

Assistant Headteacher

Job Role:	Assistant Headteacher
Location:	St Mary's Catholic Infant Academy, Victoria Road, Newton-le-Willows, WA12 9RX
Salary:	Leadership 1-5
Contract:	Permanent
Reports to:	Head of School

Job Focus

The Assistant Headteacher will be part of the Senior Leadership Team on a permanent basis. This role will support the Academy in overseeing support service to its pupils.

All teachers at St Mary's Catholic Infant Academy should actively follow and promote the mission, policies and standards of the Academy which require:

- Supporting the ethos of the Academy which enables students to experience, develop and practise Catholic values and living.
- Displaying an enthusiasm for your subject/s which motivates and engages pupils in your lessons.
- Displaying flair and creativity, enthusing and challenging groups of pupils.
- Plan and deliver high quality Teaching and Learning.
- Be fully committed to raising standards and improving the life chances of all pupils.
- Create a culture which celebrates the positive and encourages all kinds of achievement.
- Ensure, good communication and working in partnership with others.
- Support a caring and compassionate community, through being aware and responding to the needs of others.
- Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to their talents and abilities.
- Be committed to high standards of professional co-operation and integrity.

General Duties

- Model excellent teaching and fulfil the duties of a classroom teacher.
- To undertake the professional duties of the Head of School in their absence.
- To assist the Head of School and Executive Headteacher to maintain and develop the academy's ethos and strategic direction ensuring effective use of budgets and resources.
- To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs and/or disability.
- To support the Head of School with teaching, learning and curriculum design, development and analysis across the academy and the appraisal of this.
- Take a leading role in the management, implementation and assessment of Pupil Premium funding ensuring impact.
- Ensure health and safety requirements are met including the safeguarding of all staff and pupils.

Assistant Headteacher Roles & Responsibilities

- Support the strategic leadership of the Head of School and Executive Headteacher including distribution of leadership throughout the academy.
- Demonstrating strong moral values within the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

- Build positive relationships with all members of the academy community.
- Inspire and influence others to believe in the fundamental importance of education in pupil's lives and to promote the value of education.
- To deputise in the absence of the Head of School and Executive Headteacher.
- To manage behaviour effectively in both the classroom and through supporting colleagues with behaviour management.
- Ensure that the academy's systems, organisation and processes are well considered, efficient and fit for purpose.
- Support the Head of School and Executive Headteacher to develop and review the academy development plan, self-assessment evaluation and policies in order to drive the academy forward.
- Manage and maintain current systems of the performance of all staff, addressing any underperformance, supporting staff to develop and value excellent practice.
- Support the Mental Health Team with whole-academy systems for pupil and staff wellbeing.
- Ensure educational standards are ambitious for all pupils ensuring sufficient accountability for all staff for pupil outcomes.

SEND Roles & Responsibilities

- To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs and/or disabilities.
- Be consistent in the delivery of academy policies and practices and that they adhere to statutory national guidance and the current SEND Code of Practice.
- Ensure all policies and records including IEPs are updated when required and actioned as appropriate.
- Model excellent practice with a caring and understanding attitude.
- Support the SENDCo through demonstrating effectively and supporting colleagues with implementation of the graduated approach and interventions to SEND within the academy.
- Monitor effectiveness of progress and targets for pupils with SEND.
- Liaise with colleagues, families, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Proactively and effectively support parents and carers with pupil progress, identification of need and recommendations.

Professional Skills

- Attend staff meetings and training as required.
- Act as a model of professional conduct and presentation.
- Be aware of current government policies and procedures.
- To safeguard children and follow academy policies and procedures.
- Be open-minded, self-evaluative and adaptable to changing circumstances and new ideas.
- Willingness to be involved in the wider life of the academy.
- Organised, efficient and reflective of own practice.
- To work collaboratively with colleagues.

Catholic Ethos

- To have a commitment to the agreed whole academy vision and values.
- To positively promote and contribute to the Catholic ethos of the academy.

Safeguarding

- Understand and adhere to the academy's Child Protection and Safeguarding Policy and the DfE's guidance 'Keeping Children Safe in Education'.
- Ensure awareness of the statutory obligations the academy has towards safeguarding students.
- Be aware of indicators of safeguarding and child protection concerns.
- Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
- Closely monitor the attendance of students who are deemed vulnerable or at risk of harm.
- Collaborate with the DSL to launch and monitor interventions for vulnerable students who have low attendance in line with safeguarding obligations.
- Escalate safeguarding concerns about students to the DSL immediately.
- Work with the DSL to engage with students' families where low attendance is a result of a safeguarding concern.
- Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

Staff responsibilities

- As a member of the academy, provide support and cover for other members of staff as required.

Corporate Responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification

Qualifications	Essential	Desirable	Source
QTS	E		A / I / R
Degree and QTS or Post Graduate Qualification	E		
Training in Special Educational Needs strategies		D	
SEN Award		D	
NASENCO		D	
Evidence of continuous professional development and commitment to further development		D	
Experience	Essential	Desirable	Source
At least 4 years teaching experience as a class teacher with secure judgements of good and outstanding teaching.	E		A / I / R
Recent experience in a Good or Outstanding school	E		
Teaching experience in KSI and/or KS2	E		
Assessment and analysis of progress and attainment	E		
Improving teaching and learning across the curriculum	E		
Experience of whole school leadership with proven impact	E		
Subject leadership	E		
Leading whole staff professional development including teaching and learning	E		
Experience of co-ordination of an area of SEND provision	E		
Proven ability to effectively review EHCPs, IEPs and liaising with all stakeholders	E		
Collaboration with outside agencies and other professionals to support inclusion and outcomes for pupils and families	E		
Teaching across the whole Primary age range		D	
Working in partnership with parents		D	
Experience of senior leadership and appraisal		D	
Teaching phonics with impact		D	
Experience and knowledge of using Talk for Writing and Read to Write planning and strategies		D	
Quality, Mastery Maths teaching		D	
Leading inclusion across the academy		D	
Deputy Designated Safeguarding Lead		D	
Knowledge and understanding	Essential	Desirable	Source
The theory and practice of providing effectively for the individual needs of all children, e.g. classroom organisation and learning strategies	E		A / I
Statutory National Curriculum requirements for primary education	E		
The effectiveness and impact of monitoring, assessment, recording and reporting of pupils' progress	E		
The statutory requirements of legislation concerning equal opportunities, Health & Safety, SEND, inclusion and child protection	E		
The SEND code of practice	E		
The positive links necessary within the academy and with all its stakeholders	E		
Effective teaching and learning styles	E		
Current safeguarding training	E		

The preparation and administration of statutory National Curriculum tests		D	
Coaching and/or mentoring strategies		D	
The links between academies, especially partner academies within a Multi Academy Trust		D	
Working in a faith academy		D	
Skills	Essential	Desirable	Source
Promote the academy's aims and values positively and use effective strategies to promote resilience and to inspire	E		A / I
Ability to manage and lead other adult across the academy	E		
Establish and develop close relationships with parents, governors and the community	E		
Communicate effectively (both orally and in writing) to pupils, parents, colleagues and governors with competent use of IT	E		
Create a happy, challenging and effective learning environment taking into account mental health and wellbeing strategies to support all staff and pupils	E		
Be organised and prioritise with ability to meet deadlines	E		
Ability to deputise in the absence of the Executive Headteacher and Head of School	E		
Develop strategies for creating community links		D	
Provide professional guidance and support to colleagues in relation to SEND pupils and in using the graduated approach		D	
Lead on interventions and evaluate effectiveness		D	
Personal Characteristics	Essential	Desirable	Source
Approachable, understanding and caring towards all stakeholders	E		A / I
Committed to being an effective leader who inspires and motivates others	E		
Committed and passionate teacher who is able to work successfully in a team	E		
Enthusiastic with a good sense of humour	E		
Calm under pressure with the ability to maintain confidentiality	E		
Well organised personally and professionally	E		
Flexible in approach	E		
Practising Catholic	E		
Participate in relevant training and development opportunities	E		
Undertake appointed person certificate in first aid administration		D	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E		

This job profile remains indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.