



Specific duties

As outlined in the advertisement for this post, lead responsibilities will be agreed with the successful candidate, taking into account their experience and expertise, as well as the needs of the school.

Generic duties

A person appointed as an Assistant Headteacher, in addition to carrying out the professional duties of a teacher and the specific leadership and management responsibilities associated with the particular post, must also:-

- play a lead role in promoting and nurturing the Catholic/Christian ethos of the school in their daily work
- play a lead role in helping to ensure that there is an outstanding climate for learning in the school
- be a strong, visible, senior staff presence during the school day
- be a regular, senior staff presence at after school/evening events throughout the school year
- undertake leadership team responsibilities such as assemblies and duty rota work
- line manage a range of staff, usually middle leaders
- support and monitor certain subject departments and/or year groups through the role of senior leadership team link
- teach in various key stages, as directed, usually in a specialist subject for up to 50% of the 25 hour weekly timetable
- contribute to monitoring and developing teaching and learning through contribution to lesson observation
- contribute to the staff appointments process
- build strong professional relationships with all staff and students
- build strong relationships with parents, governors, partner primaries, parishes, Diocesan and LA schools
- contribute to whole school self-evaluation and development planning

Other duties

A person appointed as an Assistant Headteacher, will also:-

- carry out other duties and generic responsibilities outlined in the current School Teachers' Pay and Conditions Document which relate to Assistant Headteachers
- carry out any other duties, as directed by the Executive Headteacher, that are commensurate with the role and responsibilities of an Assistant Headteacher