

Senior Assistant Headteacher Job Description and Person Specification

Job Title	Senior Assistant Headteacher, St Michaels Catholic School - Secondary
Designation of Post within School Structure	
Executive Headteacher Headteacher Senior Assistant Headteacher	

MAIN DUTIES

Core Purpose And Accountability	<ul style="list-style-type: none"> • To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement. • Undertake the professional duties of the Senior Assistant Headteacher Headteacher reasonably delegated to you by the Headteacher. • Undertake the professional duties of the Headteacher, in the event of his absence from the school. • In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school. • To provide professional leadership and management of School Development Plan priorities.
Generic/Teachers	<ul style="list-style-type: none"> • You are to carry out the duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at St Joseph's. • To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children. • All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values. • All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school. • All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.
Performance Management	<ul style="list-style-type: none"> • To undertake annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Headteacher.
Key Areas	<p>Impact on educational progress beyond your own assigned pupils:</p> <p>Strategic direction/Shaping the future</p> <ul style="list-style-type: none"> • Support the Headteacher in: <ul style="list-style-type: none"> ○ Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all ○ Demonstrating the vision and values of the school in everyday work and practice

- Motivating and working with others to create a shared culture and positive climate.
- Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision.
- Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Promote high expectations for attainment.
- Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility.
- Monitor the progress made in achieving subject area plans and targets, and evaluate the effect on teaching and learning.
- Work with outside agencies and stakeholders to inform future action.

Leading Learning and Teaching, developing and enhancing the teaching practice of others:

- Work with the Headteacher and SLT to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning.
- Assist with the development of all staff to enhance performance.
- Undertake coaching and mentoring.
- Keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Create, maintain and enhance effective relationships.
- Assist with the recruitment and selection of teaching and support staff.

Securing Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring the pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community
 - Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
 - Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
 - Reflect on personal contribution to school achievements and take account of feedback from others
- For your line managed subjects agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole school targets.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies
- Provide guidance on a choice of teaching and learning methods/strategies
 - Coach and mentor
 - Model and demonstrate
 - Act as a consultant for other staff
 - Exemplify good practice
 - Undertake shared planning, team teacher etc.
- Work with SLT to develop and implement systems for recording individual pupil's progress

	<ul style="list-style-type: none"> Evaluate the quality of teaching and standards of achievement, setting targets for improvement. <p>Resource Management</p> <ul style="list-style-type: none"> Work with the Headteacher and SLT to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation. Work with the Headteacher and SLT to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. Monitor and control the use of resources and budget according to the school's agreed financial procedures for areas of delegated responsibility. <p>Developing Self and Working with Others</p> <ul style="list-style-type: none"> Work with the Headteacher to build a professional learning community which enables others to achieve. Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development. Be committed to your own continued professional development. Implement successful performance management processes with allocated team of staff. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. Acknowledge the responsibilities and celebrate the achievements of individuals and teams. Develop and maintain a culture of high expectations for self and others. Regularly review own practice, set personal targets and take responsibility for own professional development. <p>Strengthening Community</p> <ul style="list-style-type: none"> Work with the Headteacher and SLT to engage with the internal and external school community to secure equity and entitlement. Work with the Headteacher and SLT to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools. Work with the Headteacher and SLT to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.
<p>Specific Duties for Senior Assistant Headteacher</p>	<ul style="list-style-type: none"> To provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher. To be responsible for behaviour policy & practice across the school. To take an active role in the Schools Leadership Team, contributed to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children. To lead the Performance Management of a group of teachers. To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout) <p>Other Specific Duties</p> <p>Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Senior Assistant Head's</p>

	<p>work programme will be negotiated and agreed at the beginning of the performance management cycles.</p> <p>Staff will be expected to undertake any duty as specified by School Teachers' Pay and Condition Documents not mentioned above.</p> <p>Staff are expected to show professionalism at all times.</p>
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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teaching Status. 	<ul style="list-style-type: none"> • Degree or equivalent. • CTC/CCRS or equivalent. • Evidence of further professional study. • Willingness to study NPQH.
Commitment	<ul style="list-style-type: none"> • Well presented, well-structured application. • Good interpersonal skills. 	<ul style="list-style-type: none"> • Enthusiasm.
Experience	<ul style="list-style-type: none"> • Minimum of six years teaching experience. • Experience of leadership in Secondary Education. • Recent, demonstrable successful experience in a management role. • Evidence of relevant professional development. • Ability to lead initiatives within the school. 	<ul style="list-style-type: none"> • Understanding of the Academy Trust sector. • Teaching experience in a similar size school. • Experience of collaboration with other schools and appropriate agencies. • Experience of working with children from diverse backgrounds.

<p>Competencies</p>	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> • Appropriate motivation to work with young people. • Ability to form appropriate relationships with young people. • Ability to liaise and work with outside agencies. • Ability to influence and persuade. • Ability to communicate clearly, both orally and in writing, with all stakeholders. • Understanding of the role of Governors in a Trust School. • Ability to promote the school to parents and other stakeholders. 	<ul style="list-style-type: none"> • Understanding the role of Governors in a Trust School. • Membership of a Governing Body.
<p>Communication/ Liaison</p>	<ul style="list-style-type: none"> • Ability to liaise and work with outside agencies. • Ability to influence and persuade. • Ability to communicate clearly both orally and in writing with all stakeholders. • Understanding of the role of Governors in a Trust School. • Ability to promote the school to parents and other stakeholders. 	<ul style="list-style-type: none"> • Understanding the role of Governors in a Trust School. • Membership of a Governing Body.
<p>Philosophy of Education</p>	<ul style="list-style-type: none"> • A clearly articulated understanding of the Catholic vision of education. • Understanding of current educational developments/legislation. • Committed to educating the whole child. • Expectation of high individual achievement and development. • Ability to lead and develop a whole school learning culture. • Ability to develop the partnership between school, parish and community. 	<ul style="list-style-type: none"> •

Leadership	<ul style="list-style-type: none"> • Clear expression of Christian leadership and management style. • Ability to provide a strategic vision. • Ability to motivate and effectively manage all staff. • Proven experience of successful team leadership. • Proven ability to deal with difficult situations. • Demonstrate a complete understanding of Safeguarding. Ability to assess risk. 	<ul style="list-style-type: none"> • Experience of implementing national initiatives. • Evidence of leading and implementing effective CPD.
Management	<ul style="list-style-type: none"> • Minimum of four years as a Head, Senior Assistant Head or Senior Manager. • Good interpersonal and communication skills. • Ability to manage human and material resources. • Ability to manage budgets. • Ability to solve problems and make decisions. • A clear understanding of the Senior Assistant Headteacher's role in monitoring and managing performance. • Ability to lead effective self-evaluation. • Ability to meet effectively statutory documentation requirement. • ICT literate. 	<ul style="list-style-type: none"> • Experience of OFSTED at SMT level. • Experience of managing change.
Curriculum	<ul style="list-style-type: none"> • Knowledge of the curriculum from Foundation to Key Stages 3 and 4. • Good understanding of curriculum planning, development and review to support high standards. • A coherent view of teaching, learning, standards and curriculum delivery including provision for individual development needs. • Ability to effectively monitor and evaluate to raise standards. • Ability to use and communicate data effectively to raise standards. 	<ul style="list-style-type: none"> • Experience of teaching across the Secondary age range.