



ST. CHAD'S CATHOLIC AND CHURCH OF ENGLAND HIGH SCHOOL

JOB TITLE:	Assistant Headteacher
REPORTS TO:	Headteacher
STAFF RESPONSIBILITY:	To be confirmed following analysis of the successful candidate's skill set
TERM:	Permanent
GRADE:	L8 – L12 – Starting point commensurate with experience

JOB PURPOSE AND SUMMARY

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

- Embedding and sustaining the aims and objectives of the school
- Work with other member of the leadership team to develop 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 shall carry out the professional duties of a Teacher as described in the School Teachers' Pay and Conditions Document (STPCD).

KEY DUTIES AND RESPONSIBILITIES

- Work with IEB, Headteacher, Leadership Team, staff, students and families to implement the school's vision and strategic direction and inspire success
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Be resilient to change and able to withstand pressure of competing deadlines and expectations,
- Challenge, motivate and empower staff and students to attain ambitious outcomes
- Build positive relationships with all members of the school community, showing positive attitudes to them, yet keeping a distance which ensures professional dialogue and upholds the decisions taken by the Leadership Team
- Remain robust with all stakeholders, especially when under challenge, following school policies and procedures
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally

Systems and processes

The descriptions below are not an exhaustive list or indeed a fixed list of responsibilities; we have flexibility to respond to the skills and interests of candidates which can be discussed at interview. The successful candidate will have the ability, flexibility and composure to be able to be part of a small but very effective leadership team where responsibilities overlap and are part of a wider discussion and decision making process. Specific area of responsibility will be confirmed following the appointment process.

General

- Support with the day-to-day management of the school
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- To work as part of a leadership team to develop staff professionally.

School Development

- To work as part of the SLT to develop and review the School Development Plan.
- To oversee the collection and use of pupil progress data within the school, to support middle leaders and all teaching staff in using this data effectively to inform and aid student progress.

Positive Behaviour

- Contribute to providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- To work with the Deputy Head on behaviour to oversee the consistency of sanctions and rewards across the school. Using data to inform interventions around Behaviour management and Behaviour for Learning.

Line Management

- Support distribution of leadership throughout the school and line manage a number of middle leaders as required.

Other responsibilities

- Promote the School's vision
- Champion the School's values
- Contribute to the wider life of the School and the St. Chad's community.
- Carry out any such duties as may be reasonably required by the Headteacher.

Records management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will

have responsibility for record-keeping as part of the role. This appointment is with St. Chad's Catholic and Church of England High School.

The job description forms part of the contract of employment of the person appointed to this 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 terms and conditions outlined in the Contract.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment.

PERSON SPECIFICATION

ASSISTANT HEADTEACHER

1. Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated in the table below.
2. How the evidence will be tested is indicated under the remaining columns.

		Essential	Desirable	Application	Interview	References
A: TRAINING AND QUALIFICATIONS						
1.	Qualified Teacher Status	✓		✓		
2.	Degree (or equivalent)	✓		✓		
3.	Evidence of recent professional development	✓		✓		
4.	Relevant Higher Degree or Post Graduate curriculum or management qualification		✓	✓		
B: EXPERIENCE OF TEACHING & EDUCATIONAL LEADERSHIP						
1.	Substantial experience in secondary education	✓		✓	✓	✓
2.	Experience in a range of secondary education settings		✓	✓	✓	✓
3.	Evidence of leadership and management	✓		✓	✓	✓
4.	Evidence of making a positive impact on the development & improvement of a school	✓		✓	✓	✓
5.	Evidence of successful strategies used to raise student progression achievement and attainment	✓		✓	✓	✓
6.	Evidence of monitoring, evaluating and reviewing performance, through a robust performance management system	✓		✓	✓	✓
7.	Evidence of successfully operating at both strategic and operational levels	✓		✓	✓	✓

		Essential	Desirable	Application	Interview	Reference
C: PROFESSIONAL KNOWLEDGE AND UNDERSTANDING						
1.	Knowledge of strategies to achieve effective learning, teaching and assessment including the use of ICT	✓		✓	✓	✓
2.	Knowledge of the use of data to establish benchmarks and set targets for improvement	✓		✓	✓	
3.	Knowledge of local & national policies, priorities and statutory frameworks	✓		✓	✓	

		Essential	Desirable	Application	Interview	Reference
D: PERSONAL SKILLS & ATTRIBUTES						
1.	A commitment to equality and diversity	✓		✓	✓	✓
2.	Excellent oral and written communication & ICT skills	✓		✓	✓	
3.	High standards of integrity and a positive role model for students and staff	✓			✓	✓
4.	Good self-management, to include time management, working under pressure and to deadlines	✓			✓	✓
5.	Stamina, resilience and reliability	✓		✓	✓	✓
6.	An ability to analyse and interpret information to make informed decisions and exercise good judgement	✓		✓	✓	
7.	An ability to evaluate quality and implement actions that lead to improvement	✓		✓	✓	✓
8.	A range of leadership skills to develop productive relationships and high performing teamwork	✓		✓	✓	✓
9.	An ability to challenge and motivate others to create a forward-thinking organisation committed to school improvement	✓			✓	✓
10.	An ability to influence key stakeholders, including the wider local community		✓	✓	✓	✓
11.	An understanding of the value of a successful work life balance for self and others	✓		✓	✓	✓
12.	Reflect and react appropriately to challenging situations	✓		✓	✓	✓