



ASSISTANT HEAD JOB DESCRIPTION

Post: Assistant Head with class teaching responsibilities and whole school wider curriculum enrichment

Salary Scale: L2-L6

Responsible to: Headteacher

In all aspects of the post the person appointed must implement faithfully and effectively the Aims and Policies of this Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

Core Purpose	The core purpose of every teacher at St John Vianney Catholic Primary School is to inspire, motivate, encourage and educate the children in our care. Providing a safe, tolerant, stimulating environment where children feel valued and their talents encouraged.
Main Duties & Responsibilities	<ul style="list-style-type: none">▪ To support the Catholic ethos, vision, values and aims of our school.▪ To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.▪ To facilitate, support and monitor the overall progress and development of children with special educational needs.▪ To foster a learning environment and educational experience, that provides children with the opportunity to fulfil their individual potential.▪ To support and contribute to the school's responsibility for safeguarding children.▪ To ensure at all times a positive approach to equal opportunities, gender issues and racism and show knowledge and awareness of BBCET policies.▪ To attend INSET days and teaching and learning meetings when required.▪ To actively promote the policy and practice of inclusion.
Teaching & Learning	<ul style="list-style-type: none">▪ Teach high quality, engaging and inspiring lessons that promote pupil progress and foster a love of learning.▪ plan and prepare lessons for all ability ranges, adapting as appropriate to support and extend learning▪ give clear targeted feedback and focused support▪ give pupils maximum opportunity to make measurable progress▪ participate in meetings at the school which relate to either curriculum or pastoral▪ Set homework in line with school policy
Curriculum	<ul style="list-style-type: none">▪ To share in the development of the school curriculum, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and their review.▪ organise enrichment opportunities for pupils to extend their subject education outside of lesson time activities▪ keep abreast of developments in all aspects of education as well as in the subject(s) you are responsible for in order to plan effectively
Assessment	<ul style="list-style-type: none">▪ participate and prepare pupils for public Key Stage tests▪ assess, record and report on progress and attainment of pupils▪ ensure that marking follows the school marking policy guidance▪ keep records of pupil progress and attainment▪ meet deadlines for assessments and reports

Resource Management	<ul style="list-style-type: none"> ▪ ensure that relevant Health and Safety legislation is followed ▪ manage and care for your room/teaching environment, reporting problems as needed ▪ ensuring the effective and efficient management and organisation of learning resources, including information and communications technology ▪ maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work ▪ ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed
Catholic Life of the School	<ul style="list-style-type: none"> ▪ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same ▪ to actively support BBCET and the school's policies and aspirations ▪ to adhere to the staff professional code of conduct ▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments
Class teacher/ Pastoral care	<ul style="list-style-type: none"> ▪ Support the spiritual development of children by ensuring daily opportunities for prayer. ▪ maintain good order in your classroom and subject area ▪ support colleagues in managing the behaviour of pupils ▪ work with senior leaders in promoting good behaviour in lessons ▪ attend Whole School gatherings, i.e. Celebration of the Word/assemblies and support the management of pupil entry and exit
Leadership Responsibilities	<ul style="list-style-type: none"> ▪ To be actively involved in the ongoing School Improvement Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards ▪ To lead and co-ordinate appropriate wider curriculum and enrichment information across school in order to ensure consistent provision and accurate judgements of pupil performance ▪ To present a coherent and accurate account of pupil and team performance in a form appropriate to a range of audiences, including Governors, the local community, the future Trust, and Ofsted. ▪ To support the Headteacher and SLT in appraisal of staff ▪ To undertake phase and whole school assemblies as necessary ▪ To work in collaboration with the Governing Body on issues of school improvement particularly focused on the whole school provision. ▪ To play a full part in developing and enhancing relationships between the school, pupils, parents, external agencies and the local community. ▪ Be a strong advocate for change and champion school improvement. ▪ To be responsible for raising the profile of the wider curriculum enrichment and the arts across school.
Other professional requirements	<ul style="list-style-type: none"> ▪ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (School Teacher Pay and Conditions) ▪ To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher ▪ To adhere to the BBCET staff code of conduct and Teachers' Standards

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to *'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'* (RB) and we recognise the intrinsic value all people.

St John Vianney Catholic Primary School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: March 2024