



## St Mary's Catholic Primary School

### JOB DESCRIPTION

Job Title: Assistant Headteacher x 2 (Pastoral / Curriculum)	Section/Location: St Mary's School
Accountable to: Headteacher	Grade/Salary Range: Leadership L4 – L9

#### MAIN DUTIES AND RESPONSIBILITIES

##### **Both Assistant Headteacher will:**

- Undertake the normal responsibilities of the class teacher
- Be a member of the school leadership team working alongside the other Assistant Headteacher
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
  - Supporting with fostering the Catholic Ethos of the school through worship and liturgies
  - Establishing the policies through which they shall be achieved
  - leading and managing staff and resources to that end
  - monitoring progress towards their achievement.
- Sharing safeguarding responsibilities with the Headteacher

##### **Pastoral Assistant Headteacher will:**

- Ensure provision for and performance of disadvantaged pupils and all vulnerable groups.
- Develop a diversity and equalities curriculum
- Monitor the effectiveness of behaviour management
- Monitor attendance and minimising persistent absence
- SENCo (desirable)

##### **Curriculum Assistant Headteacher will:**

- Monitoring performance of extended leadership team
- Moderate standards in all subjects and year groups – quality of work, presentation and handwriting, outcomes.
- Lead aspects of the development of teaching and learning
- Ensure marking and assessment are undertaken in line with school policy

##### **Main Tasks**

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

##### **Class teacher responsibilities**

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.

##### **The internal organisation, management and control of the school and contribute to:**

- Maintaining and developing the ethos, values and overall purposes of the school

- Leading and assisting in whole school and Key Stage liturgy and worship
- Formulating the aims and objectives of the school and policies for their implementation
- Contributing to planning improvement which will translate school aims and policies into actions
- Implementing the Multi Academy Trust and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- Efficient organisation, management and supervision of school routines
- Develop the team culture which promotes collaboration, sharing of professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcome

### **Curriculum Development**

To be responsible for progress and support of and contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- Take a lead on a core subject / RE throughout the school (latter the Catholic Assistant Headteacher)

### **Pupil Care**

To be responsible for the line management of specific Faculty areas and contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of culture of independent learning
- The handling of individual pupil disciplinary cases.

### **The management of staff**

- To be responsible for the line management and performance management of specific staff.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

### **Relationships**

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

**To ensure that all staff have read and operate within the Child Protection Policy and Guidelines**

- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
- All duties are performed subject to consultation with the Head Teacher and other staff as necessary and in accordance with Personnel Guidelines.