

Job Description

Senior Assistant Headteacher

Reporting to: Headteacher

Responsible for: Supporting the Headteacher

Salary: Leadership Scale L15 (Temporary for one term initially)

The Core Purpose of the Senior Assistant Headteacher

Responsible to: The Headteacher

This academy has been designated by the Secretary of State as a school with a religious character and is part of the St Ralph Sherwin Multi-Academy Trust. The Articles of Association for the Trust state that it and the academies within the Trust are part of the Catholic Church and the Trust Deed of the Diocese of Nottingham. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the directors of the Trust under the terms of the Catholic Education Service Contract signed with the Trust as employers. It is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Senior Assistant Headteacher shall consult with the Headteacher and, when appropriate, with the school governing body, the Nottingham Roman Catholic Diocesan Education Service, the Local Authority, the staff of the school, the parents of its students, the parish/es served by the school and the other schools within the Trust.

Catholic Purpose and Identity of the School

The Senior Assistant Headteacher must understand the nature and purpose of Catholic education and know that their first responsibility is to support the Headteacher in establishing and sustaining the Catholic identity of the school and safeguarding the teachings of the Church.

They must help to ensure that this Catholic identity is reflected in every aspect of the life of the school, in particular: in the curriculum; the day-to-day organising of the school; staff development; staff and student relationships; the partnership between school, home, parish; extended partnerships with the wider local community, other schools, the LA and other agencies.

This duty provides the context for the proper discharge of all other duties and responsibilities.

Leadership in Catholic Education

With the Headteacher, the Senior Assistant Headteacher shares responsibility for the leadership of a Catholic school community. The Senior Assistant Headteacher must support the Headteacher to establish a culture that promotes excellence, equality, and high expectations of all students.

KEY AREAS OF THE ROLE

Strategic direction and development of the academy and Trust

The Senior Assistant Headteacher will:

- Be able to clearly articulate the school's faith values, mission and ethos
- Help to formulate the aims and objectives of the school and to develop policies and whole school strategies to achieve them
- Lead the implementation of new strategies for academy and when required Trust improvement
- Effectively take a significant lead in school improvement and staff development in the academy
- Work with the senior leadership teams on Trust improvements and staff development
- Work in partnership with the Headteacher, Governors and Directors of Performance and Standards to contribute to the cycle of planning, implementation, review and evaluation of the School Improvement and Development Plan
- Monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them.

Teaching and Learning

The Senior Assistant Headteacher will:

- Be an outstanding practitioner in their own subject area.
- Provide an excellent role model of teaching in a Catholic school
- Assist the Headteacher, through rigorous monitoring activities, to maintain high standards of teaching and learning throughout the school
- Provide additional support for colleagues whose performance has been identified as requiring improvement over time

Leadership and Management

The Senior Assistant Headteacher will:

- Deputise for the Headteacher in their absence
- Take a major role in the leadership of the school as a member of the Senior Leadership Team
- Take a significant role in the leadership within the Academy Trust

- Support the Headteacher in organising the day-to-day running of the school
- Provide an excellent model of subject leadership
- Recognise and develop leadership potential in others
- Challenge and support colleagues and support the Headteacher in holding staff to account for poor performance
- Support the Headteacher in the recruitment and deployment of staff
- Support the Headteacher in the performance management of staff
- Have an ongoing commitment to personal continuing professional development
- Have a commitment to promoting safeguarding, in all its aspects
- Provide analyses and reports on the school's performance and attendance to a variety of audiences
- Motivate and enthuse children and colleagues by a positive, active and supportive attitude
- Be responsible for the school's financial management, working with the Trust Finance team in the absence of the Headteacher
- Be responsible for income and expenditure of any specifically allocated budget(s)
- Adhere to the School's Financial Policy and Procedures.

Personal Development, Behaviour and Welfare

The Senior Assistant Headteacher will:

- Strive to live out the school's Mission Statement
- Provide an excellent model of positive professional behaviour and self-discipline
- Promote the highest standards of behaviour for students
- Ensure the school's policies on inclusion, personal development, behaviour and welfare are fairly and consistently implemented across the school

Communication

The Senior Assistant Headteacher will:

- Fully support the ethos and educational mission of the school
- Help maintain and further develop positive relationships with parents, governors, and the wider community
- Help maintain and further develop positive relationships with the Diocese, the LA and Support Services
- Provide information and support to the Governing Body to enable it to meet its statutory responsibilities.

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references,

which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.