

# Assistant Headteacher

## Job Description

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At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

### Purpose of the job

The purpose of this role is to combine the full responsibilities of a class teacher with the opportunity to play an active and valued part in the senior leadership team. Working closely with the Headteacher, you will help to guide the effective leadership and day-to-day running of the school. You will also contribute to shaping and reviewing the School Improvement Plan and the wider aims of the school, helping to develop the policies that support these goals, leading staff and resources with care, and monitoring progress so that improvement is meaningful and sustained.

### Key areas of responsibility

#### Teaching and Classroom practice

- Carry out all duties outlined in the School Teachers' Pay and Conditions Document and the school's class teacher job description
- Teach across all primary year groups with commitment and flexibility

#### Leadership of Teaching, Learning and the Curriculum

- Oversee the quality and effectiveness of the curriculum across the school, ensuring a coherent and well-sequenced learning experience
- Lead monitoring and evaluation processes to strengthen teaching and learning and secure consistently high standards
- Promote high expectations in line with OFSTED, Diocesan and Bishops' Conference requirements
- Support the development and implementation of policies for curriculum, teaching, learning, assessment and reporting
- Use pupil progress information to drive improvement, inform parents and support transitions
- Work with the SENCO to ensure the curriculum meets the needs of all pupils, including disadvantaged and SEND learners
- Collaborate with subject leaders to support the development of their subjects

#### Strategic and Organisational Leadership

- Maintain and develop the school's ethos, values and vision
- Shape the school's aims, objectives and supporting policies



- Translate school priorities into purposeful improvement plans and contribute to the SDP and SEF
- Ensure compliance with Local Authority and Governing Body equal opportunity policies
- Oversee the smooth and efficient organisation of daily school routines
- Help create a safe, calm and well-ordered environment where pupils and staff can thrive
- Support pastoral policies, induction processes, pupil groupings and behaviour expectations

### **Staff, Community and Professional Relationships**

- Model fairness, dignity and respect in line with the school's Catholic ethos
- Build a collaborative and supportive professional culture
- Lead agreed areas of responsibility, including analysis of pupil groups, progress data and target-setting
- Support and deliver high-quality professional development, coaching and mentoring
- Support the induction of new staff and trainees
- Participate in recruitment processes and oversee supply staff, trainees and volunteers where required
- Lead the appraisal process for identified staff
- Advise and support the Governing Body, including attending meetings and producing reports
- Maintain strong communication with parents and provide constructive responses to concerns
- Work with other educational settings to promote continuity of learning and curriculum development

### **Safeguarding**

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

### **Other:**

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

## Person Specification

| Criteria                               | Essential  | Desirable  |
|--|--|--|
| <b>Qualifications &amp; Experience</b> | <ul style="list-style-type: none"> <li>• Qualified Teacher Status; strong, recent classroom practice across more than one age group</li> <li>• Successful middle or senior leadership experience</li> <li>• Strong curriculum planning informed by assessment</li> <li>• Commitment to professional development</li> </ul>   | <ul style="list-style-type: none"> <li>• Leadership or postgraduate qualifications (NPQML/NPQSL/CCRS)</li> <li>• Experience across multiple schools or Key Stages</li> <li>• Experience in a Catholic school</li> <li>• Involvement in school improvement</li> <li>• Experience supporting or leading induction, appraisal or staff development</li> </ul> |
| <b>Skills &amp; Knowledge</b>          | <ul style="list-style-type: none"> <li>• Clear understanding of high-quality teaching and ability to model it</li> <li>• Strong knowledge of the National Curriculum (EYFS–KS2) and assessment systems</li> <li>• Ability to analyse data and use it to drive improvement</li> <li>• Knowledge of OFSTED expectations and school evaluation processes</li> <li>• Strong communication, organisational and interpersonal skills</li> <li>• Ability to foster a positive professional culture and support school improvement.</li> </ul>                 | <ul style="list-style-type: none"> <li>• Ability to act in the Headteacher’s absence</li> <li>• Confidence in leading new initiatives and whole-school relationships</li> </ul>  |
| <b>Personal Qualities</b>              | <ul style="list-style-type: none"> <li>• Enthusiastic, child-centred and committed to the school’s Catholic ethos</li> <li>• Calm, empathetic, approachable and able to manage challenging situations positively</li> <li>• Highly motivated, reflective and proactive in professional growth</li> <li>• Strong sense of confidentiality, integrity and teamwork</li> <li>• Committed to safeguarding, equality and effective partnership with parents</li> <li>• Commitment to high standards of behaviour, wellbeing and pastoral support</li> </ul> |  |

## **Other Factors**

- Satisfactory Safer Recruitment Checks
- Must show understanding of equal opportunities, principles and practices
- Willingness to build effective links and represent the school within its wider community, including Trust, Parish and diocesan links