



RECRUITMENT PACK

Assistant Headteacher

Personal Development,
Behaviour and Welfare



Assistant Headteacher

Personal Development, Behaviour and Welfare

Required for September 2021

Salary Grade: L12-16

Closing Date: 09:00 on Thursday 20th May 2021

Interview: Wednesday 26th May 2021

Please visit our website for further details and the application form:

[The Catholic High School - Home \(christofidelis.org.uk\)](http://christofidelis.org.uk)

On behalf of all at The Catholic High School, Chester I would like to thank you for your interest in this position.



The Catholic High School in Chester is a smaller than average high school with 866 students on roll, with 1117 planned places. There is only a slight gender imbalance, with 51% females and 49% males. The Pupil Premium indicator is lower than national at 23%. There is a higher than average number of students seeking SEN support and the school does have a provision for ASD students. At present the school has a Sixth Form with 114 on roll in Year 12 and Year 13. The school is fully comprehensive with a range of students from highly deprived areas in Chester area, a number of students from North Wales who did not do Key Stage 2 SATS and a number of students from very affluent backgrounds. A Level is very successful with over 70%



continuing to university and many securing places in Redbrick Universities.

SLT consists of the Headteacher, one Deputy and two Assistant Heads, as well as a School Business Manager who joins us this May. There are 65 teachers who work at the school. Of these we have core curriculum leaders (CLLs) in RE, Maths, English and Science as part of our extended leadership team as well as our SENCo. All other departments have a CLL. All CLLs are line managed by SLT

Our Pastoral Team consists of 3 Year Leaders of Learning – one for Year 7 and Transition, one for Years 8 and 9 and one for Years 10 and 11. We have an inclusion support area know as Trinity that has one full time no teaching member of staff as well as a full time teacher leading our behaviour unit. Currently we have a teacher working on personal development and careers and hope this will continue into next academic year. Year 12/13 are led by a Director of 6th form and our numbers are increasing allowing us to offer new courses such as Criminology, Photography and BTEC PE. Finally we

have a lay chaplain to support our staff and students on their spiritual journey.



JOB TITLE: Assistant Headteacher

ACCOUNTABLE TO: Headteacher

MAIN PURPOSE:

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the Senior Leadership Team (SLT)
- Assist the Headteacher in managing the school
- Support and represent the Headteacher at meetings as and when required
- Support the Deputy Headteacher, undertaking the professional duties of the Headteacher during his/her absence or
- Undertake such duties as are delegated by the Headteacher
- Play a significant role (under the overall direction of the Headteacher) in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school by:
 - Helping to establish the policies through which they shall be achieved
 - Managing staff and resources to that end
 - Monitoring progress towards their achievement

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school. It will be necessary to specify the management, curriculum and co-ordination responsibilities/teaching commitment to be undertaken by the postholder on appointment.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers
- 1.3 To plan and deliver lessons according to the timetable with a commitment of no more than 12 hours per fortnight

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities for the personal development, behaviour and welfare areas in school to include safeguarding lead
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Take a lead role in the appraisal system in collaboration with the Leadership Team and Headteacher
 - Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs

3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
- Ensuring that the Diocesan policy on Religious Education is fulfilled
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To lead on:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good

- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- 5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations

6 The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher
- 6.3 To promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its Catholic identity
- 6.4 To contribute to arrangements for the security and effective supervision of

the school buildings, their contents and grounds, including aspects of health and safety

- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority

7 Relationships

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports
- To assist liaison and co-operation with Diocesan and Authority officers and support services
- To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education
- To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development
- To assist liaison with other professional bodies, agencies and services
- To develop and maintain positive links and relationships with the parish community, local organisations and employers:
- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community

The applicant will be required to safeguard and promote the welfare of children and young people

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to assistant headteachers.

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Appropriate degree or Higher Education qualification. • Qualified Teacher Status. • Management qualification and/or recent relevant INSET in Leadership. • CCRS or equivalent training relating to work/leadership in a Catholic context or a commitment to complete this 	<ul style="list-style-type: none"> • Honours degree • Higher degree or qualification relating to Leadership in Schools • Post-graduate curriculum or management qualification
Experience	<ul style="list-style-type: none"> • Recent experience as a senior or middle leader in a high school • Proven record of teaching success • Successful record of teaching and supporting pupils with a wide range of educational needs. • Experience in developing the school's role in the wider community • Experience of working with a governing body in a school 	<ul style="list-style-type: none"> • Experience in more than one High School • Experience of working with a governing body in a Catholic Voluntary Aided school • Leadership responsibility in a Catholic High School • Leadership role in the wider spiritual development of both pupils and staff

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Proven record as a successful classroom teacher • Excellent communication and presentation skills • Excellent organisational and analytical skills • Excellent ability to direct and motivate others • Be a role model for pupils and staff by setting the highest personal and professional standards • Ability to plan strategy and communicate a vision • Deal sensitively with people and resolve conflicts with openness, integrity and compassion • Ability to nurture and develop positive relationships with pupils, parents and colleagues • Good organisational skills • Be prepared to seek advice and support when necessary • Ability to use ICT as a management tool at a strategic level 	<ul style="list-style-type: none"> • Experience of working with a governing body at strategic level

	Essential	Desirable
Knowledge & Understanding	<ul style="list-style-type: none"> • In depth knowledge of current developments in education and inspection • Significant demonstrable involvement in leading whole school initiatives • Excellent understanding of curriculum and pastoral systems • Vision for Catholic education and the role of the Catholic school within the wider community • Knowledge and understanding of review procedures with relation to pupils with special educational needs • Experience of successfully leading a department, faculty, or pastoral team • Experience as a Team Leader in a Performance Management or Appraisal framework • Ability to evaluate impact and outcomes and design strategies for further improvement in respect of learning and teaching • Detailed knowledge of performance improvement processes 	<ul style="list-style-type: none"> • Leadership role in the wider spiritual development of pupils and staff • Senior leadership involvement in Intent, Implementation & Impact strategies • Options and Timetabling experience

	Essential	Desirable
Additional qualities	<ul style="list-style-type: none"> • Commitment to leading the Catholic ethos of the school • Commitment to the success and welfare of all staff and pupils • Commitment to supporting the work of schools, colleagues and young people • Ability to lead in situations with both adults and young people • Resilient and robust approach to working in a school environment • Drive and ambition • Attention to detail • Sense of humour • The ability to meet deadlines • Ability to play a leading role in meeting the school's standards in respect of personal presentation and attendance • A willingness to be flexible in a changing environment 	<ul style="list-style-type: none"> • Play an active part in leading the wider school community

	Essential	Desirable
Safeguarding	<ul style="list-style-type: none"> • Demonstrate compliance with Safeguarding/Child Protection standards and an ability to comply with our commitment to safeguarding and promoting the welfare of children. • Full cooperation with & that any successful candidate will be required to submit to a full DBS (formerly CRB) check • Experience as a DSL 	
Generic Competencies (please see further guidelines below)	<ul style="list-style-type: none"> • Communicating effectively • Being pupil and family focused • Effective team working • Personal organisation and effectiveness • Personal development • Making the most of IT/SIMs systems and services 	

The Bishops' Memorandum sets out the Catholic Bishops' Conference of England and Wales' expectations about the appointment of staff in Catholic schools.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Body.

The Catholic Church understands the vocation of a teacher and other adults who work in schools as a form of ministry within the Church.

All adults who work in Catholic schools are employed to participate in the Church's teaching office, exercising this ministry in accordance with the Church's teachings. This requires all adults who work in Catholic schools to be witnesses in word and deed to the Divine Teacher, Jesus Christ.

To find adults to work in Catholic schools who combine personal conviction and practice of the faith with the required professional qualifications and experience, especially in specialist subjects, is always a high priority.

The recognition of the role that Catholic teachers and staff play stands alongside the value we place on teachers and staff of other Christian denominations, other Faiths and other teachers who contribute to and support the Catholic ethos in our schools. We recognise the great contribution they make in helping to ensure that our pupils are equipped to communicate with and participate in contemporary society.