



ST RICHARD REYNOLDS CATHOLIC COLLEGE

VIDETE BONA DOMINI

Assistant Head of Primary

Job Title: Assistant Head teacher

Main purpose of the job

- Make a significant contribution to the Catholic life of the school and the Catholic education of the children.
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Manage staff performance.
- Take on the responsibilities of the Head of Primary as agreed and appropriate in the absence of the Head of Primary.
- Carry out the professional duties of a teacher as required.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school (Designated Safeguarding Lead).

Duties and responsibilities

Shaping the future

- Support the Leadership team and governors in establishing an ambitious vision and ethos for the future of the school.
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- Lead by example to motivate and work with others.
- In partnership with the Head of Primary, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading teaching and learning



St Richard Reynolds Catholic Primary School, High School and Sixth Form
Clifden Road • Twickenham TW1 4LT • 020 8325 4630
www.strichardreynolds.org.uk • @stRRCCCollege

Principal: Richard Burke BSc MA
Diocese of Westminster

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Head of Primary to raise standards through staff performance management.
- Contribute to the development and delivery of training and support for staff in the areas of teaching and learning.
- Work with the Head of Primary to develop and review agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Assist the leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.
- Support the leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality.
- Responsibility for the analysis of school performance, progress data and actions to secure improvements comparable to appropriate national standards.

Developing self and others

- Create opportunities for the development of collaborative approaches to learning within the College.
- Be an excellent role model for both staff and pupils by means of team-teaching and presenting model lessons.
- Work with the leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
- Lead the annual appraisal process for identified teaching staff.

Managing the organisation

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the Leadership Team.
- Contribute to the day-to-day effective organisation and running of the school.
- To undertake any professional duties, reasonably delegated by the Head of Primary.

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance.
- Contribute to the reporting of the school's performance to the school's community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening community

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.