**All Saints Badge - B&W - White Background**

**All Saints’ Catholic High School**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **INTRODUCTION** | | |
|  |  | |  |
| **1.1** | **NAME OF POST HOLDER:** | | |
|  |  |  | |
| **1.2** | **Post Title:** | ASSISTANT HEADTEACHER | |
|  |  |  | |
|  |  | Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).  To be an active member of the Senior Leadership team.  To raise standards of student attainment and achievement within the whole school and to monitor and support student progress.  To be responsible for promoting procedures and practice to pupils across school designed to provide guidance & support, and thus ensuring that action is planned and undertaken to enable all pupils to succeed.  To promote systems across school and beyond designed to develop Learning & Teaching.  To contribute to leadership and management of staff by ensuring positive staff participation, effective communication and procedures.  To support the school’s systems and practice in ensuring effective communication with stakeholders.  To support and promote the school’s mission statement so that spirituality is recognised and celebrated by all. | |
|  |  |  | |
| **1.4** | **Reporting to:** | Headteacher | |
|  |  |  | |
| **1.5** | **Responsible for:** | Teaching staff and other specified personnel across school | |
|  |  |  | |
| **1.6** | **Liaising with:** | Headteacher / Leadership Team, House Leaders, Curriculum Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents. | |
|  |  |  | |
| **1.7** | **Working Time:** | Full time as specified within the STPCD | |
|  |  |  | |
| **1.8** | **Salary/Grade:** | Leadership Spine 7 – 11 | |
|  |  |  | |
| **1.9** | **Disclosure level** | Enhanced | |

|  |  |  |
| --- | --- | --- |
| **2.** | **TEACHING & LEARNING** | |
| **2.1**  **2.2**  **2.3**  **2.4**  **2.5** |  | To undertake an appropriate programme of teaching in accordance with the school’s schemes of work and National Curriculum.  Liaise with colleagues to deliver units in a collaborative way.  Work with Curriculum Leaders, Progress Leaders and SENCO.  Set targets for student attainment levels.  Demonstrate good practice in the teaching areas of responsibility. |
|  |  |  |
| **3.** | **OPERATIONAL/ STRATEGIC PLANNING:** | |
| **3.1**  **3.2**  **3.3**  **3.4**  **3.5**  **3.6**  **3.7** |  | To lead the development of appropriate resources, policies, assessment and learning and teaching strategies in the areas of responsibility.  To monitor actively and follow up student progress.  To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, etc.  To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.  To ensure that the work in the areas of responsibility fully reflects the school's distinctive ethos and mission.  To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the areas of responsibility are in-line with national requirements and are updated where necessary.    To work with the Deputy Head in leading and or supporting appropriate events aimed at raising standards across school. |
|  |  |  |
| **4.** | **LEADERSHIP & MANAGEMENT** | |
| **4.1**  **4.2** |  | To understand issues relating to the organisation, ordering and funding of resources.  To support and develop school policy and practice in areas of responsibility. |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **5.** | **STAFFING:** | |
| **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6** |  | To work with the Deputy Head to ensure that staff development needs are identified.  To continue own professional development as agreed with the Headteacher.  To undertake Performance Management Review(s) and to act as reviewer for a group of staff.  To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.  To promote teamwork and to motivate staff to ensure effective working relations.    To be responsible for the day-to-day management of staff within the areas of responsibility and act as a positive role model. |
|  |  |  |
| **6.** | **QUALITY ASSURANCE:** | |
| **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6**  **6.7** |  | To ensure the effective operation of quality control systems.  To participate in the process of the setting of targets in areas of responsibility and to work towards their achievement.  To contribute to the school procedures for lesson observation.  To implement school quality procedures and to ensure adherence to those within the areas of responsibility.  To monitor and evaluate the areas of responsibility in line with agreed school procedures including evaluation against quality standards and performance criteria.  To seek/implement modification and improvement where required.  To ensure that the quality procedures meet the requirements of Self Evaluation and the Strategic Plan. |
|  |  |  |
| **7.** | **MANAGEMENT INFORMATION:** | |
| **7.1**  **7.2**  **7.3**  **7.4**  **7.5** |  | To ensure the maintenance of accurate and up-to-date information concerning areas of responsibility on the management information system.  To make use of analysis and evaluate performance data provided.  To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.  To produce reports within the quality assurance cycle for the areas of responsibility.  To provide the Governing Body with relevant information relating to performance and development of areas of responsibility. |

|  |  |  |
| --- | --- | --- |
| **8.** | **COMMUNICATIONS & LIAISON:** | |
| **8.1**  **8.2**  **8.3**  **8.4** |  | To ensure that all staff are familiar with whole-school aims and objectives.  To ensure effective communication/consultation as appropriate with the parents of students.  To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.  To represent the school’s views and interests at appropriate forums and where appropriate, to chair such forums. |
| **8.5**  **8.6**  **8.7** |  | To contribute to the planning and delivery of school liaison activities.  To lead the development of effective links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.  To promote actively the development of effective links with external agencies. |

|  |  |  |
| --- | --- | --- |
| **9.** | **MANAGEMENT OF RESOURCES:** | |
| **9.1** |  | To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. |
|  |  |  |
| **10.** | **PUPIL SUPPORT:** | |
| **10.1**  **10.2**  **10.3**  **10.4** |  | To monitor and support the overall progress and development of students.  To monitor progress and performance in relation to targets set; ensuring that appropriate action is taken where necessary.  To contribute to PSHCE, citizenship and enterprise according to school policy.  To ensure the Behaviour Management system is implemented in school so that effective learning can take place. |
|  |  |  |
| **11.** | **SCHOOL ETHOS**: | |
| **11.1**  **11.2**  **11.3**  **11.4** |  | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.  Support the school in celebrating its Catholic identity.  Promote actively the school’s corporate policies.  Comply with the school's health and safety policy and undertake risk assessments as appropriate. |
|  | | |

|  |  |  |
| --- | --- | --- |
| **12.** | **GENERAL:** | |
| **12.1** |  | To carry out any other duties as the Headteacher may reasonably request. |
|  |  |  |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | | |

|  |  |
| --- | --- |
| **13.** | **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 .......................................... Signed ......................................**

*(Teacher) (Headteacher****)***

**Dated ............................................ Dated .......................................**