



Assistant Headteacher

St Bartholomew's CofE Academy
Bredon Avenue
Coventry
CV3 2LP

Assistant Headteacher
1.0fte *(incl. 0.4fte teaching commitment)*
L3-6

Together, pursuing life in all its fullness

Assistant Headteacher

About the Role

The Trust is looking to appoint an inspirational and highly effective Assistant Headteacher who is committed to supporting St Bartholomew's Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- We are offering a salary commensurate with the Leadership payscale (L3-6)
- Eligibility to join the Teachers' Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Elaine Tilley, via email to elaine.tilley1@stbarts.covmat.org to arrange an informal discussion about the post.

Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place as soon as possible after the advert closes.

Job Description

KEY PURPOSE

The Assistant Headteacher will play a key role in leading teaching and learning across the school, contributing to strategic school improvement as a member of the Senior Leadership Team. The post-holder will line manage staff, ensure consistency and quality of practice, lead designated whole-school priorities including disadvantaged pupils, lead on assessment and standards and maintain a 0.4fte teaching commitment.

They will achieve this by:

- Modelling excellent classroom practice with consistently high expectations for all pupils.
- Placing children's learning, wellbeing and development at the heart of decision-making.
- Inspiring, motivating and supporting colleagues.
- Being knowledgeable and passionate about delivering an engaging curriculum.
- Demonstrating adaptability, positivity and reflective practice.
- Helping to shape a culture of excellence, equality and aspiration.
- Promoting the school's Christian vision and contributing to its strategic aims.
- Working with the Headteacher and others, the Assistant Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices.
- Taking a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

ACCOUNTABILITIES

The appointee will be line managed by the Headteacher.

PRINCIPAL RESPONSIBILITIES

The Assistant Headteacher will:

- Work with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development, demonstrating inspirational leadership.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.
- Publicly support all decisions of the Headteacher, Academy Governance Committee and the Diocese of Coventry Multi Academy Trust.
- Support the Headteacher and Academy Governance Committee in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives.
- Contribute to the identification of key areas of strength and weakness in the school.
- Implement agreed policies and expectations to model high professional standards.
- Foster a collaborative culture where all voices are valued.
- Promote the Christian vision and cultures of this Church school along with the policies of the school, in order to maintain and secure excellent teaching, effective learning and high standards.

- Set high expectations for the school community with regard to behaviour and conduct ensuring that these expectations are met and challenged where needed.
- Support the development, implementation and evaluation of school policies and procedures.
- Contribute positively to the wider life of the school and its community.
- Support school marketing and communication with families and the local community.
- Lead and support the induction, development and monitoring of new staff.
- Participate in the recruitment of staff where required.
- Keep up to date with relevant training, research and best practice in curriculum development, disseminating training to all staff where appropriate.
- Provide information for parents through school communication channels.
- Lead on data, ensuring effective use of assessment information.
- Monitor teaching and learning and coordinate support to improve practice.

ASSESSMENT & STANDARDS LEADER

The Assistant Headteacher will:

- Monitor learning, progress and outcomes across the school.
- Maintain effective assessment systems, including those for pupils with SEND, working with the SENDCo.
- Assist in ensuring all staff are accountable for the progress and attainment of all children they teach and support.
- Alongside the Headteacher maintain high standards from EYFS to Year 6 and identify actions to address concerns
- Use data analysis to inform action planning and communicate findings to staff, governors and the MAT.
- Work with the Headteacher and subject leaders to review teaching and learning and plan next steps.
- Work alongside the Headteacher to lead pupil progress meetings and hold staff to account.
- Share key information through briefings and meetings.
- Use evidence-based research to support improvement.
- Contribute to SEF, SIAMS SEF and AIP documentation.
- Report data analysis findings to the Headteacher, Academy Governance Committee, MAT and staff and set precise actions to ensure the maintenance of high-performance standards.
- Work alongside the Headteacher and subject leaders to conduct teaching and learning reviews (book scrutinies, pupil and teacher discussions, learning walks and moderation), feeding back to the HT and wider staff accordingly to celebrate good practices and plan improvements to further develop through CPD/next steps.
- Take on specific tasks related to the day-to-day administration and organisation of the school.

RAISING ACHIEVEMENT & DISADVANTAGED PUPILS

The Assistant Headteacher will lead on disadvantaged pupils and closing achievement gaps by:

- Leading pupil progress and intervention strategies, ensuring sharp use of assessment data.

- Monitoring and evaluating the impact of interventions, particularly for disadvantaged and vulnerable groups.
- Tracking attainment, progress, attendance and engagement of pupils eligible for Pupil Premium.
- Reporting to SLT and Academy Governance Committee on outcomes, barriers and impact.
- Ensuring equity of provision, opportunity and aspiration across the school.

TEACHING & LEARNING LEADERSHIP

The Assistant Headteacher will:

- Model and promote consistently excellent teaching practice.
- Observe teaching, provide evaluative feedback and address underperformance.
- Lead strategies to improve teaching, learning and assessment.
- Use whole-school data to identify trends, underperformance and effective interventions.
- Ensure inclusive practice and progress for all pupil groups.
- Support and develop staff at all career stages.

SUBJECT LEADERSHIP

The Assistant Headteacher will:

- Lead designated subjects with expert subject knowledge.
- Develop, implement and evaluate an annual action plan aligned with the School Development Plan.
- Monitor standards and pupil progress through lesson observations, work scrutiny and data analysis.
- Support staff through modelling, coaching, training and feedback to improve teaching and learning.
- Maintain a subject portfolio contributing to self-evaluation and inspection readiness.
- Promote effective use of ICT to enhance learning.
- Report to the Headteacher on standards, outcomes and quality of provision.

LEADING AND MANAGING STAFF

The Assistant Headteacher will:

- Build positive working relationships and support with motivating the team.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Support the Head Teacher with performance management policy to ensure ensuring high standards and access to professional development.
- Provide information and advice to the Headteacher and Academy Governance Committee to support accountability processes.

DEVELOPING SELF AND WORKING WITH OTHERS

The Assistant Headteacher will:

- Commit to ongoing professional development and reflective practice.

- Build a culture of high expectations, mutual respect and professional trust.
- Manage workload effectively.
- Maintain positive relationships with pupils, staff, parents, the Academy Governance Committee and the wider community.
- Promote the school's Christian vision and cultures in all aspects of leadership.

SAFEGUARDING, DDSL AND GDPR

The Assistant Headteacher will uphold the highest safeguarding standards and:

- Share responsibility for safeguarding and child protection.
- Fulfil the role of Deputy Designated Safeguarding Lead, including referrals, inter-agency working and staff support.
- Undertake required safeguarding training.
- Act as GDPR Champion, working with the Academy Business Partner.
- Ensure all policies and procedures are consistently implemented.

TEACHING COMMITMENT (0.4fte)

The Assistant Headteacher will:

- Teach for approximately 40% of the timetable, modelling excellent classroom practice.
- Plan, deliver and assess high-quality learning aligned with national, MAT and school policies.
- Maintain accurate assessment records and report on pupils' progress to the Headteacher and parents/carers.
- Create an inclusive, inspiring classroom environment that promotes independence, resilience and high aspirations.
- Ensure effective provision for all pupils, including those with SEND, EAL and additional needs, in partnership with the SENCo and other leaders.
- Take responsibility for classroom teaching as per timetable and as delegated by Headteacher.

ADDITIONAL INFORMATION

The Headteacher reserves the right to amend this job description following consultation to reflect changes in the role.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Assistant Headteacher will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Personal Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Training						
1	Honours degree or equivalent	X		X		
2	Qualified Teacher status	X		X		
3	Relevant higher degree or equivalent		X	X		
4	Evidence of continuous professional development relating to curriculum, teaching and learning	X		X	X	
5	Evidence of an NPQ at a leadership level (e.g. NPQSL or equivalent)	X		X		
6	Current experience of being an active member of a senior leadership team	X		X	X	X
Professional Experience and Knowledge						
1	A highly effective teacher across the primary age range (minimum of 5 years))	X		X	X	
2	Experience of teaching in more than one primary school		X	X	X	X
3	Substantial, successful, relevant and recent teaching experience in primary school or academy	X		X	X	X
4	Knowledge and understanding of safeguarding requirements and good practise	X			X	
5	Knowledge of both the Early Years Curriculum and the National Curriculum and any recent changes to these	X		X	X	
6	Experience of supporting children with Special Educational Needs in an inclusive environment	X		X	X	
7	Experience of whole-school curriculum management leading to school improvement	X		X	X	
8	A commitment to, and evidence of, promoting diversity and equal opportunities within the workplace classroom curriculum and employment practise	X		X	X	
9	In depth knowledge and understanding of the wider education agenda including current national policies and education issues as well as the operation of an Academy	X		X	X	
10	Evidence of successful improvement in performance management recognising high performance tackling underperformance through to resolution and supporting continuous professional development of colleagues	X		X	X	

11	Understanding of and evidence of having been involved in developing the distinctive Christian character of a church school		X	X	X	
12	A commitment to professional development	X		X	X	
13	Supporting with managing successful school self-evaluation and accountability	X		X	X	X
14	Leading and managing staff including building a successful team, delegating effectively and implementing and managing change	X		X	X	
15	Experience of working in collaboration and/or partnership with stakeholder's and other educational bodies		X	X	X	
16	Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money		X	X	X	
17	A good understanding of Child Protection, Safer Recruitment and Safeguarding procedures	X		X		
18	The ability to demonstrate an understanding of the distinctive Christian character of a church school (including knowledge of SIAMS)		X	X	X	
19	Successful experience of curriculum development	X		X	X	
20	Successful involvement in staff recruitment, appointment and induction	X		X	X	
Leading Teacher and Learning						
1	A proven track record in ensuring the highest possible standards in teaching and learning	X		X	X	X
2	Sustained experience of managing, monitoring and evaluations student progress in order to strategically plan for use of resources	X			X	X
3	Successful experience of positive behaviour, management an developing a pupil focused, inclusive and effective, learning environment so that behaviour for learning is outstanding	X		X	X	
4	Successful experience of curriculum development	X		X	X	
5	Successful involvement in staff recruitment, appointment and induction		X	X	X	
6	Experience of planning and delivering school-based INSET	X		X	X	
7	Secure understanding of the characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	X		X	X	
8	Secure understanding and use of assessment, including target setting and pupil progress tracking	X		X	X	
9	Ability to set & meet challenging targets, for pupils and the school, and the ability to enable others to do this	X		X	X	
10	Sustained experience of analysing data and leading pupil progress meetings	X		X	X	
Personal Qualities						
1	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the school	X		X	X	
2	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	X		X	X	
3	Is an outstanding, reflective, practitioner with high quality teaching skills and high expectations for pupils' learning and attainment	X		X	X	X
4	An exemplary record of health and punctuality		X			X
5	Is committed to putting continuous improvement and pupil outcomes at the core aspects of leadership and management	X		X	X	X
6	Is committed to leading the development of a distinctive Church School	X		X	X	X

	ethos based on Christian values					
7	Has high expectations and personal integrity with the ability to promote and sustain the values, cultures and Christian ethos of the school	X			X	X
8	Is able to manage, inspire, encourage and empower staff	X		X		
9	Demonstrates a concern for the pastoral and spiritual welfare of all in the school	X		X	X	X
10	Is able to support the management of the Academy efficiently and effectively on a day to day basis whilst maintaining a good life work balance	X			X	X
11	Is an outstanding, reflective practitioner with high aspirations for pupils' learning and attainment	X			X	X

