



Job Title: Assistant Headteacher
Responsible to: Headteacher
Salary: L12 - 18

School Leadership Team Job Description

The School Leadership Team is the key leadership group within the college, as well as having a major role to play in the day-to-day running of the college. All members of the SLT have particular responsibility for the development, delivery and monitoring of whole college systems and practices, the support and supervision of middle leaders and ensuring good discipline around the college. They play a crucial role, through systems of line management, in ensuring that the College Improvement Plan is a working tool, which moves the college forward. This is a key aspect of ensuring that the ethos of the college is given a practical focus and it is the responsibility of the SLT to ensure that the vision for the college is delivered by working effectively with all staff in the college.

SLT members are expected to attend whole college functions, to represent the public face of the college and to organise programmes for inspectors and other visitors to the college. This is vital for the college to maintain a good public profile and for good relations within the community.

Each member of the School Leadership Team is expected to take assemblies, Celebration of Word, chair ad hoc working groups as and when necessary and to contribute to an SLT presence around the college. Each senior leader line manages a number of departments.

Precise responsibilities within the College Leadership Team will be determined once the final composition of the team is known. However, it would be useful for candidates to identify areas of expertise or interest in leading and managing in their application.

The SLT is the decision-making body of the college. Decisions will be informed as far as possible, by the views of staff, through the normal consultative processes of the college.

The current 'School Teachers' Pay and Conditions of Employment' document specifies the general professional duties of teachers.

All teachers are reminded of the College Mission Statement, "May God's love be our guide", from which our self-evaluation, the School Development Plan and, in turn, job descriptions derive. In this connection all teachers are employed by the Governing Body and must have due regard to the Roman Catholic character of the college and must not do anything in any way detrimental to the interest of the same as outlined in the 'Contract of Employment'.

Assistant Headteacher Job Description

Job Purpose Assistant Headteacher

To assist and support the Headteacher in providing professional leadership and management of the college to secure high quality teaching, continuous and sustained levels of student progress, effective use of resources, and high standards of learning and achievement for all students in the college.

To assist the Headteacher in maintaining the ethos and distinctive Catholic nature of the college.

Responsibilities

Responsibilities of the post holder will be determined following consideration of experience and interests of the successful candidate and those existing members of the SLT. The following indicates those responsibilities of all the Assistant Headteachers in the SLT. From these specific duties will be allocated. Allocation will be made on the basis of experience and interest and also with the need for professional stretch and development in mind.

- Teaching within a department appropriate to subject qualification and experience (Years 7-13).
- Line management responsibility for assigned departments/year groups.
- Maintenance and monitoring of all college policies in the remit of the post holder.
- Representation on Governors' Committees and College Events.

Areas from which specific responsibilities will be allocated

- Standards and Achievement
- Analysis of college data
- Curriculum planning and development
- Target setting Years 7 to 11
- Target setting in Sixth Form
- Student Data tracking
- Lesson observation and subject reviews
- Teaching and learning development
- Intervention strategies
- College links and vocational education
- School Self Evaluation
- Oversight and monitoring of cover and staff absence
- Staff duties and events planning
- Pastoral organisation
- Student rewards and sanctions
- Inclusion
- Student Support Programmes
- Safeguarding and Child Protection
- Attendance
- Quality assurance both pastoral and academic
- INSET and professional development
- Initial Teacher Training Partnerships

- NQT induction
- Extended Schools including Community Cohesion
- College Council, Student voice, Student Leaderships and Prefects
- Healthy Schools Initiative
- Educational Visits Co-ordination
- College display, website and publicity including college prospectus
- Information advice and guidance and work experience
- Strategic leadership of ICT
- SEND

To carry out any other duties that may be reasonably requested by the Headteacher.

Assistant Headteacher Person Specification

No	Categories	Essential / Desirable
Qualifications, Training and Knowledge		
1.	Qualified Teacher Status.	E
2.	Good Honours Degree in relevant discipline	E
3.	Recent and relevant CPD activities	E
4.	Relevant experience and impact at middle leadership	E
5.	Consistently good/outstanding teacher as measured by student outcomes	E
6.	Knowledge and understanding of strategies to improve Teaching and Learning	E
7.	Knowledge and full understanding of statutory, policy, guidance and strategies to safeguard students and staff	E
8.	Excellent interpersonal & presentation skills across the spectrum of stake holders	E
9.	Can demonstrate understanding of how effective self- evaluation and strategic improvement planning can increase effectiveness and raise student achievement	E
10.	Current understanding of SEND Provision needs within a mainstream setting and knowledge of how to provide good outcomes for SEND pupils	D
Leading and Developing		
1.	Shows commitment to own and other's professional and self- development	E
2.	Experience of coaching/mentoring/supporting colleagues which has led to improvement in performance	E
3.	Experience of performance management	D
4.	Ability to delegate effectively and manage the performance of others	D
5.	Track record in leading and managing staff including contribution towards building a successful team	D
6.	Excellent influencing skills and the ability to engage others in new ideas. Understand aims and vision of the school and is able to inspire, challenge and motivate others	E
Teamwork		
1.	Ability to promote and develop positive relationships within and beyond the school	E
2.	Understands the need for effective relationships with parents, carers, partners and the community which enhance and support students learning	E
3.	A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well	E
4.	Flexible approach to changing work tasks	E

Creative Thinking		
1.	Has a good understanding of the wider educational agenda	E
2.	Open minded and flexible	E
3.	Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed	E
Technical		
1.	Excellent ICT skills for teaching and leadership	D
2.	Has significant knowledge and understanding of safeguarding and child protection	E
3.	Effective use of ICT in management and data handling	D
4.	Has knowledge and understanding of SEND	D