



The Blessed Sacrament Catholic Primary School

Part of Mater Ecclesiae Catholic Multi-Academy Trust

Headteacher: Miss K. Hannah



Job Title: Assistant Headteacher

Reporting to: Headteacher

Main Purpose:

To support the Headteacher and Deputy Headteacher in providing professional and strategic leadership and management of the school, ensuring high standards in all areas of school life.

Key Responsibilities:

1. Leadership and Management:

- Support the Headteacher in formulating the aims and objectives of the school.
- Assist in the development and implementation of policies and practices which reflect the school's commitment to high achievement and effective teaching and learning.
- Lead and manage a Key Stage, (Either Early Years & Key Stage One or Key Stage Two) ensuring high standards of teaching, learning, and assessment.
- Oversee an area of inclusion, ensuring all pupils have access to the curriculum and are supported to achieve their potential.
- Lead a core subject area, driving improvements and ensuring high standards.
- Line manage support staff within the Key Stage, providing guidance and support to ensure effective practice.
- Line manage pastoral staff in consultation with the Headteacher and Family Support Worker.

2. Catholic Ethos:

- Uphold and promote the Catholic ethos of the school.
- Lead and participate in collective worship and other religious activities.
- Support the spiritual, moral, social, and cultural development of pupils.

3. Teaching and Learning:

- Model outstanding teaching and learning practices.
- Support staff in the planning and delivery of a broad, balanced, and inclusive curriculum.
- Monitor and evaluate the quality of teaching and learning within the Key Stage.
- Use data to identify areas for improvement and implement strategies to address these.
- Undertake a 0.8 teaching responsibility, delivering high-quality lessons and supporting pupil progress.

4. Inclusion:

- Promote a culture and practices that enable all pupils to access the curriculum.
- Develop and implement strategies to support pupils with special educational needs and disabilities (SEND).

- Work with staff to ensure that Individual Provision Maps (IPMs) are effectively implemented and reviewed.

5. Pastoral Care:

- Ensure the well-being of all pupils within the Key Stage.
- Promote positive behaviour and attendance.
- Work with parents and carers to support pupil achievement and well-being.

Qualities and Skills:

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Commitment to the Catholic ethos of the school.
- Ability to inspire and motivate staff and pupils.
- Experience in leading a Key Stage or area of inclusion.

Additional Responsibilities:

- Undertake any other duties as required by the Headteacher.
- Participate in the school's performance management process.