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**Broughton Hall Catholic High School**

**JOB DESCRIPTION: Assistant Head Teacher**

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| **Purpose**: | * To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement, in all areas of contact and responsibility, in relationships with all staff and pupils. * To support and follow the school policies and procedures as directed by the Governing   Body.   * To raise standards of student attainment, attendance and achievement and to monitor and support student progress in year groups. * To develop and enhance the teaching practice of others. * To manage effectively and deploy teaching/support staff, financial and physical resources within the learning development of pupils. * To promote and monitor high standards of Health and Safety and Child Protection. * To develop a whole school curriculum that is inclusive, challenging and well sequenced. |
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| **Reporting to**: | Deputy Head Teachers/Head Teacher |
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| **Responsible for**: | Form Tutors, Managers of Pupil Support.  All students in year groups and other relevant non-teaching personnel. |
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| **Liaising with**: | Head Teacher, Deputy Head Teachers, Assistant Head Teachers, Heads of Department, SENDCO, Staff, Pupils and Parents. |
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| **Working Time**: | 195 days per year. Full time. |
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| **Salary/Grade**: | Leadership Scale L12 - L16 |
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| **Disclosure level** | Enhanced |
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| **Strategic Leadership:** | * To analyse and interpret relevant national, local and school data, research and inspection evidence, to inform, practices, expectations, targets and teaching methods. * To establish and implement clear policies and practices for assessing, recording, and reporting on pupil achievement for an identified year group and for using this information to recognise achievement and to assist students in further improvement. * To facilitate and develop curriculum practices in line with National developments. |
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| **Operational/**  **Strategic Planning**: | * To monitor the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies. * To implement school policies and procedures, e.g., Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc. * To assist in the acts of collective worship and assemblies for the year groups, to meet the school’s distinctive ethos and mission. * To work with Heads of Departments on curriculum development * To work with Heads of Department on assessment practices and implementation. |
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| **Curriculum Provision:** | * To liaise with the Leadership Team with regards to teaching and learning to ensure the monitoring of an appropriate, comprehensive, high quality curriculum programme. * To be accountable for the development and delivery of appropriate programmes of study. * To develop appropriate curriculum opportunities which are challenging, inclusive and support the retention of knowledge. |
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| **Curriculum Development**: | * To lead and manage curriculum development for pupils. * To keep up to date with national developments in teaching practice and methodology. * To actively monitor and respond to curriculum development. |
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| **Assessment Provision:** | * To liaise with the Leadership Team to ensure the monitoring of an appropriate, consistent, comprehensive, high quality assessment cycle. * To be accountable for the development, delivery and tracking of internal assessment. * To ensure that assessment feeds into classroom practice and informs departmental intervention. |
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| **Assessment**  **Development:** | * To lead and manage assessment to support the development of pupils. * To keep up to date with national developments in assessment practice and methodology. * To actively monitor and respond to assessment development. |
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| **Staff Development** | * To work with the Heads of Department as Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To ensure effective development of learning network programmes for staff development. |
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| **Recruitment/**  **Deployment of Staff:** | * To undertake Performance Management Review(s) and to act as support where appropriate for a group of staff. * To ensure effective induction of new staff in line with school procedures with a focus on curriculum and assessment. * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the school’s ITT programme. * To be responsible for the day-to-day management of staff within the designated departments and act as a positive role model. |
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| **Quality Assurance**: | * To ensure the effective operation of monitoring systems. * To establish the process of the setting of targets within specific subject areas * To establish common standards of practice within the year groups and development practices. * To contribute to the school procedures for monitoring. * To implement school quality procedures and to ensure adherence to those within the year groups. * To monitor and evaluate the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required. * To ensure that the pastoral quality procedures meet the requirements of Self Evaluation and the Strategic Plan. |
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| **Management Information**: | * To make use of analysis and evaluate performance data to target improvements in curriculum development and assessment. * To produce reports on examination performance, including the use of value-added data. * In conjunction with the Leadership Team, to manage the collection of data. * To provide the Governing Body with relevant information relating to performance and development. |
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| **Communications**: | * To ensure that all Heads of Department are familiar with aims and objectives. * To ensure effective communication/consultation as appropriate with the parents of students where needed. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies to support any developments. |
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| **Marketing and Liaison**: | * To contribute to the school liaison and marketing activities e.g., the collection of material for press releases. * To lead development of effective curriculum and assessment links with partner schools and the community, attendance where necessary at liaison events in partner schools. |
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| **Management of Resources**: | * To manage the available resources of space, staff, money, and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum and assessment budget. |
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| **Pupil Development:** | * To monitor and support the overall progress and development of students through high quality curriculum delivery and assessment. * To monitor student attendance together with students’ progress and performance to see if curriculum delivery reflects any patterns. * To contribute to PSHE, citizenship and enterprise according to school policy. * To ensure the Behaviour Management system is implemented. |
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| **Teaching**: | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
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| **Additional Duties**: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. |
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**Other Specific Duties:**

* To continue professional development as agreed.
* To engage actively in the performance review process.
* To undertake any other duty as specified by STPCB not mentioned in the above.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Signature** …………………………………………….. **Date**: ………………………