

Job Description

Assistant Headteacher

Corpus Christi Catholic Primary School

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for assistant headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out their duties the assistant headteacher shall consult with the headteacher and, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020). It recognises the role of the assistant headteacher is sharing responsibility for the leadership of the school.

(N.B. Where specific responsibilities have been agreed for the assistant headteacher for individual key areas, it is recommended that that these be added to the list of main tasks and actions. Other specific tasks, e.g. teaching commitment, designated safeguarding officer, should be added as required).

The board and the Diocese acknowledge the importance of the role of the assistant headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that





the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the assistant headteacher is to assist the headteacher set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool.

In addition to being an excellent classroom practitioner, the assistant headteacher should demonstrate the following:

Section 1: Ethics and Professional Conduct

Assistant headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes² and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Assistant headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, assistant headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness

¹ The term school refers to both voluntary aided schools and academies

² The Gospel of Matthew 5:3-12





- honesty
- leadership

Assistant headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Assistant headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, assistant headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God³ and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁴ and the Church's Social Teaching⁵.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, assistant headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education

³ The Book of Genesis 1:26-27

⁴ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁵ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.



- make a positive contribution to the wider education system within and without the Catholic sector

Section 2: Headteacher's Standards

1. School Culture

Assistant headteachers work with the headteacher to:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁶ and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Assistant headteachers work with the headteacher to:

⁶ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles



- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.⁷
- ensure effective use is made of formative assessment

3. Curriculum and Assessment

Assistant headteachers work with the headteacher to:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviours

Assistant headteachers work with the headteacher to:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour

⁷ The Gospel of John 10:10



- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. Additional and Special Educational Needs and Disabilities

Assistant headteachers work with the headteacher to:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching⁸
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional Development

Assistant headteachers work with the headteacher to:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

⁸ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.



7. Organisation Management

Assistant headteachers work with the headteacher to:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous School Improvement

Assistant headteachers work with the headteacher to:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in Partnership

Assistant headteachers work with the headteacher to:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support



- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and Accountability

Assistant headteachers work with the headteacher to:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church

