



Assistant Headteacher Job Description

JOB DESCRIPTION FOR:	Assistant Headteacher	Name:	
Relating to School Mission Statement:			
In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Curriculum Leaders are expected to set a positive example to others in this respect.			
Main responsibilities/Purpose:			
All Assistant Headteachers are to make a positive contribution to the advancement and Christian ethos of the school. They are expected to:			
i) To maintain the teaching and traditions of the Catholic faith throughout the life of the school so as to promote the personal and spiritual development of pupils and staff.			
ii) To provide vision and leadership in all areas of responsibility in accordance with the school's Foundation statement.			
iii) To take an active role as a member of the School Leadership Team in the leading and managing the school so as to promote the effective education for all the children within the framework provided by the policies of the Governing Body and with respect to statutory requirements.			
iv) To show initiative and good example in all matters relating to the work and general conduct of the school.			
v) To have responsibility for updating relevant sections of the OFSTED Self Evaluation Form			
vi) To contribute to regular school audits which monitor & evaluate aspects of school			
vii) To Line Manage Curriculum Areas or Pastoral Groups with focussed Performance Targets			
viii) To mentor a colleague in aspects of this role. A negotiated programme of responsibilities will be created each year in conjunction with a colleague. The aims of this programme will be:			
a) To build leadership capacity			
b) To provide opportunities for CPD for middle leadership colleagues			
c) To supporting the development of excellence in Teaching & Learning			
Line Manager:			
Line Managing: Curriculum Leaders for			
Liaising with:			
Working Time: 190 Pupil days per year; full-time; 5 In-service days; Directed time as detailed by Headteacher			
Target Teaching Load: /25			
Salary/Grade: L			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership			
Administrative			
Specific duties:			
Leadership			
<ul style="list-style-type: none"> To be a member of the Senior Leadership Team To lead the SLT sub-team on: Pupil Welfare / Support for Learning / SEND Design & maintenance of all rosters for duty, Lunchtime Supervision etc. Support, mentoring and oversight for all Year Leaders and Pastoral Assistants in the delivery of pupil welfare across school. To model best practice in Pastoral work to Year Leaders and Pastoral Assistants Intervention at Year Leader level to ensure the systematic and consistent application of school policies relating to pupil welfare e.g. behaviour management and uniform & appearance. To lead Year Leaders Meetings. To monitor, and with administrative support, keep records and report on pupil behaviour. To act as gatekeeper for Inclusion/Remove Coordination for the election of prefects Coordinating pupil welfare issues involving other agencies such as: Social Services, YOT etc. It is expected that such work will involve liaison with the SEN team. To oversee the completion of the Common Assessment Form (CAF) for children at risk. This may involve liaison with the SEN administrator, Year Leaders & Pastoral Assistants Responsibility for pupils educated off-site/managed moves etc 			



Assistant Headteacher Job Description

Teaching and learning

- To support the development of positive learning behaviours among pupils
- To assist individual teachers with strategies which improve their management of behaviour for learning

Staff Development / Induction

- To be the Designated Senior Person for Child Protection and coordinate regular training events as systems change and in line with statutory obligations.

Managing the performance of others

- To meet with specified Curriculum Leaders throughout the year so as to evaluate subject progress to targets; to feed back this information to the senior team recommending interventions where appropriate
- Within the process of Performance Management/Appraisal to give detailed summary reports on colleagues for whom there is a responsibility to Line Manage with recommendations for Pay Progression

Report to Governors on the above

- Written reporting 3 times per year (HT Governor Termly Report)
- Attendance at Governors meetings when necessary*

**If not already a staff Governor*

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal/Performance Management regulations.

<http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To meet the Teachers' Standards
- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a qualified teacher.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department.

Duties relating to Pastoral /Other/Specifics:

St Mary's Catholic High School, Leyland
Royal Avenue, Leyland, PR25 1BS.



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Signature Post Holder:

Signature Line Manager:

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