



Job Description

Title	Assistant Headteacher
Salary Range	L1-L5 (Fringe)
Working Pattern	Full time post with teaching time of up to 0.5 FTE
Core Purpose	<p>The Assistant Headteacher will support the Executive Headteacher and Deputy Executive Headteacher in providing strategic leadership and operational management within the school. This role will have specific responsibility for teaching and learning, curriculum development, and operational school leadership.</p> <p>The Assistant Headteacher will work collaboratively with the Senior Leadership Team (SLT) to preserve and develop the Catholic character of the school, while ensuring high educational standards. They will lead on aspects of the curriculum and support the professional development of staff.</p> <p>The role must be filled by someone who demonstrates a commitment to upholding and embedding Catholic values throughout all aspects of school life.</p>
Accountable to	Executive Headteacher, Deputy Executive Headteacher
Line management responsibility	Teaching Team, Subject Leaders, Support Staff Team.

Preservation and Development of the Catholic Character of the Academies

- Ensure that the Catholic ethos is embedded in all aspects of school life, including the curriculum, policies, and relationships.
- Support and promote the Catholic Life and Mission of the schools, fostering a strong sense of faith and community among pupils, staff, and families.
- Work with the Religious Education Lead to develop high-quality provision aligned with Diocesan expectations.
- Lead and support whole-school worship, liturgical events, and faith-based celebrations.

- Maintain a teaching commitment appropriate to the role, ensuring high standards of classroom practice.
- Support and develop high-quality teaching across the academies, coaching and mentoring staff where required.
- Monitor, evaluate, and improve the quality of teaching and learning, ensuring effective use of assessment data to improve pupil outcomes.
- Provide professional leadership in curriculum innovation and pedagogical strategies.
- Support in raising pupil achievement and closing attainment gaps through targeted interventions and inclusive strategies.

Responsibility for Curriculum and Cross-Academy Responsibilities

- Lead on the development, implementation, and review of

the curriculum, ensuring it meets the needs of all learners and reflects the Catholic ethos.

- Oversee and monitor the impact of curriculum changes, ensuring progression, continuity, and high expectations.
- Work with subject leaders to ensure high standards of curriculum implementation across both academies.
- Identify opportunities for curriculum enrichment, including extracurricular activities, partnerships, and community links.
- Ensure compliance with statutory curriculum requirements and Diocesan guidance.

Operational Leadership and Management

- Support the day-to-day management of the Academies, deputising for senior leaders as required.

Teaching and Learning Responsibilities

- Lead on specific operational areas such as behaviour, attendance, or inclusion, as directed by the Executive and Deputy Executive Headteacher.
- Assist in the recruitment, induction, and performance management of staff.
- Work collaboratively with other leaders to implement academy policies effectively.
- Support with the organisation of cover arrangements and staff deployment, ensuring smooth daily operations.

Staff Development and CPD

- Contribute to the development and implementation of the Continuing Professional Development (CPD) programme.
- Coach and mentor staff to develop teaching practice and leadership potential.
- Lead training and professional development sessions for staff.
- Support early career teachers (ECTs), and trainee teachers.

Accountability and Governance

- Provide reports and updates on curriculum and teaching

standards to the Deputy Executive Headteacher, Executive Headteacher, and LGB.

- Ensure compliance with statutory and Diocesan regulations related to curriculum and teaching.
- Use data effectively to monitor progress and inform strategic decision-making.
- Work in partnership with the Trust Board, Local Governing Body (LGB), and Diocese to fulfil governance responsibilities effectively.

Working with the Wider Community

- Foster strong relationships with parents, carers, and the wider community to enhance academy engagement.
- Promote the Academies' Catholic identity and reputation through effective outreach and communication.
- Develop opportunities for partnerships with external organisations, including local businesses, charities, and educational institutions.
- Support outreach activities that encourage pupil involvement

in social action and community service.

Ethos and Commitment to Catholic Values

- Ensure all policies, practices, and relationships within the Academies reflect Catholic values and teachings.
- Uphold and model the Gospel values of faith, love, respect, and service in all aspects of leadership and decision-making.
- Commit to personal professional development, deepening understanding of Catholic education and academy leadership.

Confidentiality and Safeguarding

- Treat all information acquired through employment in confidence.
- Promote and ensure the safeguarding of all pupils in line with academy and statutory requirements.
- Act as a Designated Safeguarding Lead (DSL) or Deputy DSL if required, ensuring the highest standards of child protection.

Equalities Statement

The All Saints Catholic Academy Trust (ASCAT) is committed to achieving equality of opportunity in its schools and in the employment of people. The postholder will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

This job description is subject to periodic review and may be amended following consultation with the postholder to reflect changing priorities.

Person Specification

Assistant Headteacher	Essential	Desirable
Qualifications		
Qualified teacher status (QTS)	✓	
Relevant senior leadership experience within a primary school setting	✓	
Catholic Teachers' Certificate (or equivalent) or willingness to work towards it	✓	
Evidence of further professional development relevant to leadership in Catholic education		✓
NPQML, NPQSL, or other leadership qualifications		✓
Faith Commitment		
A practising Catholic who can show by example and experience that they will ensure the school remains distinctively Catholic		✓
A clear understanding and experience of leading school worship and Catholic Life & Mission	✓	
Experience of working within a Catholic multi-academy trust or Diocesan structure		✓
Experience		
Evidence of being an outstanding primary classroom practitioner	✓	
Successful experience in leading curriculum development across a school	✓	
Experience in designing and delivering effective CPD programmes for staff	✓	
Proven ability to develop and implement whole-school strategies for Catholic Life and Mission	✓	
Experience of contributing to school self-evaluation and development planning	✓	
Experience in managing change successfully and empowering others to deliver a shared vision	✓	
Experience in working with and supporting a Local Governing Body (LGB)		✓
Operational Management and Leadership		
Proven ability to implement, monitor, and evaluate school improvement strategies based on rigorous self-evaluation	✓	
Able to develop and sustain a high-performance culture through clear strategic leadership	✓	

Assistant Headteacher	Essential	Desirable
Ability to lead and manage multiple teams effectively, including teaching staff and curriculum leads	✓	
Experience in supporting and mentoring staff to improve professional practice	✓	
Ability to work collaboratively with the Trust, Diocese, parents, and the wider community	✓	
Ability to interpret and utilise performance data to inform decision-making	✓	
Safeguarding		
Demonstrates a commitment to safeguarding and promoting the welfare of children	✓	
Deep and accurate knowledge of safeguarding policies and procedures	✓	
Experience of acting as Designated Safeguarding Lead (DSL) or Deputy DSL		✓
Ability to uphold public trust and confidence while maintaining professional boundaries	✓	
Ethos, Values and Religious Character		
Articulates and shares a clear vision for a Catholic school where all in the community flourish	✓	
Passionate belief that all children and young people can succeed	✓	
Secure understanding of the distinctive nature of a Catholic school	✓	
Demonstrates the ability to uphold British values and model respect and tolerance	✓	
Commitment to developing the whole child, including their spiritual, moral, social, and academic growth	✓	
Personal Attributes		
Resilient, hardworking, self-motivated, and action-oriented	✓	
Ability to inspire and model outstanding leadership behaviours	✓	
Strong strategic vision with the ability to set and deliver clear priorities	✓	
Confident decision-maker, able to balance considered risks and clear direction	✓	
Effective delegation and ability to hold others accountable for high performance	✓	
Commitment to professional development and reflective practice	✓	

This person specification is subject to periodic review and may be amended to reflect the evolving needs of the role.