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|  | **Botwell House Catholic Primary School** **Job Description:****Role: Assistant Headteacher**  |
| **Line manager:**  | **Headteacher** |
| **Prime purpose** |
| * To be part of the Senior Leadership Team and positively support the ethos of the school and ethical leadership charter.
* Co-ordinate and take day-to-day responsibility for the organisation and management teaching and learning across a key stage.
* To lead and inspire colleagues and provide professional management and direction, ensuring high quality teaching and learning, purposeful and contextualised learning environments, effective use of assessment and resources to bring about high achievement for all pupils.
* To lead professional development of colleagues by instilling research enriched pedagogy and being an exemplary role-model, guiding team-working and shared ownership of professional dialogue.
* To work closely with colleagues to develop, implement and review policies, practices and action plans which reflect the school’s commitment to high achievement.
* To lead areas of the school’s strategic plan, liaising and reporting to all stakeholders effectively, taking an active role in school self-evaluation to enable ongoing further improvements.
* Helping to develop the school as an evangelising, catechetical and educational community.
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| **Duties and Responsibilities** |
| * To spearhead the Catholic life of the school community, rooted in the Eucharistic community it serves.
* To Lead R.E teaching to ensure that the highest possible standards are met and that R.E flows across all aspects of school-life.
* Ensure the successful development and implementation of our high quality, inclusive curriculum. Developing the quality of lesson design that enables all learners to make good progress.
* Have sound knowledge and understanding of the educational, developmental, health and social needs of all children.
* Keep abreast of issues concerning wider legislative policy context for education, academic literature, research and debate.
* Lead on developing and maintaining appropriate positive behaviour strategies to support their diverse needs.
* Lead and support staff in developing and maintaining a partnership with parents that values parents’ contributions and includes them in their child’s education. This includes ensuring there is support for the home learning environment and continuity for the child and parents at points of transition.
* To liaise with our volunteer parent/carer body the ‘Friends of Botwell’ to ensure an effective relationship supports the community’s ambitions.
* Where appropriate hold meetings with parents and carers to address a range of issues that may present themselves.
* In partnership with leadership colleagues, to monitor and evaluate the effectiveness of the school’s priorities and present findings to all stakeholders
* Develop and maintain positive working relationships with multi-agency partners and local organisations including other schools in the area to facilitate an integrated approach to services for all families and children.
* Where appropriate, lead in-service training and advise on individual CPD opportunities for other members of staff that you performance manage.
* Uphold and demonstrate in practice the principles of inclusion and equal opportunities in all aspects of the role.
* Undertake regular Child Protection training at a level commensurate with the role as part of the safeguarding leadership team.
* Undertake other duties appropriate to this post as directed by the Headteacher.
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| **Personal and Professional Requirements** |
| * Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection of the Catholic nature of the school as laid out in the school’s Mission statement and the ethical leadership charter.
* A genuine interest in ongoing self-reflection and self-driven research.
* To know and follow robustly all school policies including child protection procedures and health and safety.
* To be flexible and open to change with a positive optimistic mind-set.
* To be ready to be part of a whole school team and willing to go the extra mile.
* To be confident holding challenging conversations.
* Above all, to put the children’s needs first.
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