



St Cuthbert & The First Martyrs' Catholic Primary School

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Executive Headteacher: Mr D Copley

Acting Head of School: Mrs S Walsh

Assistant Headteacher – Job Description (L1 –L5)

CORE PURPOSE OF THE POST:

- To fully support the Catholic ethos and life of the school.
- To join and support the effective leadership team of the school in moving the school forward.
- To lead by example as an outstanding teacher.
- To be the Teaching & Learning leader.
- To assist in providing professional leadership and management for the school. This will contribute to securing success and improvements for the school, ensuring high quality education and personalised learning for all pupils and high standards and achievement in all areas of work.
- The successful candidate is required to carry out the duties of a school teacher as set out in the latest Teachers' Pay and Conditions document, and any particular duties that the Headteacher may reasonably direct.

MAIN OBJECTIVES:

Creating the Future - Critical to the role of Assistant Headteacher at St Cuthbert & The First Martyrs' Catholic Primary School is working with the leadership team, Academy Council and others to create a shared, strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.

Leading Teaching and Learning - To be a model of excellent practice and to provide high quality teaching and learning to enable pupils to become effective, enthusiastic, independent learners, committed to lifelong learning. You will also be expected to have a coaching/mentoring role to support and develop other members of staff.

Supporting the Organisation - To work with the leadership team in providing effective organisation and management for St Cuthbert & The First Martyrs' Catholic Primary School and to lead, maintain and seek ways of improving organisational structures and functions and to create a safe learning environment.

Securing Accountability – The Assistant Headteacher will be expected to keep all stakeholders, including the leadership team, staff, Academy Council, parents, pupils and the wider community well-informed of the school’s successes, strengths and areas for development. They will be able to both hold others to account and themselves be held to account for the standards of teaching and learning in school.

Strengthening Community Involvement - With the Catholic life and school ethos at the heart of leadership, the Assistant Headteacher at St Cuthbert & The First Martyrs’ Catholic Primary School will support the school’s professional responsibility to develop the whole school community, supporting the leadership team in engaging with the internal and external school community and modelling the principles of equity and entitlement. This will also involve encouraging and engaging in collaboration with other schools in order to bring positive benefits to St Cuthbert’s and share its expertise more widely.

Actions:

Creating the Future

- work with the leadership team to build on the school's vision, ensuring it is fully embraced, clearly articulated, and acted upon effectively by all.
- embody the vision and values of the school.
- motivate and work with others to create a shared culture and positive climate.
- to attend Academy Council meetings when appropriate and provide reports on some occasions.
- Leading Teaching and Learning
- to demonstrate outstanding teaching in the classroom
- ensure a consistent and continual school-wide focus on raising pupils' achievement.
- contribute to a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- contribute to the implementation of strategies which secure high standards of behaviour and attendance.
- determine, organise, and implement the curriculum.
- monitor and evaluate the curriculum and its assessment across the school and identify and act on areas for improvement.
- will be responsible for leading an aspect(s) of school development.
- Supporting the Organisation:
- be a member of, and support other members of the leadership team.
- contribute to the development, implementation and evaluation of school policies.
- support in the recruitment and appropriate deployment of staff in order to maximise their impact on pupil progress.
- share responsibility with the leadership team for Performance Appraisal of staff and support staff.

- use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
- assist the leadership team in the development of a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- take an active part in staff meetings and training sessions to further individual and whole school development by contributing effectively to the work of wider team.
- assist leaders in the delivery of Collective Worship.
- develop good relationships with pupils, and play a key role in the maintenance of exemplary discipline throughout the school.
- take on any additional responsibilities which might be determined from time to time.
- deputise for the Executive Headteacher and Head of School when required, both within and outside school.
- **Securing Accountability**
- use data and benchmarks to monitor progress in every child's learning and focus teaching.
- monitor and evaluate the quality of teaching and standards of learning and achievement of pupils across a school.
- report to the wider leadership team and Academy Council on a regular basis about standards of teaching, learning, behaviour and safeguarding
- demonstrate high standards in communication to keep the school community informed of developments within school.
- **Strengthening Community Involvement**
- assist the leadership team in building a school culture and curriculum that takes account of the school's community.
- create and promote strategies for developing positive relations and dealing with any kind of discrimination.
- ensure learning experiences for pupils are linked into and integrated with the wider community celebrating the Catholic life of the school and the liturgical year.
- further develop community based learning experiences.
- create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.
- **Specific responsibilities:**
- As well as being an outstanding teacher we are looking for our Assistant Headteacher to help with forming the direction of the curriculum.
- We are also looking at a leader and teacher who can help drive standards and improve teaching and learning across school by modelling best practice, planning with others, coaching and mentoring staff