ASSISTANT PRINCIPAL
Responsible for Religious Education
L12-L16
Required for September 2018

Job Purpose
To support the Leadership team in ensuring that:

- The college is conducted as a Catholic college in accordance with the teachings of the Catholic church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham
- 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 college provides high quality teaching and learning that leads to successful outcomes for students in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development
- You 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.
- Support and secure the commitment of others to the vision, ethos, and policies of the college and promote high levels of achievement
- Support the creation and implementation of the college improvement and development plan and take responsibility for appropriately delegated aspects of it

Shaping the future

- Support the Principal in articulating a clear vision for the college
- Work with the Senior Leadership Team to implement new strategies.
- Proactively develop and support process, policy, system or activity that promotes the raising of attainment, attitudes to learning, attendance, behaviour or standards of provision.
- Contribute to the monitoring, evaluation and review of effects of policies, priorities and targets of the college in practice, and support the Principal in taking appropriate action.

Leading, Learning and Teaching

- Lead the Religious Education department.
- Provide leadership and support for subject leaders and class teachers to promote improvement and effective monitoring and evaluation of provision and outcomes.
- Help ensure quality provision for students' spiritual, moral, social and cultural education in line with the purposes and aims of the college.
- Contribute to creating and maintaining an environment and a code of behaviour, which allows for outstanding teaching, effective learning, and high standards of achievement.
- Contribute to creating and maintaining an effective partnership with parents to support and improve students' achievement and personal development.
- Contribute to the establishment of effective systems for monitoring and evaluating the curriculum and its assessment and teaching and learning, which lead to continual improvement.
- Contribute to monitoring and evaluating the effectiveness of the college in realising its aims and missions.

Developing self and others

- Contribute to encouraging, leading, supporting and coordinating the continuing professional development of staff, offering an appropriate role model.
- Lead groups of staff in development activities and evaluate outcomes
- Support the performance management process as required and use the process to develop personal and professional effectiveness.
- Contribute to inspiring, motivating, developing and enabling staff in the college to carry out their respective roles to the highest standard consistent with the purposes of the college and its mission.
- Help plan, allocate, support and evaluate work, ensuring effective delegation of tasks and responsibilities.

Leadership

- To inspire teaching staff by personal example and hard work
- With a particular focus on Religious Education and Catholic Life, implement, monitor and evaluate all college policies and documentation
- To be responsible for the line management and performance management of identified teaching and non-teaching staff.
- To participate in the recruitment and development of teaching and non-teaching staff of the college
- To participate in the arrangements for the appraisal of the performance of teachers
- To share the management role in a high achieving college, interchanging roles in the Senior Leadership Team as needed.
- To bring new ideas, initiatives and expertise.
- To share in curriculum development, assessment and timetable planning as required.
- To undertake preferred roles as determined by particular strengths and abilities.
- Support the Principal in creating and developing an organisation in which all staff recognise the mission of the college and that they are accountable for the success of the college.
- Support the Principal in presenting a coherent and accurate account of the college's performance in a form appropriate to a range of audiences, including governors, the LA, Ofsted and others.
- Support the Principal in ensuring that parents and students are well informed about the curriculum, attainment and progress, and the contribution they can male to the colleges targets for improvement.
- Support the Principal in establishing and maintaining positive and collaborative relationships.

Liaison/Communication

- To help in maintaining and developing effective communications and links with parents and other stakeholders
- To develop and maintain positive links and relationships with the community, local organisations and employers.
- Take on any additional responsibilities which might from time to time be determined.
- Take on specific tasks related to day to day administration and organisation of the college as requested by the Principal.

Other Responsibilities

- Specific responsibilities of the post holder based on experience, area of expertise and the needs of the college.

Closing Date: Thursday 15 March 2018 at midday.
Interviews: Wednesday 21 March 2018