



Job Description

Post	Assistant Headteacher
Details: grade, hours, duration, location	L5 – L9 (FTE £57,137 - £63,070) Full Time Permanent Based at Ss Peter & Paul Catholic Primary School, Yeadon
Responsible to	Headteacher
Purpose of the Post	<ul style="list-style-type: none">• To be an excellent classroom practitioner• Have a positive impact on the educational progress of your pupils• To lead on areas of school development• To expertly lead on key areas of school leadership• To carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the school• To assume leadership responsibility, particularly in the absence of a Headteacher on site• To line-manage members of staff• To perform such particular duties as from time to time may be reasonably assigned to him/her by the Headteacher• To work in trusted partnership with the Headteacher driving school priorities forward
Main duties and responsibilities	<ul style="list-style-type: none">• Promote and support the Catholic ethos of the school• To lead on areas of school development• To line-manage members of staff• To assume leadership responsibility, particularly in the absence of a Headteacher on site• Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year• Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan• Teach the class assigned to you according to the pupils' differing educational needs in accordance with the teaching styles agreed by the school, and promote the general progress and well-being of the children• Plan and prepare lessons appropriate to the age of the pupils and covering the range of subjects required by the Curriculum of the school, as laid down by the Governors• Liaise with the SENCo in the writing of individual support plans• Keep records of planned work in accordance with the methods laid down by the Headteacher and agreed with the teaching staff of the school• Set and mark work to be carried out by the children, according to their different levels of ability and attainment, and according to the Assessment, Marking and Feedback Policy• Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy• Establish targets for pupil achievement and ensure this information is used to good effect to evaluate progress• Implement rewards and sanctions within the school policies and procedures



	<ul style="list-style-type: none">• Organise the classroom, the educational materials and apparatus, so that they can be used to best advantage in the learning process by all pupils• Make assessments of individual pupil progress in RE, the core and foundation subject areas and keep all required records in the agreed format• Provide written reports for parents at the end of the school year, to include academic achievement and progress in all subject areas, as well as personal and social qualities and needs• Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.• Evaluate their own teaching and use this analysis to identify affective practice and areas for improvement• Participate in meetings which relate to the school's management, curriculum, administration or organisation• Communicate and co-operate with specialists from outside agencies• Lead, organise and direct support staff within the classroom• Participate in the performance management system for the appraisal of their own performance, or that of other members of staff
Other Responsibilities	<ul style="list-style-type: none">• Contribute to the Catholic ethos of the school• Comply with all relevant legislative requirements, Trust and Diocesan values, and with all policies and procedures in school including Child Protection, Safeguarding, Health and Safety.• Participate in and support the school's performance management process and attend any relevant training• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.• <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i>
VARIATION IN ROLE Given the dynamic nature of the role and structure of our school, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.	
Signed:	Date:
Name:	