



Compassion

Respect

Truth

Service

Forgiveness

Blessed George Napier Catholic School

Job Description

Assistant Headteacher – Curriculum and Assessment









Line Manager: Deputy Headteacher (Curriculum and Staffing)

Core purpose

In partnership with the other members of the Senior Leadership Team (SLT), to support the Headteacher with the Leadership and Vision of our Catholic school, and contribute to strategic development and whole school improvement.

Overall objectives

Under the direction of the Governors, the Headteacher, and with the rest of the Senior Leadership Team, the Assistant Headteacher will be expected to take a lead in:-

-  Sustaining and safeguarding the Catholic culture of the school.
-  Ensuring BGN is a safe school.
-  The formulation and implementation of the aims, ethos and vision.
-  Reviewing the policies through which the aims and objectives are to be achieved.
-  The management of staff and resources .
-  Whole school monitoring and evaluation.
-  Being an excellent role model for staff and students.
-  Supporting Middle Leaders to ensure excellent Quality of Education.



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Key areas of responsibility specific to this role

- To be the strategic lead for Heads of Department (HoDs). This includes (but not limited to):-
 - Working with HoDs to support outstanding Teaching and Learning.
 - Monitoring the progress of Department Improvement Plans.
 - Running HoDs calendared meetings.
 - Creating a purposeful annual HoDs Planning Day.
 - Monitor the use of the VLE by departments to ensure students have access to high quality resources.
 - Supporting HoDs with monitoring the Quality of Education in departments through Learning Walks, Lesson Observations, Coaching and Work Scrutinies.
 - To plan the cycle of department reviews with the Headteacher.
- To create and monitor the whole school assessment cycle, including reports to parents.
- To use student data to monitor progress across year groups and work with HoDs to track student progress. With the Assistant Headteacher (Behaviour and Inclusion) to support Heads of Year with identifying students for mentoring.
- To be the SLT link to the Governor Curriculum Committee.
- To create the school timetable, working with the Deputy Headteacher (Curriculum and Staffing).
- To work with the whole school Student Data Manager, ensuring records are accurate.
- To work with the Deputy Headteacher (Student Progress and Well-being) on monitoring a successful homework cycle.
- To work with the Deputy Headteacher and Head of Sixth Form to raise standards in the Sixth Form through data analysis, use of progress reports and interventions.
- Where required, to support with reintegration meetings.
- Line management of Link Subject Leaders as directed.
- Attend SLT meetings.





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Whole school strategic leadership with the Senior Leadership Team

Formulating and implementing the aims, ethos and vision of the school

- Support the Headteacher in securing commitment amongst pupils, staff and parents to the school's Catholic Mission, in partnership with the Headteacher and Governors, and through the example of personal conviction.

Establishing policies through which the aims and objectives are to be achieved

- Develop and ensure that each of the relevant policies has been fully discussed with the relevant Governors/Board of Directors and that staff, pupils and parents have been involved in its evolution. A cycle for reviewing policies across three years should be agreed with the Headteacher and Chair of the Governors, to be agreed by the full Board of Directors.

Management of staff/providing a model of excellence for other teachers

- Inspire and motivate.
- Provide a positive model of leadership for the Catholic Education of pupils.
- Contribute to inspiring, motivating, developing and enabling staff in the school to carry out their respective roles to the highest standard, consistent with the purposes of the school and its mission.
- Help plan, allocate, support and evaluate work, ensuring effective delegation of tasks and responsibilities.
- Provide welcome and support for visiting teachers and others who attend from time to time to work with and for the school.
- Work with the Headteacher, Deputy Headteachers, Governor representatives and senior colleagues to recruit staff of the highest quality.

Management of resources/budget according to role

- Help manage, monitor and review resources in order to improve the quality of education and learners' achievement.
- Aim to ensure efficiency and secure value for money.



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Teaching and Learning - Curriculum

- To provide leadership and support for Subject Leaders as directed, to promote improvement and effective monitoring and evaluation throughout the school curriculum.
- To help ensure high quality religious education for all learners, in accordance with the teachings of the Catholic Church.
- To help ensure quality provision for learners' spiritual, moral, social and cultural education, in line with the Catholic nature of the school.

Standards and expectations

- Contribute to creating and maintaining an environment and code of behaviour which promotes and secures good teaching, effective learning, and high standards of behaviour and achievement.
- Line manager designated subject areas to ensure improvements in learners' knowledge, skills and abilities and good learner progress.
- Contribute to creating and maintaining an effective partnership with parents to support and improve learners' achievement.

Monitoring and evaluation

- Contribute to the establishment of effective systems for monitoring and evaluating the curriculum and its assessment and teaching and learning and behaviour, which lead to continual improvement, as directed.
- Monitor and evaluate staff and personal performance through effective performance management, as directed.

Inclusion

- Support the SLT in creating and promoting a positive learning environment.
- Assist the SENCo and Subject Leaders in identifying the needs of all learners.
- Ensure that all learners in our care are encouraged and helped to recognise and develop their gifts and talents.
- Ensure that every learner has an opportunity to experience an education appropriate to their ability.



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Strategic development and whole school improvement

- Support the Headteacher and SLT in creating and implementing a strategic plan which ensures pupils achieve high standards and make progress, increasing teacher effectiveness and securing school improvement.

Pastoral system

- To enable prayer, both formal and informal, at times as may be required with the students in your care.
- To promote the general progress and well-being of individual students and the Form Tutor Group as a whole.
- To liaise with Heads of Year and Learning Leaders of the school to ensure the implementation of the school's pastoral system.
- To register students, as required, accompany them to assemblies, encourage their full attendance in all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of students and with the persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE/RSHE/CEAIG/Citizenship according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Other duties

- To be committed at all times to the safeguarding and protection of children and young people.
- To report any child protection concerns to the designated person in the school (please refer to the 'Child Protection Policy' on the staffroom noticeboard).
- During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values.
- To have regard at all times to equality of opportunity and inclusion while undertaking duties.
- To undertake any professional duties of the Headteacher/Deputy Head Teachers reasonably delegated to him/her by the Headteacher/Deputy Head Teachers.



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- To continue personal and professional development and engage actively in the performance review process.

Health & Safety

- To comply with the School (and Department) Health & Safety Policy and undertake Risk Assessments, as appropriate.
- To undergo, if requested, basic First Aid training and update courses.
- 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 Headteacher and others responsible for Health & Safety on all issues to do with Health, Safety & Welfare.
- Report any Health & Safety issues arising to the relevant person in school.

Notes

- This post is subject to the current conditions of service for Deputy and Assistant Headteachers contained in the School Teachers' Pay and Conditions document, the Catholic Education Service Contract, and other current education and employment legislation.
- This Job Description may be amended at any time, following consultation between the Headteacher/Deputy Headteachers and the Assistant Headteacher and will be reviewed annually.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should *'have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same'*.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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The duties above are neither exclusive nor exhaustive and the postholder may be required, by the Headteacher, to carry out appropriate duties within the context of the job, skills and grade.

I agree to uphold the terms of this Job Description

Name: _____

Signature: _____

Date: _____

Reviewed: 24 April 2024

