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Job Description

**Assistant Headteacher**

**(Teaching & Learning)**

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (DBS) and obtain any other statutorily required clearance**

**School Mission Statement**

*We aspire to embrace the Gospel and its values,*

*celebrating uniqueness and diversity.*

*Our learning, within an enterprise culture,*

*is based upon trust and respect which define*

*our relationships within the world family.*

*Everyone Matters.*

*Please note: this job description must be read in conjunction with the current School Teachers’ Pay and Conditions Document, particularly Part XII – ‘Conditions of Employment of Teachers other than Head Teachers’, which itemises the general conditions of employment governing this post.*

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| **Role** | **Assistant Headteacher (Teaching & Learning)** |
| **Job Purpose** | **To be responsible for:*** **The strategic direction of the school in workings with the Headteacher and Senior Leadership Team**
* **The provision, implementation and evaluation of the school’s strategic plan for improving and developing pedagogy and practice across the organisation**
* **The provision, development, implementation and evaluation of the school’s strategic plan for literacy and numeracy across the curriculum**
* **The Internal organisation, management and control of the school**
* **The effective management of staff and resources**
* **Other areas of responsibility defined as a result of the interview process**
* **Any additional duties that the Headteacher might reasonably request for the effective leadership and management of the school**
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| **Reporting To** | * Deputy Headteacher
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| **Responsible For** | * Link Curriculum Areas as designated by the Headteacher
* Relevant components of School Self Evaluation Reports & Improvement Plans
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| **Salary/Grade** | * Leadership ISR 14-18
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| **Disclosure** | * Enhanced
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| **MAIN DUTIES & ACCOUNTABILITIES** |
| **Catholic Ethos** | * To actively support the Catholic Christian Ethos of our school
* To be a witness to the vision of secondary education within the context of the mission of St Nicholas and the Diocese of Shrewsbury as a Catholic School
* To support the spiritual development of students and staff
* To support role of the school in the parish and wider community
* To contribute fully to the School Self Evaluation under the Shrewsbury Diocese Section 48 Framework
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| **Strategic Planning/Operational** | * To lead, promote, evaluate and strengthen the school’s strategic plan for teaching and learning across the school and contribute, with the Headteacher, to school-wide policy development
* To evaluate and formulate the ongoing strategic development of Literacy and numeracy across the school
* To evaluate and formulate the ongoing strategic development of effective homework for all year groups
* To evaluate and contribute to the ongoing strategic development of teaching and learning as a central strand within our Primary Transition Plan
* To be the strategic lead for PSHEE and Citizenship across all year groups
* To support the development and implementation of the schools’ quality assurance framework
* Take a lead on specific aspects of appraisal arrangements in school
* To have responsibility for the effective implementation of the schools CPD programme
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| **Learning & Teaching** | * Actively engage with and support school processes to monitor and evaluate the quality of provision across the school
* To ensure that effective practice is shared across the curriculum
* Contribute to the whole school self-evaluation process and report to the Headteacher and governors of standards across the school
* To lead and chair middle leaders meeting as appropriate
* To produce reports for the Headteacher, Governors, Diocese, LA or OfSTED as required.
* To develop experiences that would enhance the Spiritual, moral, social and cultural development of students
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| **Leadership & Management** | * To support the continuous development of middle leadership across the school
* To have strategic oversight for an assigned year group and support the work of the relevant Year Leader
* Take accountability for school-wide responsibilities and performance management alongside your team’s performance
* To produce reports for the Headteacher and governors as appropriate
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| **Performance & Standards** | * Analyse and interpret relevant national local and school data to ensure that student achievement is maximised – with a particular focus on disadvantaged students and boys.
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| **Co-Opted to**  | * Governors committees as requested by the Headteacher
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| **General Duties** | As a member of the leadership team to have a shared responsibility for: * Promoting, upholding and embedding the Catholic ethos of the school
* Promotion, upholding and embedding a positive school ethos and a culture of all can achieve.
* Contribute to the smooth day to day running of the school
* Supporting staff regarding issues of pupil discipline
* Participating in and supporting staff in duties
* Taking assemblies
* Participating in performance management reviews
* Leading and managing whole school self-evaluation
* To represent the school and actively make links with external agencies
* To attend, contribute to and when required lead meetings at all levels including departmental, whole school and governor
* Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community
* Promote and support extra-curriculum provision and the broader life of the school and the community
* Assist with and when appropriate lead the organisation and administration of the day to day, termly and annual routines of the school and special occasions.
* To contribute to the review and writing of school policies
* To undertake the normal responsibilities of a class teacher
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| *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.**This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school’s policy as published in the Staff Handbook and having regard to the School Teachers’ Pay and Conditions Document.**This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.**January 2018* |