



## ST. MARY'S CATHOLIC PRIMARY SCHOOLS TRUST

CEO: Miss L. O'Callaghan

[www.stmaryscatholicprimaryschoolstrust.co.uk](http://www.stmaryscatholicprimaryschoolstrust.co.uk)



## ST. MARY'S CATHOLIC JUNIOR SCHOOL

Sydenham Road, Croydon, CR0 2EW

Tel: 020 8688 4893

CEO: Miss L. O'Callaghan

Headteacher: Miss S.K. Fizul

Email: [office@st-mary-jun.croydon.sch.uk](mailto:office@st-mary-jun.croydon.sch.uk)

# Job description: Assistant Headteacher

St Mary's Catholic Junior School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

Contract type: permanent

Reporting to: Headteacher

Responsible for: Year 6 & Curriculum, DSL

## Main purpose

The Assistant Headteacher will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 80% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.



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## Qualities

The Assistant Headteacher will:

- Contribute to developing the Catholic Life and Mission of the school
- Uphold public trust in school leadership and maintain high standards of ethics, behavior and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

## Duties and responsibilities

### School culture and behavior

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

### Teaching, curriculum and assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities



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- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read by the time they leave the school.

### Additional and special educational needs and disabilities (SEND)

Under the direction of the Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented



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## Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Conduct appraisals for middle leaders, Class teachers, Teaching Assistants and office staff, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

## Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils



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### Personal specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> <li>• A practising Catholic with a clear understanding of the mission of Catholic education</li> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line-management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience of preparing pupils for end of Key Stage 2 statutory assessments</li> <li>• Experience of leading or significantly contributing to curriculum development</li> <li>• Experience of contributing to whole-school improvement priorities</li> <li>• Experience of coaching or supporting colleagues to improve teaching practice.</li> <li>• Experience as a Designated Safeguarding Lead (DSL) or Deputy DSL, or willingness to undertake DSL training and fulfil the responsibilities of the role.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Secure knowledge of assessment in Key Stage 2, including statutory assessment and the effective use of pupil data to drive school improvement.</li> <li>• Experience of analysing attainment and progress data to inform teaching, intervention and strategic planning</li> <li>• Strong understanding of safeguarding responsibilities and the role of leaders in maintaining a culture of vigilance and care</li> </ul>



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Personal qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Commitment to nurturing the spiritual development of pupils and supporting the prayer life and liturgical celebrations of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li></ul>
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