**Assistant Headteacher - Job Description**



#

**Reports to:** Headteacher

**Responsible for:** Class teachers, Teaching assistants

**Salary Range:** Leadership scale L1-5

**Date:** September 2025

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church’s educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster.

The school is part of the Diocese of Westminster Catholic Academy Trust.

1. **Purpose of the job**

To provide leadership, development and management of the teaching and learning of all pupils. To take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices and our Catholic ethos across the school. The post will require you to work in partnership with the Headteacher, Governors, and Members of the Trust and staff to ensure the continuous improvement of our school.

You will be a member of the Senior Leadership Team.

As a member of the School Leadership Team, you will assist:

1. Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge
2. Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith in Our Lord Jesus Christ
3. Helping to develop the school as an evangelising, catechetical and educational community
4. **Main duties**

***Professional Duties***

1. To carry out the duties of a class teacher where necessary and an Assistant Headteacher as set out in the School Teachers' Pay and Conditions document.
2. To be involved in the strategic management and day to day running of the school.
3. To play a major role in formulating and evaluating the impact of the School Development Plan.
4. Along with the Headteacher, to play a major role in the Senior Leadership Team.
5. Along with the Headteacher, to lead in the modelling of the school vision, ethos and aims of the school.
6. Alongside the Headteacher, to promote the school within the local community.
7. To deputise for the Headteacher in their absence.

***Specific Role and Responsibilities***

We are in the fortunate position to offer flexibility towards responsibilities to accommodate the right candidate.

In addition to the above, the Assistant Headteacher is required to undertake the following responsibilities in consultation and co-operation with the Headteacher.

***Teaching and Learning Lead***

1. To be responsible, with the Headteacher, for improving the quality of teaching and learning across the school.

2. To drive improvements in children’s progress rates and attainment throughout the school.

3. To assist in the planning of teaching groups and staff deployment.

4. To assist in the monitoring and evaluation of the curriculum.

5. To ensure consistent and accurate records are maintained throughout the school and statutory and school policies are met.

6. To take on the role of a phase / curriculum subject leader.

7. To provide guidance and support to other members of staff in implementing curriculum plans, both by means of meetings and by working alongside individual teachers.

***Pupils wellbeing and mental health Lead***

1. Ensure that the ethos of the school, in terms of the high standards of physical and emotional wellbeing for all children, is maintained.
2. To provide support and guidance to other member of staff in implementing the therapeutic behaviour policy and lead staff training where required.
3. Ensure the good conduct and behaviour of children and assist in promoting good discipline throughout the school.

**Continuing Professional Development**

1. To support the implementation of INSET within the school.

2. To participate in the Performance Management of staff to inform the individual CPD plans.

**Management responsibilities**

1. As a member of the Strategic Leadership Team contribute to the policy and strategic development of the school.
2. Line manage a team of staff ensuring all responsibilities of an effective line manager are upheld.
3. To assist in the management of the school efficiently and effectively on a day-to-day basis, including supervisory duties.
4. To play a key role in the school’s pastoral system, supporting staff, pupils and parents when necessary.
5. To assist in facilitating good communication within the school and sustain the personal motivation of staff.

**Work with stakeholders**

1. To attend meetings as appropriate with the Governing Body and parents and to provide such reports and information as required.

2. To develop and maintain good relationships with parents and the local community.

3. To develop links with Governors, Inspectors, Advisers and other relevant external agencies.

**Working Time/Review**

This job description sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

This School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment

**Other Professional Requirements**

1. To actively live out our mission statement in all facets of your working life
2. Demonstrate a positive attitude towards your work and the work of others in order to foster effective teamwork

1. Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support
2. Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post
3. Take responsibility for your own professional development and on-going formation
4. Have a secure knowledge and understanding of the subjects taught
5. Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice
6. Provide leadership across the school in a designated subject or curriculum area, this to include:
* Monitoring quality and standards
* Contributing to school planning and self-evaluation
* Providing professional support to other teachers and support staff
* Advising the headteacher on appropriate resources and materials
* Leading appropriate professional development

**Job context:**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school.

**Review of duties:**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Signed:

Assistant Headteacher……………………………………………..

Headteacher………………………………………..

Date…………………………………