**St Catherine’s Catholic School for Girls**

**Job Description - Assistant Headteacher**

**Accountable to: Headteacher**

St Catherine’s is a Catholic school. All staff should endeavour to maintain and develop the Catholic character of the school in accordance with the directions of the Governors and, subject thereto, the directions given by the Headteacher.

In addition to teaching a timetable assigned by the Headteacher, the Assistant Headteacher will: generally promote the Catholic ethos of the school through the curriculum, systems and policies, through pastoral care of students and through relations with all staff;

specifically, promote the Catholic ethos of the school through assemblies, the daily acts of worship, liturgies, work with charities and Catholic institutions and other aspects of the Catholic life of the school.

The post will be paid on the Assistant Headteacher scale (L13 – L17) and you will undertake the responsibilities of an Assistant Headteacher, which include:

* Taking on whole school responsibility
* Delivering SLT assemblies
* Working with a year group
* Running whole school CPD/training/meetings based on the whole school role taken on
* Be involved in the whole school observation/quality assurance cycle
* Be involved in student pastoral reintegration/behaviour management and departmental line management meetings as relevant
* Attend specific governing body meetings/committees
* Attend SLT meetings and other events as directed by the Headteacher

The specific responsibilities of the post can change according to the needs of the school and can be change during your tenure.

**The Assistant Headteacher is accountable for:**

1. **Shaping the Future**

* Support the Headteacher and Governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity when developing support and improving the provision to support learners’ needs.
* Support the Senior Leadership Team in the school improvement planning process.
* Working closely with the Senior Leadership Team to ensure we offer an outstanding curriculum which is innovative and varied, which develops student skills set and their ability to learn ensuring they are fully prepared to embrace the next phase of transition.
* Contribute to the identification of key areas of strength and weaknesses in the school support and intervention systems.
* Work to a high standard in implementing agreed policies, priorities and expectations and set a good example to other colleagues.
* Promote a culture of team work, in which views of all members of the school community are valued and taken into account, especially fostering links between pastoral and curriculum leaders to support learners to achieve.
* Contribute to the self- evaluation of the school in all areas but especially support and lead the self- evaluation of intervention systems.

1. **Leading, Learning and Teaching**

* Provide detailed analysis of attainment of target groups to a variety of audiences, including the SLT, Governors and other groups.
* Lead on developing an effective system of tracking interventions within the year groups, measuring impact.
* Promote and secure the active involvement of pupils in their own learning.
* Support strategies to promote high standards of behaviour.

1. **Developing Self and Managing Others**

* Promote and safeguard the safety and welfare of children and young people.
* Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
* Set high expectations for your own performance and that of others.
* Engage in relevant professional development activity as necessary.

1. **Managing the Organisation**

* Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
* Contribute to all intervention planning.
* Contribute to the planning process, to ensure that the most effective use of resources is made for intervention programmes
* Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

1. **Securing Accountability**

* Support the Governing Body in meeting its responsibility to account for the support given to learners including all types of intervention
* Work alongside the Headteacher to secure improvement through Performance Management
* Use a range of data sources to analyse outcomes for individuals and vulnerable groups; use this information to implement appropriate interventions.
* Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary on all areas that relate to interventions.

1. **Strengthening and Community**

* Ensure support is provided to ensure that learners from vulnerable groups make good progress
* Monitor and evaluate the effectiveness of interventions
* Measure the impact that interventions are having on ‘narrowing the gap’.
* Promote and model good relationships with parents/carers, which are based on partnerships to support their child’s learning.