

# Holy Family RC & CE College

Job Description: Assistant Headteacher with responsibility for Behaviour and Standards



## INTRODUCTION

- 1.1 Name of Post holder: \_\_\_\_\_
- 1.2 Job Title: **Assistant Head Teacher**
- 1.3 Job Purpose: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Be an active member of the school's Senior Leadership Team. Assist in the performance management of QTS staff and non QTS staff within their specific area of responsibility.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student behaviour across the school and monitoring and supporting student progress.
- Maintain a presence around school to ensure the highest standards of behaviour are upheld.
- Develop effective relationships with students, parents/carers and communicate as appropriately with them.
- Assist the Senior Leadership Team to manage resources effectively and deploy them across the school effectively.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Carry out whole school responsibilities as required following negotiation with the Senior Leadership.
- (for further details refer to specific responsibilities in section 13 of this document).**
- 1.4 Line Management: Reporting to – Headteacher
- Responsible for: Curriculum Manager/Year Leader/Support Staff
- 1.5 Liaising with: Headteacher, SLT, Pastoral Teams, Student Support Services and relevant staff with cross-school responsibilities, teaching and support staff, LA representatives, external agencies, Parents/Carers and Governors.
- 1.6 Salary Scale: **L10-L14**
- 1.7 Working Time: Full time as specified within the STPCD

## **TEACHING**

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties on an Assistant Headteacher.
  - 2.2 Teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
  - 2.3 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
  - 2.4 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
  - 2.5 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
  - 2.6 Undertake a designated programme of teaching.
  - 2.7 Ensure a high quality learning experience for students which meets internal and external quality standards.
  - 2.8 Prepare and update subject materials.
  - 2.9 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
  - 2.10 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
  - 2.11 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
  - 2.12 Mark, grade and give written/verbal and diagnostic feedback as required.
  - 2.13 To cover for absent colleagues as detailed in the national agreement.
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## **STRATEGIC /OPERATIONAL PLANNING**

- 3.1 Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- 3.2 Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their department.
- 3.3 Assist the Headteacher in ensuring that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- 3.4 Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.

- 3.5 Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
  - 3.6 Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
  - 3.7 Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of the school.
  - 3.8 Lead on the day-to-day management within school, including the effective deployment of staff and physical resources.
  - 3.9 Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences.
  - 3.10 Provide information, objective advice and support to the Headteacher and Governing Body.
  - 3.11 Present reports to the Governing board via the Student Wellbeing Committee each term.
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## **CURRICULUM PROVISION**

- 4.1 Liaise with curriculum managers to ensure delivery of the appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Development Plan.
  - 4.2 Ensure opportunities to promote student's spiritual, moral, social and cultural development.
  - 4.3 Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher.
  - 4.4 Other duties relating to curriculum provision within specific post, to be confirmed.
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## **CURRICULUM DEVELOPMENT**

- 5.1 Create and maintain a climate to support good teaching, effective learning, high standards of, good behaviour and enable teachers and other staff to meet standards.
  - 5.2 Assist the Headteacher in determining, organising and implementing the curriculum and its assessment as well monitoring and evaluating them.
  - 5.3 Support in the monitoring and evaluation of the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement.
  - 5.4 Create and promote strategies for developing inclusion practice, including those involving race and relations.
  - 5.5 Assist the Headteacher in ensuring that improvements in literacy, numeracy and ICT are priority targets for all students, including those with SEN.
  - 5.6 Other duties relating to curriculum development within specific post, to be confirmed.
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## **STAFFING**

- 6.1 Lead professional development of staff through example.

- 6.2 Lead, support and coordinate the provision of high quality professional development, drawing on other sources of expertise as appropriate.
  - 6.3 Promote teamwork and motivate staff to ensure constructive working relationships.
  - 6.4 Implement performance management arrangements in line with school policy.
  - 6.5 Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy.
  - 6.6 Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
  - 6.7 Take responsibility for own professional development, including time management issues.
  - 6.8 Other duties relating to staffing within specific post, to be confirmed.
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## **QUALITY ASSURANCE**

- 7.1 Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice and take action as necessary.
  - 7.2 Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
  - 7.3 Ensure the effective operation of quality control systems.
  - 7.4 Contribute to the school procedures for ensuring quality of behaviour management.
  - 7.5 Support the Headteacher in ensuring that resourcing and staffing are dedicate to promoting the highest standards of achievement for all students.
  - 7.6 Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.
  - 7.7 Other duties relating to quality assurance within specific post, to be confirmed.
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## **MANAGEMENT INFORMATION**

- 8.1 Make explicit to all stakeholders the schools high expectations that all students can succeed.
- 8.2 Seek and use national, local and school data, OFSTED evidence and research findings in professional and school development.
- 8.3 Provide information to support the schools SEF.
- 8.4 Ensure the maintenance of accurate and up-to-date information on the school's management information system (SIMS).
- 8.5 Ensure and monitor the use of comparative data about student's behaviour, to establish benchmarks and set targets for improvement.
- 8.6 Assist in the use of performance data analysis and evaluations.

- 8.7 Produce reports on the analysis of behaviour across the school, including success and impact of strategies.
  - 8.8 Provide the Headteacher and the Governing Body with information relating to delegated areas of responsibility concerning to performance and developments.
  - 8.9 Support Year Leaders in the completion of relevant documentation to assist in tracking students.
  - 8.10 Other duties relating to management information within specific post, to be confirmed.
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## **COMMUNICATIONS AND LIAISON**

- 9.1 Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.
  - 9.2 Follow agreed policies for communications in school.
  - 9.3 Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.
  - 9.4 Support the Headteacher in ensuring that parents/ carers and students are well-informed about student behaviour and strategies being used to ensure engagement in line with school expectations.
  - 9.5 Contribute to the planning and delivery of school liaison activities.
  - 9.6 Other duties relating to communication within specific post, to be confirmed.
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## **MANAGEMENT OF RESOURCES**

- 10.1 Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
  - 10.2 Advise the Headteacher and Governing Body of likely priorities of expenditure.
  - 10.3 Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise student's achievement and ensure value for money.
  - 10.4 Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside of school.
  - 10.5 Other duties relating to management of resources within specific post, to be confirmed.
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## **PASTORAL SYSTEM**

- 11.1 Support the Headteacher in ensuring that effective monitoring systems are in place to support student behaviour, developing a positive culture linked to the school ethos and expectations.

- 11.2 Implement the behaviour management policy so that effective learning can take place.
  - 11.3 Regularly review and update the behaviour policy in line with expectations. Communicate any changes to all stakeholders.
  - 11.4 Other duties relating pastoral system within specific post, to be confirmed.
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## **SCHOOL ETHOS**

- 12.1 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.
  - 12.2 Support the school in meeting its legal requirements for worship, preparing and delivering assemblies.
  - 12.3 Promote actively the school's corporate policies.
  - 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
  - 12.5 Other duties relating to school ethos within specific post, to be confirmed.
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## **SPECIFIC RESPONSIBILITIES**

- 13.1 Oversee the management of behaviour systems and tracking procedures across school throughout the academic year.
- 13.2 Oversee the statistical analysis of student data and reporting to Governors wellbeing committee during each term.
- 13.3 Meet with members of the pastoral team every 2 weeks to review behaviour strategies and develop the culture and ethos of the school. Oversee the work of Year Leaders to present a consistent and co-ordinated approach.
- 13.4 Work with the Deputy Headteacher to review pastoral policies and ensure they are fit for purpose.
- 13.5 Co-ordinate and lead PDC meetings with Governors, Parents/carers and key members of staff as part of the behaviour system.
- 13.5 Have responsibility for the effective running and operation of the BSU.
- 13.6 Be the liaison with parents/ carers following decisions to issue student suspension.
- 13.6 Meet with parents/ carers following student exclusion from school as part of the reintegration process.
- 13.6 Lead on the behaviour strategy in SLT pastoral meetings throughout the academic year providing updates on data, students giving cause for concern and behaviour strategies.
- 13.7 Co-ordinate pastoral meeting with parents/carers and members of the pastoral team to discuss areas of concern for identified students.
- 13.8 Working with the Headteacher, lead a programme of assemblies throughout the school year to set expectations on school culture.

- 13.9 Working with members of SLT to develop the rewards and consequences strategy in line with school expectations and standards.
- 13.10 To work with SLT, DSL and pastoral teams to ensure all staff receive up to date information regarding key students within each year group at regular points in the school year.
- 13.11 Take responsibility for the managed move process, liaising with Headteacher and Deputy Headteacher in determining students being put forward for managed moves and students coming into Holy Family College on a managed move placement from another establishment. To attend review meetings as appropriate with representatives from the Fair Access Team, other establishments and parents/carers.

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## SIGNATURES

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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Signed .....  
(Headteacher)

Dated .....  
(Teacher)

Dated .....  
(Headteacher)

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