Dear prospective applicant,

Thank you for your interest in the position of **Assistant Headteacher (Teaching and Learning).**

**Salary Scale**

Leadership Scale: L11-L15 (£51,561 - £56,684)

**Background Information**

St. Joseph’s Catholic High School is an average sized (870 on role) mixed Comprehensive Secondary School within a Grammar/11+ Education Authority. The School was graded ‘good’ by Ofsted in January 2016 and has had very good results since; Progress 8 2016 was 0.36, 2017 was 0.60. The school is oversubscribed with a healthy waiting list for every year group. We pride ourselves in our strong Catholic ethos and making sure every child isn’t just loved, they know they are loved.

We are looking to appoint a suitably qualified, experienced, talented and dedicated person to join an ambitious and supportive school at a key moment in its development.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school’s application form. Applicants who are successfully shortlisted for interview will be contacted regarding the time and details. Applicants who have not been contacted within two weeks of the closing date can assume that their application was unsuccessful on this occasion.

Candidates can contact the school for a tour before submitting an application if required.

**Closing Date**

Applications received after the closing date of 9am on Monday 19th February 2018 will not be considered.

**Interview Dates**

The interview will last the duration of 1 day, week commencing 26th February 2018.

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Lymm High School policies and practices to ensure learners are safeguarded and protected. Lymm High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you have any questions please contact:

Oona McAteer, PA to the Headteacher

01753 524713,

o.mcateer@st-josephs.slough.sch.uk

Thank you again for your interest in working at St. Joseph’s Catholic High School. We look forward to hearing from you.

**Person specification**

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| JOB TITLE | GRADE |
| Assistant Headteacher | L11– L15 |

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked ‘E’ are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

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|  | Necessary requirements | Essential or Desirable? |
| **Qualifications and experience** | A good degree and strong academic background | E |
| Qualified Teacher Status | E |
| Significant further education and/or professional development relevant to senior leadership | D |
| Secure track record of impact as an excellent classroom practitioner | E |
| Demonstrable track record of delivering excellent academic outcomes (well beyond your own classroom) | E |
| Successful leadership of a good-sized department or faculty | D |
| Experience of improving the quality of teaching and outcomes in subject(s) other than your own | E |
| Demonstrable personal impact in improving the quality of teaching and learning of individuals and teams | E |
| Experience of working in more than one school | D |
| Excellent written and oral communication and good ICT skills | E |
| Excellent understanding of how to use systems (including data systems) and structures to monitor students’ progress and raise standards across year groups and a key stage | E |
| Ability to sensitively and positively manage difficult situations including conflict with staff, parents and students | E |
| Ability to think and operate strategically, at a whole-school level | E |
| **Professional knowledge and understanding** | Excellent understanding of – and interest in - the most effective pedagogical strategies for maximising pupil progress, including an awareness and understanding of some of the latest research in this area | E |
| Excellent knowledge and understanding of the latest policy developments in education and the likely implications of these for schools in the short, medium and long-term | D |
| Knowledge and understanding of the statutory requirements of legislation concerning equal opportunities, disability, health and safety and safeguarding | E |
| Sound understanding of child protection procedures and safeguarding | E |
| **Personal qualities** | A genuine respect for, and motivation for working with, young people, a commitment to inclusive education and a willingness to respond to the needs of all | E |
| A total commitment to continually improving the quality of education for all students and the drive, determination, resilience and capacity for sustained hard work necessary to make this happen | E |
| The ability to lead, motivate and inspire and to build warm and effective professional relationships with staff, students and parents | E |
| Excellent organisational skills | E |
| Reliability, professionalism and integrity | E |
| **Other requirements** | Enhanced DBS Disclosure | E |
| Flexibility with working hours to cover extra-curricular activities outside of school hours including, for example, open evenings, musical productions and sporting events | E |

**JOB DESCRIPTION**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | Assistant Headteacher (Teaching and Learning) |
| **Reporting to** | Headteacher |
| **Core Purpose** | To work with the Headteacher, acting in his/her capacity as appropriate, in the overall management, guidance and supervision of the school to provide a high quality education for all students.  The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a Deputy Headteacher as defined in the Teachers’ Pay and Conditions Document.  **The significant responsibility of this AHT role will be to lead outstanding teaching, learning and assessment across the school.** |
| **Key Tasks and Accountabilities** | 1. **Achievement and Standards**  * Demonstrate high expectations and set challenging objectives for students’ performance * Ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress of every student’s learning * Challenge underperformance and support middle leaders in raising achievement * Use national, local and school data effectively to analyse and evaluate student progress * Plan and implement effective interventions to support students * Continuously monitor and evaluate the effectiveness of provision across the school * Make explicit and constantly reinforce to students, parents, teachers and wider community the school’s high expectations that all students can succeed      1. **Quality of Teaching**  * Ensure all teaching in the school is highly effective and that students are engaged in outstanding learning experiences every day * Secure and sustain effective teaching through structured monitoring, evaluation and review, including the analysis of performance data, observation of teaching, learning walks, work scrutiny and student interviews * Demonstrate the knowledge and understanding of pedagogical practices that best inspire all learners to achieve well * Contribute to the development of teaching and learning by leading and supporting professional learning programmes, coaching and mentoring of teachers * Contribute to the development of the curriculum to best reflect the needs of all students * Seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent pedagogical practice * Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experience of students. * Implement strategies that ensure high standards of behaviour. * Promote extra-curricular activities and out of hours learning which enhance learning opportunities. * Teach high quality lessons, with a timetable in line with that which the headteacher determines to be a suitable timetable for a deputy headteacher.  1. **Leadership and Management**  * Lead by example and be a role model for all stakeholders in the school * Effectively manage an agenda of continual improvement to raise standards in all areas of school life * Take the strategic lead for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of the school, whether or not holding a direct responsibility for the strategic feature * Contribute to the development and review of the School Improvement Plan, Self-Evaluation Form and related documentation * Line manage designated members of staff to ensure they work effectively to raise student achievement and attainment across the school and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility * Maintain clear expectations, high standards of professionalism and collaboration to meet the school’s improvement and development priorities * Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise standards of achievement across the school * Ensure that all staff members have a clear understanding of their roles and responsibilities. * Use appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning across the school – including, for example; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources. * Liaise effectively with all stakeholders, including parents, students, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities. * Network with other institutions in order to learn more about the ways that they are effecting change and transformation. * Ensure the school is compliant with national and local legal and policy requirements.  1. **Personal Development and Well-being**  * Treat all members of the school community fairly, equitably and with respect to create and maintain the ethos of the school. * Create and promote positive strategies for developing equal opportunities regardless of race, religion or disabilities * Recognise and reward students who are making good progress and identify underachievement, putting in place appropriate support to help them overcome their barriers to learning. * Support extra-curricular opportunities * Support the school in the delivery of the inclusivity and ‘diminishing differences’ agenda * Ensure the safeguarding of all students through the implementation of effective policies and procedures. * Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.  1. **Professional Development**  * Keep up-to-date with current research and practice in terms of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising students’ achievement * Lead professional development activities, as appropriate, to update and develop the skills of colleagues. * Provide regular coaching and mentoring for less experienced colleagues. * Participate in appraisal processes in accordance with school policy. |
| **All employees have the responsibility to:**   * Ensure any documentation produced is to a high standard * Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the school and beyond * To represent the school at events as appropriate * To support and promote the school ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post. | |

**REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.