

Job Title: Assistant Headteacher

Responsible to: Executive Headteacher/Headteacher

Scale / Grade: Salary Level 10 - 14

**PURPOSE OF POST:** This post is part of the Leadership Team. The post holder will be responsible for promoting the Mission and Catholic Christian character of the school. They have a whole school teaching and learning responsibility in several subject areas. Within those areas the postholder will:

- Impact on educational progress beyond their assigned pupils.
- Lead, develop, enhance and monitor the teaching practice of others.
- Develop, enhance and monitor the leadership & management of departments by the Heads of Department / Curriculum Leaders.
- Develop, enhance and monitor the leadership and management of pastoral teams as required by the Headteacher.
- Have line management responsibility for a significant number of people.

The post holder will be a good role model for staff actively supporting the Catholic, Christian ethos of the school and participating in whole school self-evaluation and development. In particular, the post holder will monitor and support the Head of Year to whom they are linked, in their pastoral work. They will sustain a management ethos across the school which moves forward, solves problems and resolves conflict by applying Christian principles of leadership in the skills of chairmanship, negotiation, arbitration and reconciliation.

The post holder will have regard for their responsibility as Assistant Headteacher. They will work the integrity, diligence and determination expected of a Headteacher and be clear that they are accountable for the standards of those they lead.

All of the elements of the role will be interpreted and applied in the context of the Articles of Association of the school as established, supported, and guided by the Diocese of Northampton.

#### **OVERALL LEADERSHIP & MANAGEMENT RESPONSIBILITIES**

- To carry out the general and specific professional duties as set out in the current 'School Teachers' Pay and Conditions Documents'.
- To be a member of the Senior Leadership Team, taking part in the decision making and planning processes of the school.

- To work with the Head teacher and Governors to create a clear vision for an effective Catholic Christian school.
- To support the Head teacher in the provision of appropriate religious education, spiritual and moral development and liturgical celebrations for the pupils of the school.
- To provide visible leadership and support for events linked to the Catholic life of the school community
- Initiate and manage change and improvement to develop the school and the staff.
- Inform whole school development planning ensuring that planning in the designated area(s) of responsibility support(s) the aims and objectives of the school and meet(s) the needs of all pupils.
- Implement strategies for the efficient running of the school within the policies adopted by the Local Governing Body.
- Use Leadership and Management time effectively for these purposes.
- Maintain excellent behaviour in all areas of the school and deal with unacceptable behaviour in line with the school's agreed Behaviour Policy.
- On a day-to-day basis, manage and lead both staff and pupils.
- Deploy staff effectively in order to enable staff to achieve a good work/life balance.
- Play a full part in the life of the school attending a range of 'non-directed' events such as Presentation Evening, School Productions etc.

### **SPECIFIC DUTIES**

- Be a line manager for the departments and take responsibility for the attainment of targets for improvement in these curriculum areas.
- Support the Curriculum Leaders / HODs in monitoring and assessing the work of their team, setting pupil targets and using performance data to raise attainment.
- Support the pastoral team ensuring effective management of discipline, performance, attendance, professional development and recruitment.
- Take school assemblies.
- Chair staff meetings, SLT meetings, HOD & HOY as required.
- Monitor teaching and learning in linked Departments.

Further specific duties of members of the senior leadership team are defined by the Headteacher annually to reflect the needs of the school. Changes to duties are subject to consultation between the Headteacher and the post holder and are set by the Headteacher to serve the needs of the school. It is expected that the postholder would welcome opportunities to work across a range of areas of responsibility over time, accepting responsibility and accountability for school improvement in each area.

**HEALTH AND SAFETY.**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Work flexibly in order to support staff / pupils at times of crises in order to maintain the smooth running of the school and safety of the school community.

**CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL**

- In conjunction with the Head teacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice.
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

**CONTINUING PROFESSIONAL DEVELOPMENT – STAFF**

- Take a leading role in the provision of high quality professional development and line manage staff in linked curriculum areas - deploying staff effectively, in order to enable staff to achieve a good Work/Life balance.
- Enhance the Performance Management programme, by making use of, where appropriate, other sources of expertise, e.g. LAs, outside training agencies, etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees and ECTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the school, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
- Maintain a professional portfolio of evidence to support the appraisal process.

**SAFEGUARDING**

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure to be undertaken. Therefore, it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions)

(amendments) order 1986. Therefore, applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice.

PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1. Religious</b>	<ul style="list-style-type: none"> <li>• Understanding the distinctive nature of the Catholic school</li> <li>• Commitment to the Mission and Aims of the school Ability</li> <li>• to articulate a philosophy for Catholic education</li> </ul>	<ul style="list-style-type: none"> <li>• Practising Catholic</li> </ul>
<b>2. Education</b>	<ul style="list-style-type: none"> <li>• Degree level qualification</li> <li>• Teacher training qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further study</li> <li>• Post graduate qualification</li> <li>• Catholic Certificate of Religious Studies or equivalent</li> </ul>
<b>3. Experience</b>	<ul style="list-style-type: none"> <li>• Recent Middle Management experience</li> <li>• Teaching the full ability range at KS3 and KS4</li> </ul>	<ul style="list-style-type: none"> <li>• Sixth Form teaching</li> <li>• Pastoral responsibility</li> <li>• Experience of working in a Catholic School</li> <li>• Experience of working in more than one school</li> </ul>
<b>4. Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of how to lead and manage a Catholic School</li> </ul>	<ul style="list-style-type: none"> <li>• Use of ICT in the Management context</li> <li>• Literacy and Numeracy</li> </ul>
	<ul style="list-style-type: none"> <li>• An understanding of how to promote the students' spiritual, moral, social and cultural development</li> <li>• Knowledge of Curriculum Development in KS3, KS4 and Post-16</li> <li>• A knowledge of developments in Teaching and Learning</li> </ul>	<ul style="list-style-type: none"> <li>• strategies</li> <li>• Inclusion</li> <li>• Use of data to identify key areas for improvement</li> </ul>

<p><b>5. Professional Skills</b></p>	<ul style="list-style-type: none"> <li>• Proven record as an excellent teacher</li> <li>• Leadership skills that include the ability to create effective teamwork</li> <li>• Ability to inspire and motivate</li> <li>• Strong time management and organisation skills</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Information technology skills</li> <li>• Flexibility</li> <li>• Sense of humour</li> </ul>
--------------------------------------	--	---

*'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.'*