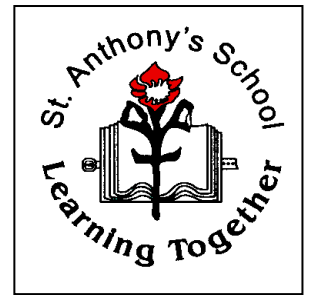


**ST. ANTHONY'S SCHOOL**  
**JOB DESCRIPTION**



**Postholder:**

**Job Title:** Assistant Headteacher,

**Curriculum Area:** Key Stage 1 – Key Stage 4

**Responsible to:** Headteacher

**Liaising with:** Headteacher; Senior Leadership Team; Key Stage Leaders; Teachers; Support Staff; other relevant external agencies; Parents/Carers

**Key Responsibilities:**

**To be defined upon successful appointment**

**Working Time:** 195 days per year including Inset days. Full time

**Allowance attached to the post:** Leadership Scale 11-16

**Disclosure Level:** Enhanced

**PPA Time:** The post carries a maximum 20% teaching load

**Specific Responsibilities**

To be added on successful appointment

**General Responsibilities**

**A. Strategic direction and development of the school – in co-operation with, and under the direction of, the Headteacher**

- To support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement;
- To support the creation and implementation of the school development plan and to take responsibility for appropriately delegated aspects of it;
- To be a member of the SLT and to deputise for the Headteacher.
- To support the development of the Teaching and Learning across the school
- To chair Annual Review Meetings alongside other members of SLT

## **B. Teaching and Learning**

- To exemplify high standards of teaching and to support the induction of new teaching and support staff.
- To attend, organise and contribute to relevant meetings.
- To lead assemblies and school meetings with pupils as required.
- To provide advice, support and interventions to enhance the quality of teaching and learning.
- To be responsible for the curriculum and home activities in the secondary department.
- To the induction of new teaching staff to the school.
- To support the head teacher in developing links with parents of children across the whole school.
- To support the implementation of the schools behaviour policy.
- To be a DSL as part of the wider safeguarding team.

## **C. Leading and managing staff**

- To contribute to CPD including providing advice on teaching strategies, resources available and to liaise with the SLT on priorities for inset days.
- To contribute to the good welfare and discipline of pupils in line with agreed school policies.
- To support the Headteacher and Assistant Headteacher in developing positive working relationships with and between all pupils and staff
- provide induction to Teaching Staff in the school who may be new to the school.
- To ensure that the Headteacher and governors are well informed about policies, plans and priorities for the school, its success in meeting objectives and targets, and any future development needs.
- To lead curriculum leaders meetings to address priorities associated with school development priorities.

## **D. Effective deployment of staff and resources**

- To work in partnership with other members of SLT to ensure the most effective deployment, development and utilisation of support staff to benefit standards of pupil achievement.
- To support the head teacher in the deployment of staff in the school and support those staff in their duties.
- To support in the recruitment and induction of staff where required.

## **E. General**

- To create and maintain positive and supportive relationships with staff, parents, FOSTA ( Friends of St Anthony's) and governors.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- To support the Head teacher in ensuring the objectives of the Teaching & Learning policy are reflected in the school development plan, that effective systems are in place.

## **Notes**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.

Signed : ..... **Post Holder**

Date: .....

Signed: ..... **Headteacher**

Date: .....