

**Sacred Heart
RC Primary**

Kingsway,
Rochdale,
OL16 4AW

T: 01706 649981

F: 01706 656239

E: office@sacredheartrc.rochdale.sch.uk

W: www.sacred-heart-school.org.uk

Headteacher: Mrs P Dungworth



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Job Description: Assistant Head Teacher

Job Title: Assistant Head Teacher

Salary Scale: Leadership Scale 1-5

Pay Scale: Leadership Scale Point (1)

Job Purpose:

To work in partnership with the Head Teacher and Deputy Head Teacher to:
Inspire and embody the Christian ethos and culture of this Catholic 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 and active role in strategic planning;
Lead some acts of collective worship;
Provide Religious Education in accordance with the agreed syllabus.

Line Management

Reporting to – the Head Teacher

Responsible for the line management of teachers and teaching assistants within your designated key stage

Liaising with:

Head Teacher; Deputy Head, SLT members; teachers, support staff, parents, Parish Priest, the Emmaus Federation, LEA representatives, Diocesan representatives, external agencies

Relationships:

Promote and develop a partnership with parents which recognizes 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 Head Teachers

DBS Disclosure Level:

Enhanced

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Duties:

The **Assistant Head Teacher** will:

1. Teaching Duties

Undertake the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document

2. Strategic Leadership Role within the School

- i. 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 organization.
- ii. report back to relevant staff following SLT meetings when necessary
- iii. be involved in the organization, planning and delivery of some whole school assemblies and regular delivery of key stage assemblies
- iv. represent the school when the Head Teacher and Deputy Head Teacher are not available and at designated meetings
- v. assist the Head Teacher and Deputy Head Teacher in the day to day running of the school, standing in for them when not on site
- vi. contribute effectively as a lead member of the Senior Leadership Team
- vii. liaise with the governors, when appropriate, to facilitate their overview of school management
- viii. contribute to school activities involving such matters as parents evenings, parental workshops, Friends of Sacred Heart and liaison with the parish, diocesan, LEA and local communities.

3. Resources

- i. Work in partnership with the Head Teacher and the Governing Board to ensure that sound management of personnel and material resources
- ii. Act as a mentor within your key stage in the induction process of new members of staff, including NQTs, teaching supply staff, teaching students and learning support staff.

4. Pastoral Care

- i. Promote the general progress and well-being of individual pupils within the school, especially within your key stage.

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- ii. be responsible for monitoring pupils' welfare and standards of behavior in the school, supporting and guiding staff on appropriate strategies and dealing with meeting parents, referring complex issues to the Head Teacher and Deputy Head Teacher.
- iii. with the SLT to support the Lunchtime Organisers and ensure the safety of all pupils during the lunch break
- iv. ensure smooth transition for pupils by establishing and maintaining effective and productive relationships. As appropriate to your Key Stage, liaise with preschool providers and Key Stage Three teachers to ensure the successful transition for pupils.

5. Standards and Development Group Leader

- i. be accountable for and provide professional leadership and management to staff and children in your key stage to ensure the high possible standards of achievement and wellbeing for pupils
- ii. lead, support, direct staff within your Key Stage to deliver school improvement
- iii. organize and chair your key stage meetings to ensure that school policies and practices are developed and delivered
- iv. to act as Appraiser within the Key Stage, demonstrating rigor, high expectations and fairness

6. Teaching & Learning Group Leader

- i. lead by example, promoting good classroom organization and management and being pro-active in new initiatives and creative curriculum development
- ii. establish good relationships , encourage good working practices and support and lead teachers in all areas of assessment and monitoring subjects within your key stage.
- iii. lead, support, motivate and direct support staff within your key stage group to enhance classroom practice
- iv. be responsible for ensuring a broad and balanced curriculum within your key stage group, focused on raising standards and high achievement
- v. liaise closely with Deputy Head Teacher and SLT to ensure effective curriculum continuity and progression across your key stage

7. Curriculum Monitoring, Assessment and Evaluation

- i. support and contribute to the school's system for the review and evaluation of teaching and learning
- ii. monitor and assess pupil progress within your key stage; analyse data ensuring appropriate records/tracking are kept; providing the whole staff with relevant information and data and oversee the system of pupil target setting with the teaching staff;

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- iii. monitor and evaluate planning, teaching and learning and assessment within your key stage group and standards of pupil achievement and progress
- iv. to take on the leadership of a core subject and to model exemplary practice in subject leadership so that standards are raised across the school
- v. report to the Senior Leadership Team and governors on standards in the Key Stage and attend governors meetings as requested.

8. Continuing Professional Development

- i. Lead INSET programmes within school
- ii. Act as Appraiser in the performance management system

9. Additional Information

- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.
- You are employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.
- This job description identifies the responsibilities attaching to your post. It is subject to the limits on working time set out in the current Teacher's Pay and Conditions document and evaluates curriculum planning, teaching and learning, assessment and standards of achievement and attainment.
- This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance Procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which case teachers are advised to consult their Professional Association.

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10. Signatures

Head Teacher and Post- Holder sign and date this job description following consultation on its contents.

Signed: _____ Post Holder

Date: _____

Signed: _____ Head Teacher

Date: _____