



ST JOSEPH'S COLLEGE

Assistant Headteacher Candidate Briefing Pack September 2025



Welcome from our Co-Headteacher

Dear Candidate,

I am proud to be able to welcome you to St Joseph's College. Thank you for considering a position with us and hopefully this letter will give you a feel for the College.

St Joseph's College was founded by the De La Salle Brothers in 1855 and has been located in a number of sites across London during its 166 year history. It finally arrived at our current location on Beulah Hill in 1904. This makes St Joseph's College one of England's oldest and most established Catholic State Funded Boys Schools. Girls are admitted into our thriving Sixth Form.

I feel very privileged to be able to play a significant role in the future development of this historic College. As a nurturing and inclusive community, we aim to help everyone grow in faith and make the most of their talents and abilities.

The culture and ethos of the College is centred on our high expectations of each other. All students who attend the College have the opportunity to maximise their academic potential, talents and abilities, across a wide range of activities, both academic and vocational, ensuring that we are developing our students holistically. Our most recent Ofsted inspection rated us as 'Good' in all areas, which shows that we are on the right path in our journey of ongoing improvement.

Our motto "Fearless Faith" provides us with the inspiration that when students leave the College they are both academically and personally equipped to take on the challenges of an ever-changing world with the resilience to succeed.

At the heart of our College lies our strong sense of faith and community - the values we strive to maintain in our commitment to realising the potential of each and every young man and woman in our care, and in providing a balanced education that addresses the academic, social and spiritual aspects of our students' lives.

We provide a highly supportive working environment and are committed to professional development. There are excellent training programmes in place as well as opportunities for career progression. We also place staff wellbeing at the forefront of all that we do.

I look forward to welcoming you to our college and showing you its work in action. Please feel free to contact me if you have any questions about the position.

A handwritten signature in black ink, appearing to read 'G. Mantillas', with a long horizontal stroke extending to the right.

Mr G Mantillas
Co Headteacher

Job Description

Job Title: Assistant Headteacher

Areas of responsibility: Negotiable

Salary: L10-L14 (Outer London)

Responsible to: Co Headteacher

Start Date: September 2025

Job Summary: The Assistant Headteacher is responsible for supporting the Co-Headteacher and working alongside the Senior Leadership Team in defining, articulating and implementing the shared vision and values of our Catholic Lasallian college. The successful candidate will demonstrate outstanding leadership skills working under the direction of the Co-Headteacher on the implementation of the strategic aims of the college. The Assistant Headteacher shall provide professional leadership for the college which secures its success, ensuring high quality education which realises the potential of all pupils. The post holder will be an exceptional role model for staff, actively supporting the Catholic ethos of the school. They will sustain a leadership ethos across the college which moves forward and solves problems by applying sound principles of leadership.

Strategic direction and shaping future

Key responsibility:

The Assistant Headteacher will work with the Co-Headteacher to develop and embed the shared vision which expresses moral purpose and educational excellence rooted in the Gospel values.

- Work with the Governing Board and other key stakeholders to ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community
- Enhance opportunities through partnerships between students, parents/carers, staff, De La Salle, Diocese, the local community, the LA, other schools, voluntary organisations, other public bodies and employers

Leadership in Catholic Education

Key responsibility:

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. The successful candidate will be:

- Committed to inclusion and ensuring everyone can achieve their full potential

- Leads by example promoting the school vision and values to staff, pupils, parents, carers, Governors and the wider community
- Promote the sharing of best practice, drawing on relevant research and robust data analysis in a culture where less good practice is challenged and improved
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other
- Provide a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society

Developing Self and Working with Others

Key responsibility:

The role of Assistant Headteacher at St Joseph's College is one of leadership of a learning community rooted in faith. The Assistant Headteacher must manage themselves and their relationships well. They will support the Co-Headteacher in building a professional learning community, which enables others to achieve their potential as children of God.

- Lead, motivate, support, challenge and develop yourself and others through continued professional development and performance
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Treat people fairly, equitably, with dignity and respect to create and maintain the college culture and ethos
- Regularly review own practice, set personal targets, taking responsibility for own personal professional development
- To demonstrate a determination and commitment to lifelong learning and curiosity
- To manage own workload and that of others to allow for an appropriate work/life balance

Managing the Organisation

Key responsibility:

The Assistant Headteacher will support the Co-Headteacher in ensuring effective management of the school and maintaining an efficient, safe learning environment.

- To promote an attractive environment that stimulates learning and enhances the appearance of the school
- To maintain a safe and orderly environment through ensuring continual presence around the site during lesson time and social time
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money

Securing Accountability

Key responsibility:

The Assistant Headteacher will encourage pupils and staff to be the best they can be and will promote collective responsibility within the whole school community.

- Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation
- Develop the college ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with the Governing Board (providing information, objective advice, and support) to enable them to fulfil their responsibilities
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including the governors, parents/carers and students

Strengthening the Community

Key responsibility:

The Assistant Headteacher will work closely with the local community, building positive relationships with external stakeholders.

- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community and ensure that all aspects of the community benefit from our new facilities

Equality & Diversity

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

Review of job description

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This Assistant Headteacher job description is not necessarily a comprehensive definition of the post. Specific responsibilities are assigned in agreement with the Co-Headteacher. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation
- The duties may be varied to meet the changing demands of the College at the reasonable discretion of the Co-Headteacher

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:	
Signature:	
Date:	