**Job Description**

|  |
| --- |
| Introduction |
| **Name of post holder** |  |
| **Post Title** | Assistant Headteacher (Community) |
| **Post Purpose** | To lead on worship, SMSC development and to help to build SMRT’s sense of community |
| **Why this post is important** | You are the person who will ensure that our acts of worship reflect the School’s inclusive Christian mission. You are the person who ensures that our community communication, events and systems reflect our Christian vision and helps students and staff embrace the Alive values and attributes. |
| **Line Manager** | Headteacher |
| **Team** | Chaplain, Values in Practice (ViP) Coordinator, Administration support |
| **Liaise with** | Other members of the School Leadership Team (SLT), Head of Music, all Heads and Deputy Heads of House and the Sixth Form Leadership team, Ikoba School (Uganda), external agencies related to SIAMS, careers and guidance providers, School Council, Friends of SMRT, St Mary Redcliffe Church |
| **Working Time:** | Full Time as specified in School Teachers Pay and Conditions Document (STPCD) |
| **Salary Grade:** | Leadership Pay Scale L17 – L21 |

|  |
| --- |
| Ensuring Good Quality Worship |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Planning whole school services and liaising with the Chaplain, the Head of Music, St Mary Redcliffe Church and external clergy and speakers. | Develop the skills and liturgical understanding of the Chaplain and the Head of Music. Develop the understanding of external participants or our diverse community. |
| Planning the assembly rota, co-writing weekly worship and fortnightly Alive quote. | Involve others and train them in providing good quality guidance and ideas. |
| Supporting the Heads of House and their teams in arranging good quality acts of worship and the creative use of weekly worship prompts to ensure students have a meaningful experience. | Encourage the sharing of best practice between tutors and between Houses. Collate and share excellent practice to other schools. |
| Organising staff prayers. Supporting the parents/carers prayer support group. | Encourage new members to join and participate. |
| Running the student Worship Committee. | Encourage wider participation across the diverse groups represented in the School. |
| Ensuring Houses are supported in planning the House Eucharist and that communion is carried out reverently with appropriate communion assistants. | Support the Head of Music in developing musical participation in worship that reflects our community. |
| Liaising with churches and other places of worship. |  |
| Line managing the Chaplain. Planning priorities jointly. Coaching, supporting and encouraging creativity and understanding of Anglican liturgy. | Ensuring Sixth Form Christian Union is supported in maintaining a positive Christian presence in the Sixth Form, that acts of prayer and worship involve Sixth Form students, and that members of other faith groups feel connected to the spiritual ethos of the School and are supported in their practise. |

|  |
| --- |
| Ethos |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Promoting creative ways to further develop the Alive values in the daily life of the School. | Contribute to INSET days around the theme of ethos. |
| Promoting whole school ownership of spiritual, moral, social and cultural education, worked out through our commitment to social justice, social inclusiveness, good relationships, safe boundaries and global awareness. | Supporting the Sixth Form in facilitating speakers at other events which reflect the Christian ethos of the School and deepen students’ reflection on ultimate questions and formation of character values. |
| Supporting the Values in Practice (ViP) Coordinator in ensuring that citizenship and PSHE is taught in a way which reflects and enhances our Christian ethos. |  |
| Contributing to the Pastoral Committee meetings to ensure that worship and community issues receive appropriate discussion. | Support the Deputy Headteacher (Behaviour for Learning) in planning the agenda and thinking ahead to key events. |
| Serving on the Foundation Governors Committee and updating them on SIAMS and ethos issues. Serving on Admissions Governors Committee. | Train governors in aspects of the School’s life as a Christian rooted community. |
| Overseeing the charitable work of the School. Agreeing the focus for non-uniform days, Harvest and Christmas. Spreading charity acts through the calendar. |  |
| Ensuring that the School is not driven by the SIAMS inspection framework, but has regard to it at all times in the inspection cycle. | Keep up to date with and contribute to national developments in the Church of England. |
| Leading the preparation for and coordination of a SIAMS inspection. Supporting other members of staff. | Work with the Head of RE, Chaplain and School Leadership Team to utilise the SIAMS framework creatively to stimulate best practice. |

|  |
| --- |
| Communication |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Organising the monthly newsletter, ensuring it is reflective of our ethos and of a high quality. |  |
| Supporting our SMRT website manager (Learning Technologist) in ensuring the website is up to date and reflects our ethos. |  |
| Coordinating the weekly internal student ‘Pulse’ and staff ‘Bulletin’ documents and the weekly morning staff ‘Briefing’ communication.  | Ensure that members of staff utilise these fully and contribute to them. Reduce unnecessary email traffic from members of staff. |

|  |
| --- |
| Strengthening Community |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Leading Student Voice work, including School Council, and liaising with the Bristol Youth Team and Youth Parliament. Coordinating the annual Student Questionnaire.  |  |
| Attending the monthly Friends of SMRT (parent/carer body) meetings and providing reports. Seeking parental views through questionnaires. |  |
| Coordinating our link with Ikoba School in Uganda. Organising visits, communication and publicity. Liaising with other Bristol schools and the Diocese. | Establish our partnership throughout the life of the School through events like our Partnership Day. Coordinate the necessary fundraising. |
| Representing the School at local community groups as appropriate. |  |
| Supporting staff in understanding and celebrating our diverse community of students. |  |
| Working with unions to ensure staff well-being. Coordinating the annual staff well-being questionnaire. |  |
| An overview of extended opportunities, ensuring that the clubs and activities page on the School website is up to date. Leading on the relationship with the National Citizenship Service. | Work with the Sixth Form Enrichment Support Worker to increase participation of Sixth Form students in main school activities, as role models and representatives of diversity. |

|  |
| --- |
| Organisation |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Preparing the School calendar through effective consultation with the School Leadership Team, governors and staff. Taking account of time budgets and directed time and attending union meetings as appropriate. |  |
| Ensuring trips and visits are signed off with regard to the School calendar. |  |
| Organising events, such as Year 9 careers day, Year 8 Play Your Part day, Year 10 Post-16 tasters, Year 11 leavers service, Year 8/Year 10 awards evening and Colston Day service. |  |

|  |  |
| --- | --- |
| Coordinating the Student Planner and School handbook updates (i.e. for staff and parent/carers), ensuring consistency and a timely and thorough completion. |  |
| Coordinating the after-school School Leadership Team events rota. |  |
| An overview of Activities Week. Supporting other members of staff to ensure activities are panned and staffed. |  |

|  |
| --- |
| Advice, Guidance and Careers Overview |
| Your responsibilities include… | **Where practice is excellent you might…** |
| An overview of the programme taught within Values in Practice (ViP). | Work with the Values in Practice (ViP) Coordinator, external providers and Sixth Form to raise awareness of diverse progression paths and raise aspiration (especially of traditionally under-aspiring groups). |
| Ensuring that the relevant pages of the School website are active and relevant. |
| An overview of the work of the external Careers Advisor. Liaising with Learning Partnership West (LPW) and other networks. |
| Ensuring that there is annual Y11 staff spreadsheet with details of the students’ post-16 plans and which can be used for details of the destinations of students that are not transferring to the Redcliffe Sixth Form Centre. |  |

|  |
| --- |
| Negotiated Additional Responsibilities |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Being the link SLT support for one or two subject areas depending on expertise and need. |  |
| Being SLT Duty person at least once per fortnight to support good student behaviour. |  |
| **What sort of support can you expect?**Regular meetings with the Headteacher. Administrative support. Shared problem solving with other members of the Leadership Team. Access to training opportunities with the Local Authority (LA) and wider educational community. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be asked to carry out additional responsibilities by your Line Manager or the Headteacher.

|  |
| --- |
| Signatures |
| The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. |
| Signed……………………………………….(Teacher)Dated ………………………………………… | Signed……………………………………….(Headteacher)Dated ………………………………………… |