropriate with, (amongst others), the parents of the pupils, LA, Diocese, DFE, OLoW CMAT, the local media etc.
- To liaise with partner schools, including schools which pupils transfer to in Y6 or earlier

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, website etc
- To lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the school at external events and within the media
- To actively promote the development of effective school links with external agencies

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including reviewing and advising on the school budget, and (where appropriate, as part of the delegated roles) acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Headteacher on timetabling in order to ensure that the School's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System:

- To monitor and support the overall progress and development of pupils within the school
- Where appropriate, as part of delegated roles, to monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To contribute to PSHE, citizenship and enterprise according to school policy
- To play a major role in ensuring that behaviour standards are high in the school so that effective learning can take place
- To be an emergency call if needed to assist teachers in ensuring good behaviour
- To take a lead role during incidents such as Fire Alarms, emergency evacuations, whole school events etc in order to maintain a calm, safe and orderly environment
- To have a major role in having due regard for safeguarding and promoting the welfare of children and young people and to help direct and to follow the child protection procedures adopted by the LA and the school's safeguarding policy.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- Liaise with colleagues to deliver units of work in a collaborative way
- Work with teaching assistants and the SENCO
- Set targets for pupil attainment levels



- Set work for pupils absent from school
- Demonstrate good practice in the teaching areas of responsibility

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example
- Actively contribute to the spiritual life of the school e.g. by leading assemblies, attending masses and liturgies etc
- Support the ethos of the school through involvement in the prayer life of the school
- Support the charitable and community work of the school
- Support the Church's teachings on gospel and family values
- Where appropriate, coach staff on spiritual and moral issues
- Work closely with the Headteacher on Chaplaincy matters

Other Specific Duties:

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB, contracts or the Governing Body not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Leadership responsibility of/within a team • Successful teaching experience and experience of leading within a Key stage or subject area • Successful teaching experience and experience of leading within more than one key stage or subject area • Recent experience in a Catholic school or Academy • Experience as Assistant Headteacher or a member of LT • Experience of teaching in more than one school 	<ul style="list-style-type: none"> • Desirable • Essential • Desirable • Desirable • Desirable • Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Degree • QTS • Evidence of continuing professional development • Postgraduate level qualification • Middle / Senior Leadership award or Leadership certification • CCRS or equivalent 	<ul style="list-style-type: none"> • Desirable • Essential • Essential • Desirable • Desirable • Desirable
Leadership	<ul style="list-style-type: none"> • A practising Catholic • Secure understanding of the distinctive nature of the Catholic school and Catholic education • Understanding of leadership role in spiritual development of pupils and staff • Experience in leading acts of worship in Catholic schools • Ability to articulate and share a vision of primary education within the context of the mission of the school • Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these • Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils • Understanding of and commitment to promoting and safeguarding the welfare of pupils' • Knowledge of the role of the governing body in a Catholic school • Evidence of having successfully translated vision 	<ul style="list-style-type: none"> • Desirable • Desirable • Desirable • Desirable • Desirable • Desirable • Essential • Essential • Essential • Essential • Desirable • Desirable • Essential



	<p>into reality at whole-school level</p> <ul style="list-style-type: none"> • Experience of working in and leading staff teams • Ability to delegate work and support colleagues in undertaking responsibilities • Experience of performance management and supporting the continuing professional development of colleagues • Understanding of effective budget planning and resource deployment • Experience of working with governors to enable them to fulfil whole-school responsibilities • Successful involvement in staff recruitment, appointment/induction • Understanding of how financial and resource management enable a school to achieve its educational priorities 	<ul style="list-style-type: none"> • Desirable • Essential • Desirable • Desirable • Desirable • Desirable • Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Principles and practice of effective strategies for learning and assessment • Ability to demonstrate accuracy • Organisation skills • Working knowledge and skills of ICT • Good communication skills with people at all levels • Ability to gain respect of pupils through manner of confidence and authority • Able to organise own workload in the context of varied tasks • Financial understanding and/or management of budgets • Ability to analyse data • A secure understanding of the requirements of the National Curriculum and wider curricular opportunities • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning • Experience of effective monitoring and evaluation of teaching and learning • Secure knowledge of statutory requirements relating to the curriculum and assessment • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management • Successful experience in creating an effective learning environment and in developing and 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Desirable • Desirable • Desirable • Essential • Essential • Essential • Essential • Desirable • Essential • Essential • Essential

