

Christ the King Catholic Collegiate, Ashfields New Road,

Newcastle under Lyme, Staffordshire ST5 2SJ

**Generic Job Profile**: Assistant headteacher TEACHING AND LEARNING

**Responsible to:**  Headteacher

**Grade:**  L13 – L17

**Role Purpose**

*To be responsible through the Headteacher to the Governing Body for the efficient overall leadership and management of the school, maintaining its distinctive Catholic ethos.*

The post-holder is required to work in accordance with the requirements of the conditions of Employment of School Teachers on the leadership group and the CES contract of employment. The description also reflects the policies and conditions of employment laid down by the Governors of St. John Fisher Catholic College. The post-holder is required to support the Headteacher in implementing the mission, aims and objectives of the school in accordance with the School Development Plan and in maintaining the distinctive Catholic nature of the school.

This role description recognises the demands of the current STPC document and subsequent recommendations of the Teachers’ Pay Review Body. This job profile and person specification are set within the framework of the National Standards for School Leadership which are about professional attributes, values, knowledge and understanding in relation to:

* Leading strategically
* Leading teaching and learning
* Leading the organisation
* Leading people
* Leading in the community

The responsibilities of the post will be wide ranging and will include:-

* Strategically leading and developing teaching and learning policies to ensure consistency and outstanding teaching across the school.
* Leading and monitoring the school’s response to Assessment for Learning practice.
* Developing, leading and evaluating effective strategies to improve standards of teaching across all Key Stages.
* Researching into the use of new teaching and learning strategies and initiatives, including technologies as effective strategies, to improve standards of teaching and learning and learner progress and engagement.
* Strategically leading and embedding effective teaching and learning strategies to promote differentiation to ensure that all learners make good progress; through effective support, stretch and challenge.
* Further developing strategies to further accelerate the performance of identified vulnerable groups (including SEN, PP, LAC) to ensure they make progress at least in line with national and local averages.
* Developing a programme of induction for new staff.
* Supporting Newly Qualified Teachers in their induction programme.
* Working closely with the Progress Assistant Headteacher to ensure that data is used effectively to inform and improve standards and quality of teaching & learning.
* Providing an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff.
* Overseeing the staff Standards and Appraisal system, Standards Tracker, for both teachers and support staff.
* Strategically overseeing the system that monitors and evaluates the quality of teaching and learning through lesson observations, learning walks, work scrutiny and subject level moderation.
* Strategically leading on the development of programmes such as Philosophy for Children and Mindfulness to promote resilience and independence in our learners.
* Strategically leading whole school literacy and numeracy policy and practice.
* Supporting the work of Governors by providing updates on teaching and learning and facilitating their understanding of the work of the school.
* Line managing the SENCo.

The post-holder is required to carry out the duties of a school teacher on the leadership group and to share in the corporate leadership and management of the school, including responsibility for the well-being, care and discipline of all learners at St. John Fisher Catholic College. This job description will be subject to periodic review. It is not a comprehensive statement of tasks, but sets out the main expectations of St. John Fisher Catholic College in relation to the post holder’s professional responsibilities and duties.

**General Responsibilities of the Assistant Headteacher**

**1 Implementing the Aims of the Catholic School**

The Assistant Headteacher has a shared responsibility with the Headteacher and Deputy Headteacher for implementing the aims of the Catholic school. The Assistant Headteacher should be fully aware of the mission of the school in seeking to implement the Church’s mission in Catholic Education. The post holder should facilitate understanding and support for the Catholic purposes and identity of the school among staff, and to promote its development in the light of this understanding.

In addition, the Assistant Headteacher contributes to the developing of the Catholic school community by:

Building the school community as part of the Church;

Contributing to the school’s vision, mission and direction for future development;

Ensuring continuity in Catholic education for pupils moving from the primary school, through secondary school and beyond;

Addressing the distinct needs of pupils, staff, governors and parents;

Contributing to the maintenance of the ethos and distinctive Catholic nature of St. John Fisher Catholic College.

**2 Pupil Welfare**

The Assistant Headteacher will share in the corporate responsibility for the well-being, welfare and discipline of all pupils. This will involve ensuring a safe and supportive learning environment is provided for all pupils before, during and after the timetabled day including lunchtimes.

The post-holder will take a lead in the safeguarding of pupils and will be required to undertake regular training in this area. The Assistant Headteacher will contribute to the outstanding level of pastoral care at St. John Fisher Catholic College.

**3 School Community**

The Assistant Headteacher will share in the corporate responsibility for the maintenance of good relationships within the community of St. John Fisher Catholic College. This will be undertaken by being a highly visible, proactive and approachable presence to pupils, staff, parents, governors and visitors around the school and at school events and activities while sustaining the specific demands of the role.

It is essential that effective, positive partnerships are developed and maintained with parents and carers. The post-holder will seek to promote the good name of the school community at all times. This will involve actively seeking effective strategic partnerships in the wider community. Every opportunity should be used to promote the achievements of pupils and the school. The Assistant Headteacher will attend governors’ meetings and agreed events in the wider community as required and agreed.

**4 School Policy and Implementation**

Each member of the Senior Leadership Team will share in the collective responsibility for the overall well-being, leadership, management and direction of St. John Fisher Catholic College. Together they will establish and maintain suitable structures, systems and procedures for the realisation of the mission, aims and objectives of the whole school, and the implementation of school policies and programmes, supporting throughout its Christian ethos and values.

The Assistant Headteacher will take responsibility for producing clear and concise, well-researched, evidence based reports for a variety of audiences within and beyond the school community.

The Assistant Headteacher will play a key role in the day-to-day running of the school. This will also incorporate the managing of resources, issues of health and safety and ensuring the school provides value for money.

**5 Professional and staff development**

The Assistant Headteacher will be a lead professional in being well read and informed about general educational developments as well as those specific to the role. This information should be shared with other staff. The post-holder will encourage a culture of self-development and life-long learning within the school. This will include keeping up to date with OFSTED and other statutory requirements and ensuring that these are communicated to the relevant people within the school community.

The Assistant Headteacher will develop the teaching and learning skills of all teachers through a rigorous programme of CPD and in-service training and the setting of challenging targets for improvement. In addition, it will be necessary to motivate and support staff to enhance their teaching repertoires and develop innovative practice through training and coaching.