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| **Phase:** Secondary Phase | **Campus: Aylesbury** |
| **Job Title:**  Assistant Headteacher (Curriculum Lead) | **Pay Grade:** L12 - L14 |
| **Term of Employment:** Permanent |  |
| **Designation of Post within School Structure** | |
| **Interim Executive Headteacher**  **Head of School (Aylesbury)**  **Assistant Headteacher** | |
| This job description identifies the responsibilities attached to this post. It is subject to the limits of the School Teachers Pay and Conditions Document 2020 and subsequent editions.  This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder. | |
| Main Duties and Responsibilities | |
| 1. **The Post**   St Michael’s Catholic school requires Senior Leaders to be a well-qualified, enthusiastic teachers and leaders, who are eager and committed to supporting the whole community of the school. This will include working with all stakeholders, in particular other leaders, teachers, pupils, parents, the Dioceses and the Governing Body. This role also requires a post holder who is passionate about developing the schools CPD offer and the fostering of a school based research culture. | |
| * 1. **Post Purpose**  1. Carrying out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document, including meeting all of the current Teaching Standards and duties under the reasonable direction of the Executive Headteacher. 2. To take responsibility for a key area of school improvement as directed by the Interim Executive Headteacher and Head of School. 3. To line manage a given set of subject areas and pastoral leads as required, being a critical friend to the associated post holders and holding them to account for their team’s performance. 4. To lead or attend the Senior Leadership Cluster Groups. 5. To act as the appraiser for certain members of teaching staff and support staff. Ensuring that their appraisals are carried out in a timely and appropriate manner in accordance with the appraisal policy.    1. Attend SLT meetings and other meetings as directed by the Executive Headteacher and Head of School .    2. To lead whole school training and staff meetings where directed.    3. To complete appropriate sections of the School Self Evaluation and School Development Plan and Staff Handbook in accordance with specific areas of responsibility.    4. To support members of the teaching staff and the support staff as is necessary to ensure pupils receive the best teaching, support and guidance.    5. To produce appropriate, concise and up to date data related to areas of responsibility for stake holder groups including the Governing Body.    6. To ensure the accuracy and appropriateness of linked teachers (and support staff where appropriate) assessments, predictions, quality of teaching, data and Department Improvement Plan.    7. To represent the school positively and in keeping with the school ethos and Catholicity. | |
| 1. **Teaching**     1. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in line with the quantity of staff as designated in 1.3 at school. 2. **Operational/Strategic Planning**    1. To manage the performance of all related staff as directed.    2. To lead on ensuring that St Michael’s has a broad, balanced and accessible curriculum for all pupils.    3. To lead on an options programme that meets the needs and interests of all pupils and promotes effective dialogue in guiding pupils towards the best possible choices.    4. To lead on the development of a timetable that supports 3.2 and 3.3    5. To evaluate the impact of development plans implemented.    6. To remain up to date on national and local developments in curriculum and teaching and be fully involved in the planning for future developments.    7. To ensure the areas of responsibility are inspection ready in relation to external providers inspections and the schools Section 5, 8, 48 and other single subject inspections. 3. **Staffing**     1. To work with the Executive Headteacher, Head of Schools, other SLT Members and to ensure that strengths and needs are identified in relation to classroom practice and appropriate support is in place.    2. To continue own professional and personal development and to foster leadership opportunities for others.    3. To participate in the interview process for teaching posts when required, to ensure effective induction of new staff.    4. To ensure all new staff understand the distinctive qualities of the Catholic Ethos in Education and the particular aspects of teaching in a Catholic school.    5. To complete the schools registered Safer Recruitment programme and refreshers as required.    6. To undertake safeguarding and prevent training as appropriate and to be up-to-date with Keeping Children Safe in Education policy updates. 4. **Notes**   **5.1** The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.  **5.2** This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process.  **5.3** The Executive Headteacher will discuss the line management and appraisal processes with each Senior Leader each year to ensure the roles they are undertaking are developmental and support the school’s improvement. | |

**Person Specification**

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|  | Essential | Desirable | Evidence |
| Degree in appropriate subject area | \* |  | Application |
| QTS | \* |  | Application |
| Practicing Catholic |  | \* | Application |
| Excellent subject knowledge | \* |  | Observed lesson |
| Evidence of continuing professional development | \* |  | Application |
| Understanding of self-evaluation and monitoring | \* |  | Application letter  Interview |
| Use of ICT in teaching | \* |  | Interview |
| Fully aware and up-to-date with current developments in whole school data including ASP, FFT, ALPs, Data Dashboard and Sims. |  | \* | Application letter  Interview |
| Knowledge and experience of curriculum models and timetable development. |  | \* | Application letter  Interview |
| A rounded understanding of secondary curriculum and its implementation beyond their own subject area and experience of working with a secondary curriculum at senior level over at least two year period |  | \* | Application letter  Interview |
| Completion of the NPQSL or a recognised professional qualification (of similar equivalency) that has allowed the applicant to be highly recognised in their field. |  | \* | Application letter  Interview |
| Experience of organising successful pupil intervention that have shown a continuous improvement in pupil outcomes over three years (this can include in line management or via the support of staff) | \* |  | Reference Application  Interview |
| Experience of contributing to whole school Self Evaluation processes | \* |  | Application  Interview |
| **Relevant Skills and Aptitudes** |  | | |
| To teach at secondary phase and across all three secondary key stages. | \* |  | Reference Application |
| To enthuse students by teaching imaginatively, employing a variety of teaching styles and to have clear experience of supporting others to do so. | \* |  | Reference  Observed lesson |
| Ability and experience of leading other members of staff in improving practice /raising attainment | \* |  | Reference  Application letter  Interview |
| To create a positive, inclusive learning environment and to have clear experience of supporting others to do so. | \* |  | Reference  Observed lesson |
| To differentiate teaching so that the learning of all students is addressed and to have clear experience of supporting others to do so. | \* |  | Reference  Observed lesson |
| To analyse relevant data to inform teaching and to set challenging targets for students and staff and to have clear experience of supporting others to do so. | \* |  | Reference  Application letter |
| **Personal Qualities** | **Essential** | **Desirable** | **Evidence** |
| Enthusiastic and approachable | \* |  | Reference Interview |
| Commitment to extra-curricular activities |  | \* | Application  Interview |
| Good interpersonal skills | \* |  | Interview  Observed lesson |
| Sense of humour | \* |  | Interview  Observed lesson |
| Clear educational philosophy | \* |  | Interview |
| Commitment to professional development | \* |  | Interview Reference |
| Willingness to share expertise | \* |  | Application letter |
| High expectations of students and their behaviour | \* |  | Observed lesson  Interview |
| Hardworking and conscientious | \* |  | Reference |
| Willingness to organise school visits |  | \* | Interview |
| Good communication skills | \* |  | Interview |
| Ability to prioritise own workload and that of others | \* |  | Interview |