

# THOMAS BECKET CATHOLIC SCHOOL

## JOB DESCRIPTION

### OVERVIEW

<b>Job Title</b>	<b>ASSISTANT HEADTEACHER</b>
<b>Salary / Scale</b>	L10 -L15 (£64,691 - £73,105) pa (FTE)
<b>Contract type:</b>	Permanent/Full time
<b>Purpose of the Position</b>	<p>The role of the SLT can be summarised as assisting the Head in the execution of their duties, by sharing leadership and responsibility for the overall management of the school.</p> <p>The team's single most important responsibility is to ensure that the School is true to its vision and mission as a Christian school for excellence. Therefore, the ongoing support for the Catholic Mission of the school is essential.</p>
<b>Key Responsibilities</b>	<p><b>Leadership</b> - to assist with the formulation of the overall aims and objectives of the school as expressed in the vision and mission statement. To support the Head Teacher, the staff and school by providing leadership in the areas listed in the job profile.</p> <p><b>Strategic planning</b> - to help with the writing of the school development plan, policies and actions to achieve the overall objectives.</p> <p><b>Monitoring and evaluation</b> - to direct the work of Thomas Becket Catholic school staff and students by planning, monitoring and evaluating the activities of the school as identified in the job profile.</p> <p><b>Liaison</b> with local community and church</p>
<b>Responsible to:</b>	Headteacher
<b>Accountable to:</b>	Headteacher

## MAIN RESPONSIBILITIES

### 1. Main Duties

- Directing the work of the school
- Setting, clarifying and communicating the school's aims, objectives and policies, under the supportive direction of the School Committee and in consultation with the staff, parents and pupils
- Collaborating with the School Committee on the appointment, deployment and management of staff and the allocation of resources
- Planning the development of the school and its activities
- Supporting the staff of the school, in their work, particularly those who carry responsibilities for teams of staff.
- Monitoring the work of the school and acting to ensure that the very highest standards are maintained and that achievements are celebrated
- Evaluating the progress of the school and the effectiveness of its work
- Promoting the school in the community by establishing and developing liaison and other links.

### 2. Safeguarding and Health & Safety

- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

### 3. General Requirements

Members of the SLT carry out their professional duties according to:

- The teaching of the Catholic Church, and in particular, any rules, policies or procedures laid down by the Bishop.
- The provisions of the Education Acts in force.
- The articles of government of the school.
- Any rules, policies or procedures laid down by OLICAT

The Head and Deputies have particular legal responsibilities and accountability not shared with the other SLT members. Where possible, the SLT will operate together under the leadership of the Head, sharing responsibility for management of the whole school. In carrying this responsibility, SLT members will consult, as appropriate, with the Head, School Committee and Staff of the school.

SLT job descriptions shall be subject to annual review.

#### 4. School Aims

- Will provide Christian leadership by active participation in, and leadership of, prayer and worship, and by personal faith. Will support the development of the Christian life of the school by constant evaluation, through its pastoral and curriculum management structures, of all aspects of the work and organisation of the school.
- Will assist with the formulation of the overall aims and objectives of the school as expressed in the vision and mission statement. Will help to write and communicate the school development plan and policies and actions to implement its objectives

#### 5. Personal and Professional Conduct.

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

#### 6. Any Other Duties

- Will assist, as appropriate, with the recruitment, selection and appointment of teaching and non-teaching staff.
- Will help to deploy and allocate particular duties to all school staff in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher of work carried out in school and work carried out elsewhere.
- Will assist with the determination, organisation and implementation of an appropriate curriculum for the school, through its curriculum management structures, having regard to the needs, experience, interests, aptitudes and stage of development of the students and the resources available to the school.
- Will help to evaluate the teaching and learning in the school ensuring that proper standards of professional performance are established and maintained. S/he will contribute, where appropriate, to support, guidance and professional development for all staff.

- Will collaborate on the framing, implementation and evaluation of policies, through the pastoral management structure, that will ensure the highest standards of pastoral care for every student. Will assist with the framing, implementation and evaluation of policies to ensure student self-discipline and good behaviour.
- Will support the maintenance of good order and discipline at all times in the school day, or during other authorised school activities.
- Will establish, promote and maintain effective relationships with parents, parishes, other schools and colleges and other persons and bodies outside the school. S/he will support an appropriate positive promotion of the school, and celebration of its achievements.
- Will participate, to such extent as may be appropriate having regard to other duties, in the teaching of students at the school.
- Will arrange for an appropriate SLT colleague to assume responsibility for the discharge of some of their functions as an SLT member at any time when he or she is absent from the school.
- Will accept and perform other tasks, from time to time, as directed by the Head teacher. Will perform tasks not specified here, that are necessary for the discharge of her/his primary duties.

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

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

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

## PERSON SPECIFICATION

### 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	√		App form
Master's degree (or equivalent)		√	App form
Degree	√		App form
Recent participation in professional development	√		App form

### 2. EXPERIENCE

	Essential	Desirable	Evidence
Substantial experience of effective practice (minimum 4 years)	√		App form interview
Proven evidence of being a highly effective practitioner	√		App form interview
Evidence of previous school improvement experience		√	App form interview
Evidence of using innovative approaches to the development of teaching reading, including strategies for formative and summative assessment	√		App form interview

### 3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
A current driving license.	√		App form
Experience of developing the role of support staff to improve outcomes for learners		√	Interview
Experience of using Microsoft office suite for the purpose of reporting		√	Interview

#### 4. EQUALITY, INCLUSION & SAFEGUARDING

	Essential	Desirable	Evidence
Evidence of ability to integrate equality and safeguarding policies into service delivery	√		interview
Evidence of a strong commitment to inclusion with high expectations of all learners	√		Interview
Experience of implementing strategies for social inclusion		√	Interview

#### 5. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Strong interpersonal skills	√		interview
Commitment to empowering others rather than attempting to control process and outcomes	√		interview
Committed to continued professional development of self and others	√		Interview
Demonstrate ability to remain calm and work under pressure whilst prioritising effectively .	√		Interview
Ability to deal sensitively with people and resolve conflict	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

#### 6. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

# HOW TO APPLY

Further information about the School can be found at: [www.thomasbecket.org.uk](http://www.thomasbecket.org.uk) or about the Trust on the Trust website: [www.olicatschool.org](http://www.olicatschool.org)

If you wish to either visit the school or speak to the Headteacher, please contact the school by: e-mail on [abamford@tbc.nor.olicatschools.org](mailto:abamford@tbc.nor.olicatschools.org)

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.



For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)