



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



ASSISTANT HEADTEACHER

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Assistant Headteacher

Reporting to: Headteacher

Job Purpose: To provide strategic leadership and operational oversight in behaviour, safety, attendance, and pastoral care, ensuring a nurturing, high-achieving environment rooted in the school's Catholic/Christian ethos. As a key member of the senior leadership team, the Assistant Headteacher will drive whole-school improvement, staff development, and community engagement.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Generic Duties:

A person appointed as an Assistant Headteacher, in addition to carrying out the professional duties of a teacher and the specific leadership and management responsibilities associated with the particular post, must also:

- Play a lead role in promoting and nurturing the Catholic/Christian ethos of the school in their daily work.
- Play a lead role in helping to ensure that there is an outstanding climate for learning in the school.
- Be a strong, visible, senior staff presence during the school day.
- Be a regular, senior staff presence at after school/evening events throughout the school year, when required.
- Undertake leadership team responsibilities such as assemblies and duty rota work.
- Line manage a range of staff, usually middle leaders.
- Support and monitor certain subject departments and/or year groups through the role of leadership team link.
- Teach in various key stages.
- Contribute to monitoring and developing teaching and learning through contribution to lesson observation.
- Contribute to the staff appointments process.
- Build strong professional relationships with all staff and pupils.
- Build strong relationships with parents, governors, Bishop Hogarth Catholic Education Trust schools, partner primaries, parishes, Diocesan and LA schools Catholic Education Trust schools, partner primaries, parishes, Diocesan and LA schools.

JOB DESCRIPTION

Specific duties:

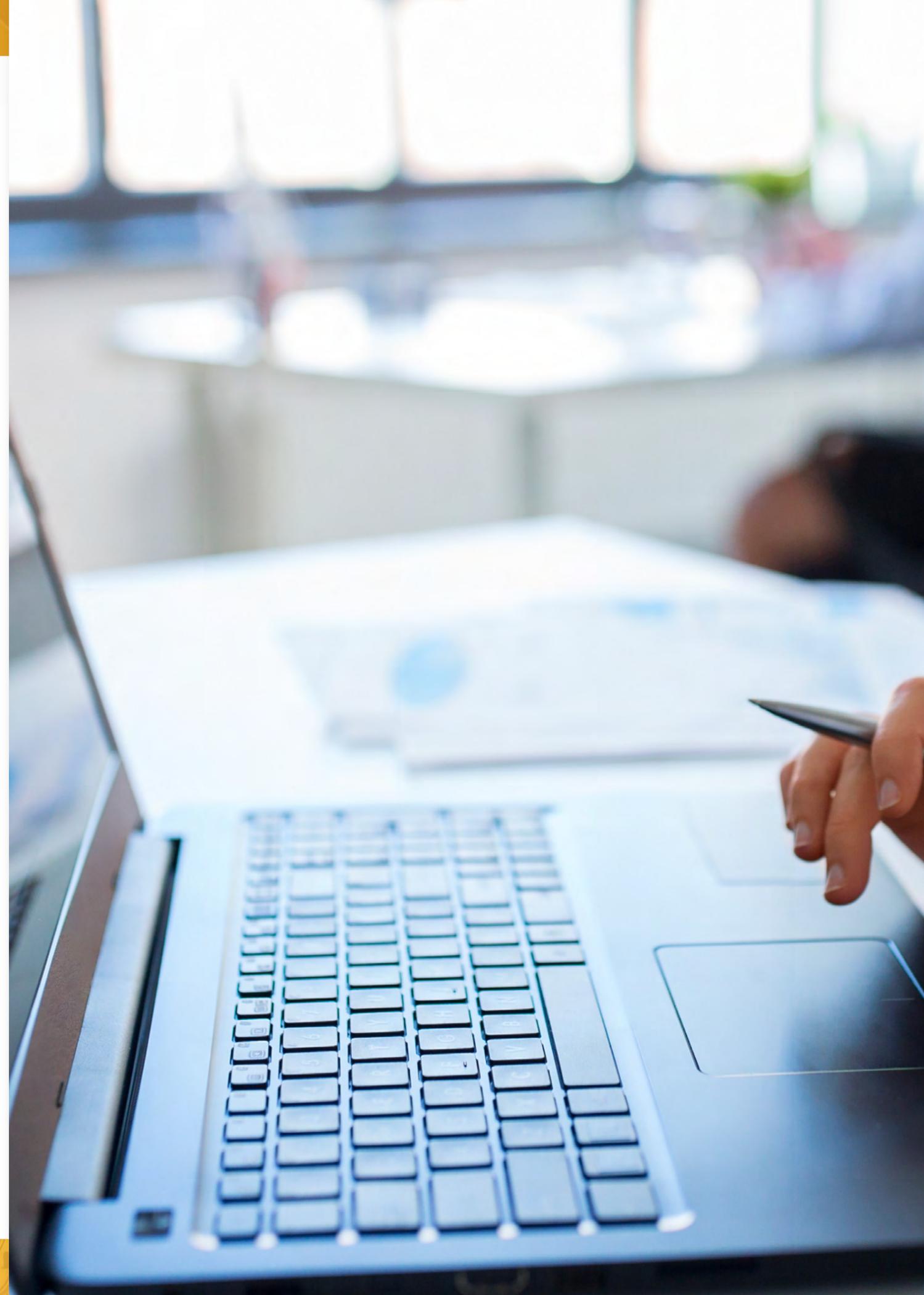
To have the strategic and operational overview of all systems within school that are designed to secure a safe and purposeful learning environment.

This includes the following:

- To lead, develop and improve all aspects of Behaviour, Safety and Attendance in the school, aiming for the highest achievable standards.
- To track student attendance with Year Teams, form tutors and the Attendance team. To reward good attendance, raise the awareness of its importance and to maintain and develop our intervention programmes when poor attendance becomes an obstacle to learning. To manage requests for Leave of Absence from families. To report on this area to Governors.
- To lead Year Teams, the pastoral staff and all areas of the school in maintaining and developing good behaviour and conduct in all its aspects – politeness, respect and consideration. To tackle poor behaviour through the appropriate programmes and systems so that it is no longer an obstacle to learning.
- To track achievement at KS3 through the work of the pastoral and data team and oversee the end of key stage graduation.
- To make the school a safe and secure environment (especially at social times) for all of our students with a strong anti-bullying culture.
- To oversee pastoral care, guidance and support, leading the role of the Form Tutor, co-ordinating Multi Agency Panels and Pastoral Support Plans.
- To lead both our rewards and sanctions systems so that they are used appropriately, consistently and have maximum impact.
- To develop and co-ordinate means of gathering student and staff voice. Contribute to the formulation and monitoring of effective policies.
- Report to stakeholders where appropriate.

Other:

- Carry out other duties and generic responsibilities outlined in the current School Teachers' Pay and Conditions Document which relate to Assistant Headteachers.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EXPERIENCE	E1	A degree in an appropriate discipline	AF/C
	E2	Qualified Teacher Status	AF/C
	E3	Ability to teach across the full ability and age range	AF/I/R
	E4	Recent participation in a range of relevant in-service training	AF/I/R
	E5	Excellent classroom management skills	AF/R/I
	E6	Experience of successful leadership of a subject/pastoral area, a team or other significant area of school life	AF/R/I
	E7	Experience of monitoring and evaluating the practice and performance of others	AF/R/I
	E8	Experience of using and analysing a range of data to inform self-evaluation and shape development priorities	AF/R/I
	E9	Experience of leading or contributing to development planning	AF/R/I
	E10	Experience of building effective relationships with pupils, staff and other stakeholders	AF/R/I
KNOWLEDGE & SKILLS	E11	Understanding of the importance of strategic planning	AF/R/I
	E12	Understanding of how to lead others effectively	AF/R/I
	E13	Understanding of effective strategies for raising achievement	AF/R/I
	E14	Understanding of effective teaching, learning and assessment	AF/R/I
	E15	Understanding of effective monitoring and evaluation	AF/R/I
	E16	Understanding of the place of CPD in school improvement	AF/R/I
	E17	Understanding of the use of data in school improvement	AF/R/I
	E18	Understanding of the role of other agencies supporting schools	AF/R/I
	E19	Keen interest in and knowledge of educational developments at a system wide level	AF/R/I
PERSONAL ATTRIBUTES	E20	Professional vision	AF/I/R
	E21	Outstanding role model for children	AF/I
	E22	Resilience and the ability to respond to change	AF/I/R
	E23	Ability to relate well to colleagues	I/R
	E24	Ability to think clearly, calmly and to complete tasks successfully	I/R

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PERSONAL ATTRIBUTES	E25	Willing to be involved in the whole life of the school	AF/I/R
	E26	Fully supportive of the schools' Catholic/Christian ethos and a willingness to promote this ethos at every opportunity	AF/I
	E27	Ability to self-evaluate accurately and effectively	AF/I/R
	E28	Ability to inspire/empower others to carry out the vision forward	AF/I/R
	E29	Have excellent powers of analysis	AF/I/R
	E30	Have excellent oral and written communication skills	AF/I
	E31	Ability to monitor performance of others , providing high quality guidance, support and challenge where appropriate	AF/I/R
	E32	Ability to work well under pressure and to deadlines	AF/I/R
	E33	Ability to represent the school effectively with a wide range of stakeholders	I
	E34	Ability to use initiative to solve problems and generate ideas	AF/I/R
	E35	Show enthusiasm for all aspects of the job of AHT	I/R
	E36	Be a strong, supportive and loyal team player	I/R

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EXPERIENCE	D1	Higher Degree	AF/C
	D2	Post-Entry Qualification	AF/C
	D3	Experience in a Catholic school	AF
	D4	Effective leadership and management of a significant change or whole school initiative	AF/R
	D5	Experience of mentoring trainee teachers or newly qualified teachers	AF/R
KNOWLEDGE & SKILLS	D6	A willingness to contribute to and lead extra-curricular activities within, and outside of, the department	AF/I/R
	D7	A good working knowledge of Information Technology systems and emerging resources	AF/I
	D8	A good working knowledge of the Early Career Framework	I

Key – Stage identified

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Thank you for your interest in our vacancy



www.bhcet.org.uk



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