



ST. MARY'S CATHOLIC HIGH SCHOOL

Role Profile

Job Title:	Assistant Headteacher Teaching & Learning Team - Continuing Professional Learning
Department:	Senior Leadership
Grade Range:	L12-L16
Hours:	Leadership
Location:	St. Mary's Catholic High School
Contract Type:	Permanent
Reports to:	Deputy Headteacher TLA
Responsible for:	Including line management responsibilities to be confirmed.

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 50% complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other areas of responsibility

AHT Continuing Professional Learning

- Lead on the whole-school Continuing Professional Learning strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to staff and relevant stakeholders
- Track and analyse training performance data, paying particular attention to Teacher's Standards or other as relevant
- Plan and implement interventions for those staff who are identified as requiring support
- Keep up to date with accepted best practice in the field of CPL and training (including ITT), and advising others about this
- Providing training and support for teachers and support staff
- Establish and implement whole-school systems for pupil careers and training development (Gatsby Standards)
- Conduct pupil voice surveys to ensure they feel happy and safe about next steps in education and training journey, championing the importance of pupil voice with regard to careers IAG to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's training and development policy and strategies
- Monitor pupil destinations and NEET to ensure it is continuously improving
- Analysing whole-school data on destinations to inform future improvement strategies
- Analysing whole-school data on CPL to inform future improvement strategies

Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.