

Job Description: Assistant Headteacher
Individual School Range (ISR): L13 – L17
Responsible to: The Headteacher
Responsible for: Student Engagement

I INTRODUCTION

- 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a person who will support the Headteacher in ensuring that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
- 1.2 The appointment is subject to the current conditions of service for Assistant Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the Headteacher and the Assistant Headteacher and will be reviewed annually.

2 CORE PURPOSE OF THE ASSISTANT HEADTEACHER

- 2.1 To set the context, the core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.
- 2.2 The core purpose of the Assistant Headteacher is to support the Headteacher in ensuring that:
 - the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of East Anglia;
 - religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
 - the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
 - the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
 - all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

3 GENERAL DUTIES AND RESPONSIBILITIES

To carry out the duties of the Assistant Headteacher as set out in the current School Teachers' Pay & Conditions Document.

4 KEY AREAS OF RESPONSIBILITY

4.1 Shaping the Future

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

Actions

The Assistant Headteacher supports the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Working within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- Demonstrating the vision and values in everyday work and practice.
- Motivating and working with others to create a shared culture and positive climate.
- Creating a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.

4.2 Leading Learning and Teaching

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Actions

The Assistant Headteacher supports the Headteacher in:

- Ensuring that learning is at the centre of strategic planning and resource management.
- Establishing creative, responsive and effective approaches to learning and teaching.
- Creating and maintaining an effective partnership with parents to support and improving pupils' achievement and personal development and furthering the distinctive Catholic nature, purposes and aims of the school.

- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Implementing strategies that secure high standards of behaviour and attendance.
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

4.3 Developing Self and Working with Others

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Actions

The Assistant Headteacher supports the Headteacher in:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

4.4 Managing the Organisation

4.4.1 In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.

4.4.2 The Assistant Headteacher helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Assistant Headteacher also helps deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

Actions

The Assistant Headteacher supports the Headteacher in:

- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.

- Ensuring that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

4.5 Securing Accountability

In a Catholic school the Headteacher fulfils his/her responsibilities in accordance with the mission of the school. The Headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

Actions

The Assistant Headteacher supports the Headteacher in:

- Fulfilling commitments arising from contractual accountability to the governing body.
- Developing the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Reflecting on personal contribution to school achievements and take account of feedback from others.

4.6 Strengthening Community

In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

Actions

The Assistant Headteacher supports the Headteacher in:

- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community 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.

4.7 Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The Assistant Headteacher should support the Headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

5 ADDITIONAL RESPONSIBILITIES OF THIS ROLE

- 5.1 Leadership of the rewards system and ensuring that students are motivated and praised for good attitude, work and behaviour.
- 5.2 Leadership of behaviour management in the school, informing Headteacher and leadership group as appropriate about issues that arise.
- 5.3 Leadership of high attendance and punctuality from students.
- 5.4 Line manage the Heads of House/Head of Sixth Form and co-ordinate their work so that there is a consistency across the school
- 5.5 Arrange for suitable induction to the school for new students, ensuring that their teachers receive all necessary information before the students start lessons.
- 5.6 Line manage support staff who monitor students' attendance and liaise with the LA Attendance Officer, communicating with parents as necessary.
- 5.7 Leadership of areas of Inclusion to ensure that all children can be successful in school
- 5.8 Line manage other areas of the school as agreed with the Headteacher