



## Assistant Headteacher Job Description

### Introduction

Precise responsibilities will be determined in consultation with the successful post-holder, but are likely to include a balance of pastoral and academic matters. The appointment of the Assistant Headteacher is with the Headteacher and 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. In carrying out his/her duties the Assistant Headteacher shall consult, when appropriate, The Headteacher, the Governing Body, the Diocese, the Local Education Authority, the staff of the school, the parents of its pupils, the parishes served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

The Governing Body and the Diocese acknowledge the importance of the role of the Catholic Assistant Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Westminster.

**The Governing Body, Headteacher and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Assistant 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 a DBS check.**

### SCHOOL CULTURE

The strategic direction and development of the school stem from the educational mission of the Church. The Assistant Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of its work.

### Main tasks/actions:

- Work within the school and parish communities to articulate and promote an educational vision and values for the school which take account of the school's Catholic mission and of the values and experiences of the school and the communities it serves.
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school including the implementation of consistent, fair and respectful approaches to managing behaviour.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.



## TEACHING, CURRICULUM AND ASSESSMENT

In a Catholic school, the Assistant Headteacher helps lead a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Assistant Headteacher will support the Headteacher as he leads the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

### Main tasks/actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school-wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Guide in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the schools agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils understand their individual worth and can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole school community.
- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Implement strategies which secure high standards of behaviour and attendance and which reflect the schools agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under performances at all levels and ensure effective corrective action and follow-up.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

## PROFESSIONAL DEVELOPMENT: DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic school, the Assistant Headteacher's leadership should take Christ as his/her inspiration. His/her relationships with pupils, parents/carers, Governors and staff should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

### Main tasks/actions:

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture within the school and actively engage with other schools, especially other Catholic institutions, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.



- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Give and accept support from the Headteacher, colleagues, Governors, the Diocese and the Local Authority.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

## **ORGANISATIONAL MANAGEMENT**

The management of a Catholic school should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. The Assistant Headteacher is responsible for ensuring that such principles are priorities for the school and are evident in its organisation and management.

### **Main tasks/actions:**

- Create an organisational structure which reflects the school's Catholic values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Diocesan priorities.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

## **GOVERNANCE AND ACCOUNTABILITY**

In a Catholic school, the Assistant Headteacher fulfils his/her responsibilities in accordance with the Instrument of Government. He/she supports the Governing Body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The Assistant Headteacher reports to the Headteacher, Governing Body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

### **Main tasks/actions:**

- Work with the Headteacher and Governing Body, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.



- Develop systematic and rigorous procedures for school self-evaluation which are appropriate for a Catholic school and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.
- Ensure that all available data is used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- Participate in arrangements for a review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

### **WORKING IN PARTNERSHIP**

In a Catholic school, the Assistant Headteacher will support the Headteacher with his responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parishes and other Catholic organisations, as well as with the wider educational system, for the benefit of his/her own community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

#### **Main tasks/actions:**

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Ensure the provision of learning experiences for pupils which are linked into and integrated with the wider community, including community based learning.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, parishes/community figures, Businesses, Catholic and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other Diocesan schools.