St Luke's RC Primary School

Assistant Headteacher (KS1)

Salary Scale: **Leadership scale L5-L9**

Job Purpose:

To work in partnership with the Senior Leadership Team to:

- Inspire and embody the Catholic ethos of this school;
- Secure its Mission Statement with all members of the school community;
- Ensure an environment for teaching and learning that empowers both staff and children to achieve highly;
- Ensure the highest standards of teaching, learning and discipline and the well-being of staff and pupils;
- Play an active role in school strategic planning;
- Lead the Key Stage One phase;
- Lead the development of the curriculum across the whole school.

Line Management: Reporting to the Headteacher and Deputy Headteacher

Responsible for the line management of teachers, teaching assistants and Special Support assistants within the Early Years and Key Stage One phases.

Liaising with: Headteacher, Deputy Headteacher, Assistant Headteacher in Key Stage Two, teachers, support staff, parents, Parish Priest, Salford Diocese, LA representatives, external agencies, Governing Body.

Relationships: Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education.

Working Time: Full time as specified within the School Teachers' Pay and Conditions Document for Headteachers.

CRB Disclosure Level: Enhanced

Duties:

The Assistant Headteacher will:

1. **Teaching Duties:**

- Undertake the duties of a teacher as specified within the school's generic job description for the class teacher role.

2. **Strategic Leadership Role within the School**

- Work in partnership with the SLT to maintain and develop a school ethos based on the principles of the Roman Catholic faith and contribute to management decisions on all aspects of policy, development and organisation.
- Accurately represent the views and interests of your key stage to the Headteacher through school self-evaluation process, school improvement planning, development of effective school policies, staff deployment and school budget management.
- Report back to relevant staff following SLT meetings when necessary.
- Take responsibility for the development of designated school curriculum policies, procedures and curriculum budget spending.
- Be involved in the organisation, planning and delivery of school assemblies.
- Represent the school, as required, when the Headteacher or Deputy Headteacher is not available to attend designated meetings.
- Assist the Headteacher, Deputy Headteacher and other Assistant Headteacher in the day-to-day running of the school, standing in for them when not on site.
- Contribute effectively as a lead member of the Senior Leadership Team.
- Liaise with the governors, when appropriate, to facilitate their overview of school management.
- Contribute to school activities involving such matters as parent evenings, parental workshops and liaison with the parish, diocesan, LA and local communities.
- Enthusiastically support management decisions, ethos and direction.

3. **Resources:**

- Work in partnership with the Headteacher, Deputy Headteacher and the Governing Body to ensure that there is sound management of personnel and material resources.
- Assist the Deputy Headteacher in the induction process of new members of staff, including NQTs and learning support staff.

4. **Pastoral Care**

- Promote the general progress and well-being of individual pupils within the school, especially within your key stage.
- Be responsible for monitoring pupils' welfare and standards of behaviour in school.
- Support and guide staff on appropriate strategies for dealing with parents, referring complex issues to the Headteacher and Deputy Headteacher.
- Co-ordinate and lead school and Key Stage assemblies when required.

5. **Key Stage One Leader**

- Lead by example, promoting good classroom organisation and management and being pro-active in new initiatives and curriculum development.
- Establish good relationships, encourage good working practices and support and lead teachers in all areas of assessment and monitoring within Early Years and Key Stage One.
- Lead, support, motivate and direct support staff within Key Stage One to enhance classroom practice.
- Work closely with the Early Years Lead and Key Stage Two Assistant Headteacher to ensure a broad and balanced curriculum across school, focused on raising standards and high achievement.
- Liaise closely with the SLT to ensure effective curriculum continuity and progression across Early Years, Key Stage One and Key Stage Two.
- Ensure a stimulating environment for children through the development and maintenance of appropriate resources within Early Years and Key Stage One.
- Organise and chair Key Stage meetings and provide feedback to the SLT.

6. **Curriculum leader**

- To lead and manage an area of the curriculum across the whole school.
- Take part in relevant professional development in your area and disseminate information to all stakeholders.
- Monitor your area through lesson observations, learning walks and book scrutinies.
- Lead staff meetings and INSET when appropriate.
- Evaluate assessment of the subject area and set targets with the SLT.
- Write and evaluate action plans for your area of the curriculum.

7. **Curriculum Monitoring and Evaluation**

- Support and contribute to the school's system for the review and evaluation of teaching and learning.
- Organise the assessment of the subjects within Early Years and Key Stage One; providing the whole staff with relevant information and data and oversee the system of pupil target setting with teaching staff.

- Monitor and evaluate planning, teaching and learning and assessment within Early Years, Key Stage One and Key Stage Two.
- Raise standards of pupil achievement and progress.
- Work closely with the Deputy Headteacher and other Assistant Headteacher to report to the SLT and governors on standards in Early Years, Key Stage One and Key Stage Two and attend governors meetings as required.

8. Continuing Professional Development

- Lead INSET programmes within school.
- Act as a team leader in the performance management system.
- Undertake relevant courses for your personal and professional development.