



## SACRED HEART CATHOLIC VOLUNTARY ACADEMY

<b>School</b>	<b>Sacred Heart Catholic Voluntary Academy</b>
<b>Post title &amp; grade</b>	<b>Assistant Headteacher with RE leadership L4 – L9</b>
<b>Job purpose</b>	<ol style="list-style-type: none"> <li>1. To support the Headteacher in carrying out their responsibilities and to carry out duties as assigned by the Headteacher.</li> <li>2. To deputise for the Headteacher in their absence</li> <li>3. As a leading professional, the postholder will actively promote effective teaching and learning practices across the school</li> </ol>
<b>To whom the postholder reports</b>	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> <li>• Headteacher in all matters</li> <li>• The Governing Body in the Headteacher's absence</li> </ul> <p>The postholder is also expected to lead colleagues on a professional level in order to promote a mutual understanding of the school curriculum and its impact on the school policy and practice, with the aim of improving teaching and learning across the school.</p> <p>The postholder will also be expected to network and liaise across the family of schools and wider, to ensure a consistency of approach regarding transition, etc.</p>
<b>The persons line managed by the postholder</b>	<p>The postholder is responsible for:</p> <ul style="list-style-type: none"> <li>• Any members of staff the Headteacher delegates line management responsibility for</li> <li>• The coaching, mentoring and development of all staff within the school.</li> </ul>
<b>Duties and responsibilities specific to the post</b>	<p><b>Strategic Direction:</b></p> <ul style="list-style-type: none"> <li>• Formulating and supporting the aims, ethos, vision and policies of the school.</li> <li>• Developing positive working relationships and sustaining motivation across the school</li> <li>• Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.</li> <li>• Develop links with the wider community, especially parents</li> <li>• Analysis of performance data and monitoring of the quality of the data provided</li> </ul> <p><b>Teaching and Learning:</b></p> <ul style="list-style-type: none"> <li>• Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.</li> <li>• Take a lead role in supporting the monitoring and evaluation of teaching and learning across the school and contributing to the completion of the SEF and the development of improvement plans</li> </ul>



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- Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data.
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.

### **Leading and Managing Staff:**

- Make effective use of staff expertise and assist the Headteacher in the performance management and development of staff
- Develop coaching and mentoring systems to ensure the support and development of all staff working within the school.
- Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach across the school
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.
- Lead groups in staff development activities and evaluate the outcomes of these.

### **Curriculum Coordinator Responsibilities (RE):**

- Develop own expertise in the above subject areas
- To keep abreast of the above subject areas through research, CPD etc
- To act as a consultant to other staff, including the Headteacher
- To produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance
- To oversee the effective use of curriculum resources in the subject areas detailed above
- Ensure 'Best Value' in the procurement of curriculum resources in the subject areas detailed above
- Ensure legal compliance with statutory curriculum guidance in the above subjects
- Coach colleagues to ensure good practice in the above subject areas
- Monitor and assist in the evaluation of the delivery of the above subject areas across the school
- Network and liaise with colleagues in other schools to ensure equity and continuity in the above subject areas

### **Resource Management:**

- Identify resources needed to meet the needs of pupils with advise the Headteacher /Principal /Governing Body of priorities for expenditure.
- Monitor and control the use of these resources.
- Assist the Headteacher in formulating and presenting financial reports to the Governing Body.

In addition, during the absence of the Headteacher the postholder will undertake to the extent required by the Headteacher or the governing body, the professional duties of the Headteacher to ensure the effective day-to-day management of the school.



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### **Generic duties and responsibilities**

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- County policies
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
- Common core of skills and knowledge for the children's workforce.
- All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.