



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'



Assistant Headteacher

Leadership Scale 3-7

***(New Job Description and Person Specification -
updated April 2022)***

A warm welcome from the St Gregory the Great Catholic Academy Trust

Thank you for considering applying for this post within The St Gregory the Great Catholic Academy Trust.

The Academy Council would like to invite applications from competent, enthusiastic and engaging individuals for the post of Assistant Headteacher at Christ The King within St Gregory the Great Catholic Academy Trust.

This is an exciting opportunity for the right candidate to help build on the wonderful 2021 Ofsted S5 and S48 school inspection outcomes, shaping the vision and development of Christ the King Catholic Primary School, A Voluntary Academy, moving forwards.

As a Catholic community, we all work hard to ensure that pupils get the very best in Catholic education which supports them to achieve the very best outcomes and provide them with opportunities that will serve to enrich their lives. Our schools, and the Trust, are supported by our dedicated and committed teams of knowledgeable Trustees and Governors.

We have a well-established passion for collaboration, including working with surrounding Catholic Multi Academy Trusts, local authorities and long-standing alliances to ensure best practice in all aspects of St Gregory the Great Catholic Academy Trust.

We hope that what you read in the information pack, and through wider research about the Trust and schools, will encourage you to apply.

Mrs Angela Holt
(Chair of the Academy Council)

Peter Hughes CSEL
(Catholic Senior Executive Leader)
St Gregory the Great Catholic Academy Trust

Our schools

All our schools are based in Leeds and are in close proximity. Every member of school staff is dedicated to providing their pupils with a world class Catholic education. All schools are graded Good or Outstanding by Ofsted.



**Christ The King
Catholic Primary School**
Bramley, Leeds



**Immaculate Heart of Mary Catholic
Primary School**
Moortown, Leeds



**Holy Rosary and St Anne's Catholic
Primary School**
Chapeltown, Leeds



**Sacred Heart Catholic Primary
School**
Kirkstall, Leeds



**St Augustine's Catholic Primary
School**
Roundhay, Leeds



Corpus Christi Catholic College
Halton Moor, Leeds



St. Urban's Catholic Primary School
Meanwood, Leeds



St Paul's Catholic Primary School
Alwoodley, Leeds

Job description and details

Assistant Headteacher

Number of roles available	1
Organisation	Christ The King St Gregory the Great Catholic Academy Trust
Job Scale	Leadership Scale 3-7
Hours	Full time
Type	Permanent
Location	Christ The King Catholic Primary School, VA, LS132DX
Responsible to	Headteacher

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check.

Main Purpose

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher (with some management release time.)
- Be a member of the exciting new senior leadership team
- Be an excellent team member, working effectively to develop future school leaders.
- Work alongside the Headteacher in leading, managing and shaping the school curriculum
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

To develop Teaching & learning

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be an excellent classroom practitioner, using modern and up-to-date strategies and pedagogical approaches.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions
- implementing the Academy trust and Academy Council's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

The management of staff

- To be responsible for the line management and performance management of specific subject leaders and teaching assistants
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

Relationships

- To advise and assist the Academy Council as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Further Duties

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. A willingness to lead, develop and shape the school Curriculum would be desirable. An interest and ability to manage the

school's internal Assessment systems would also be advantageous. The Trust will provide opportunities to work with experienced school leaders and practitioners. A comprehensive CPD package will also be available.

Person specification

Assistant Headteacher

A: Qualifications/experience/leadership

	Essential / Desirable	Source
Qualified teacher status. Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning. Ability to identify own learning needs and to support others in identifying their learning needs. Evidence of recent and appropriate training in safeguarding and the 'prevent' strategy.	E	Application/Certificates
Substantial, successful teaching experience in EYFS, Key Stage 1 or 2 Successful experience in a leadership and management role. Effective implementation of policy and practice to keep children safe from harm.	E	Application/Certificates
Evidence of leading a 'Core' curriculum subject in school, such as English, Maths, Science or RE.	D	Application/Interview
Ability to articulate, shape and lead the primary school curriculum. Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school. Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. Ability to manage and analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these. Knowledge of what constitutes excellence in educational provision, the characteristics of effective schools and strategies for raising standards within the	E	Application/Certificates

context of national policy. See beyond the classroom to whole school priorities.		
Understanding of Assessment practice in school and the importance of tracking progress and attainment.	D	Application/Interview

B: Teaching & Learning/leading & managing staff

An understanding and the ability to lead the Primary School Curriculum. Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils. Experience of effective monitoring and evaluation of teaching and learning and taking successful action to improve. Secure knowledge of statutory requirements relating to the curriculum and assessment to inform the next stages of learning. Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management..	E	Application/Interview
Ability to delegate work and support colleagues in undertaking responsibilities. Experience of using appraisal to support the professional development of colleagues. Develop a shared vision with supporting plans to achieve it. Motivate and inspire pupils, staff, parents, governors and the wider community in a context of change and development. See beyond the classroom to whole school priorities Prioritise and give clear direction. Deal sensitively with people and resolve conflict.	E	Application/Interview
Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors. Ability to provide clear information and advice to staff, parents and governors.	E	Application/Interview
High quality teaching skills High expectations of pupils' attainment and progress.	E	Application/Interview

<p>Strong commitment to school improvement and raising achievement for all.</p> <p>Ability to build and maintain good relationships.</p> <p>Ability to remain positive and enthusiastic when working under pressure.</p> <p>Ability to organise work, prioritise tasks, make decisions and manage time effectively.</p> <p>Empathy with children and families.</p>		
<p>Understanding of successful teaching and learning across the entire curriculum across the Primary age range.</p> <p>Whole school curriculum leadership.</p>	D	Application/Interview
<p>Experience of leading staff teams.</p> <p>Experience of offering challenge and support to improve performance.</p> <p>Experience of effective whole school self-evaluation and improvement strategies.</p>	D	Application/Interview

C: Personal and Professional Qualities

<p>An expectation of high individual achievement and personal development for staff and pupils.</p> <p>A clearly expressed understanding of how pupils learn and how their needs can be met.</p> <p>An enthusiastic approach that values people and encourages all to enjoy helping each other to do their best.</p> <p>A commitment to promote and uphold high standards of care and discipline amongst staff and pupils.</p> <p>A commitment to involving pupils in school life.</p> <p>A demonstrable understanding of and commitment to equality principles and practices.</p> <p>A commitment to self, staff and school improvement.</p>	E	Application/Interview
<p>Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently, both verbal and written.</p>	E	Application/Interview
<p>Excellent organizational skills and the ability to manage workload and statutory deadlines.</p>	D	Application/Interview
<p>Clear view of the role of the school in the wider Bramley Community.</p>	D	Application/Interview

Academy Council Experience.		
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D: Other

Fully supportive references covering the candidate's professional, personal and leadership qualities. Ability and willingness to commit time and prioritize beyond that expected of classroom teachers.	E	Application/Interview
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E. Legal Issues

Legally entitled to work in the UK	E	Application/Interview
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The St Gregory the Great Trust and its members, Directors, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruitment procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the trust.

Application details

If you wish to apply for the post of Assistant Headteacher please complete the documentation, which can be found on

www.stgregorythegreatacademytrust.org.uk

Completed applications should be returned via email to Asim Ahmed, HR: careers@sgtgc.org.uk
If you would like an informal discussion with regards to the role prior to applying, please contact the Head of School, Mrs Waide: a.waide@ctkcps.org.uk or phone 0112 2579230

The closing date for applications is **Monday 16th May 2022**. The closing date may close early therefore early applications are encouraged.

The interview date is expected to take place on **Friday 20th May 2022**, this is subject to change.

The expected start date for the successful candidate would be 1.9.2022, however the successful candidate should make themselves available for any **training or inductions before this date**, if necessary.



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Trust Mission Statement:

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee.

Registered in England and Wales.

Company number 10785982

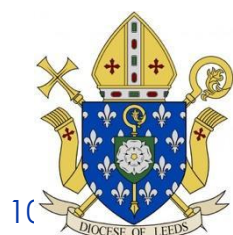
Registered office Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

Website: stgregorythegreatacademytrust.org.uk

Tel: 0113 8246360

Email: info@sgtgcat.org.uk

CSEL: Mr Peter Hughes NLE



Diocese of Leeds
Vicariate of Education

Catholic Academy Trust