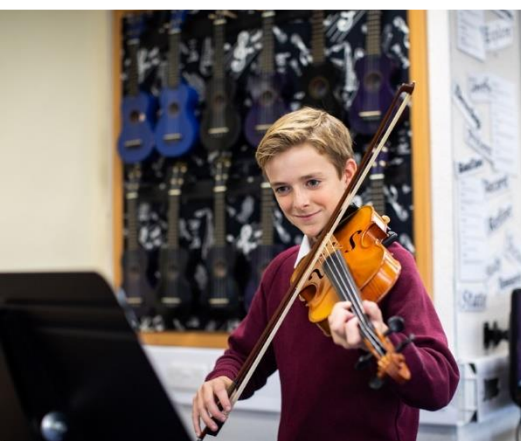




**St Ralph
Sherwin**
Catholic Multi Academy Trust



St. Thomas More
CATHOLIC VOLUNTARY ACADEMY



Assistant Headteacher
Start Date: January 2024
Salary: SRS L8-12
Line-manager: Headteacher

The St Thomas More Mission:

We the St Thomas More family, 'aspire not to have more but be more'.

We aspire not to have the world but be more for the world.

#BeMore

Welcome

I am delighted to welcome you to St Thomas More Catholic Voluntary Academy.

We think that STM is a special place where every child is seen as an individual, and where nurturing the gifts and talents of our children is central to our mission. Our motto of 'aspire not to have more but to be more' summarises our ambition for our young people to #BeMore.

We achieve this by offering the highest quality of education possible, which includes a broad range of experiences aimed at developing the whole child and enabling all to grow in their faith in a safe and happy environment.

Our academic achievements and the standards of our pastoral care are excellent. We are very proud of the academic progress our students make and we are also very proud of the personal growth that they achieve during their time at St Thomas More.



If you choose to join the St Thomas More family, you will be joining a school which strives for excellence through our strong Catholic faith, our commitment to high standards of achievement, our high expectations of behaviour and respect for all, and a belief in developing a love of learning and healthy living.



Mr D Redfern
Headteacher



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About this post



The Post

We are looking for a highly skilled and passionate Assistant Headteacher to join our busy, hardworking team from January 2024 at St Thomas More Catholic Voluntary Academy.

The Role

The Assistant Headteacher will be responsible for safeguarding, behaviours and attitudes. You will oversee the further development of our rewards and sanctions. You will work with the leadership of the school to create a culture where all students can learn and aspire to be more.

You will report to the Headteacher and will be responsible for the line management of the newly appointed Heads of Learning and Pastoral Managers.

#BeMore

*‘Aspire not to have more
but to be more’*

Saint Oscar Romero



Person Specification

	Essential	Desirable	Evidence
Qualifications & Experience	• QTS and good Honours degree • Leadership experience • Further formal Professional Development • Outstanding classroom practice that inspires students and adds value to their progress • Proven track record of having significant impact in current post	• Further professional qualification • Experience of more than one school • Experience of managing safeguarding in a school	Application form, letter & references
Skills & Knowledge	• Knowledge of different approaches to school improvement • Good knowledge of standards and the ability to use this to improve outcomes for all students • Outstanding knowledge of effective safeguarding and child protection • Ability to accurately judge the quality of teaching, learning and progress overtime • Skills in coaching & improving the performance of staff • Experience in developing and leading strategies to improve key areas of the school (teaching and learning, pastoral care, attendance, outcomes) • Ability to work as a member of a team and independently • High level of ICT skills and knowledge of applications of ICT to teaching, learning and management	• Knowledge of legislation and guidance on safeguarding and working with young people	Letter, references & selection process

	• Knowledge of and experience of following and developing Health and Safety procedures		
Personal qualities & skills	• Enthusiastic, sensitive, flexible, hardworking and the ability to remain calm • Ability to translate vision into reality • High level skills of effective communication (both verbal and written) with all stakeholders, time management and prioritisation • Ability to keep confidences • Excellent interpersonal skills and organisational skills • Ability to support and challenge • Ability to inspire, motivate and influence others • Integrity, honesty and fairness • Excellent attendance record • Good sense of humour • Willingness to participate in the extracurricular life of the school		Letter, references & selection process

Job Description

General duties & responsibilities

Purpose

- Communicate the school's vision and Catholic ethos compellingly by providing strategic leadership of the highest standard
- Energetically lead a strategy and culture of continually improving behaviour for learning across all key stages
- Effectively deploy staff and other resources to ensure that there is a coherent strategy for improving behavioural standards and outcomes e.g. via reduced suspension rates
- Work with other leaders and external agencies to ensure that all pupils have access to an appropriately challenging curriculum
- Secure continuous improvement in raising standards across the school by ensuring that pupils are present and engaged in lessons
- Ensure pupil data is rigorously and frequently monitored, analysed and used to inform strategic and operational actions and decisions regarding behaviour and safeguarding
- Model excellence in day-to-day leadership and management
- Liaise with other leaders, colleagues, professionals (internal and external) and parents/carers to address underachievement and/or safeguarding concerns quickly and sustainably
- Safeguard pupils' long-term life chances through leading a culture of rigorous and robust safeguarding measures
- Undergo training to gain the knowledge and skills required to carry out a DSL role and meet the expectations as set out in publications such as KCSIE.

Lead the Safeguarding and Child Protection Team, promoting high standards with continually training to ensure rigour

Work closely with the SENDCO to promote inclusion and a culture of success for all

Responsibilities

Quality Assurance:

- Create and implement Quality Assurance (QA) procedures that continue to improve pupil conduct, behaviour for learning, outcomes and experiences
 - Have a sophisticated and forensic understanding of progress and pastoral data, and other external evaluative data, to improve the achievement and progress of all pupils
 - Develop and implement termly action plans and reports to tackle any areas where data indicates improvements in pupil behaviour, progress and/or attendance should/could be made
 - Ensure data is used effectively to inform and support the implementation of timely and effective intervention and teaching & learning / curriculum / safeguarding adjustments that lead to sustained and improved pupil outcomes and experiences
 - Ensure consistency and quality in every aspect of Quality Assurance through rigorous line management of key staff
 - Ensure that the Appraisal process supports and leads to high quality Professional Development for support staff/teachers
 - Ensure reports and other data/information is used to improve behaviour, teaching and learning and safeguarding across the school and consequently the achievement and progress of pupils at all key stages
- To present to governors' meetings as required

Teaching, Learning, Safeguarding and Guidance:

- Model excellence in the classroom by being an outstanding classroom practitioner
- Be accountable for the academic progress and wider development of each pupil by improving conduct and behaviour across the school
- Bring innovation and creativity to all areas of Leadership and Management
- Support the delivery of a highly effective and well-coordinated pastoral curriculum
- Lead assemblies and liturgical prayer that inspire learning, motivate and develop strong SMSC outcomes, and ensure raised aspirations
- Contribute to the support and training of all staff and ensure a deep understanding of systems, behavioural pedagogy, child protection and safeguarding, and leadership is continuously developed across the school
- Ensure smooth and effective transition between year groups and key stages
- Keep up-to-date with national and research-based developments in teaching, learning, safeguarding and pupil welfare to adopt and review innovations that can improve pupil outcomes and experiences wherever possible
- Liaise with appropriate support agents to ensure pupils receive appropriate support in overcoming potential barriers to learning

Climate for Learning:

- Ensure excellence in the delivery of a values-based education, specifically the Character Curriculum
- Establish highly positive relationships for learning with all pupils and ensure the wider welfare and development of pupils within all year groups
- Work with senior and middle leaders to ensure a consistent, emotionally intelligent approach to the management of behaviour, sanctions and rewards for pupils, which fully reflects the school approaches and systems

Communications:

- Ensure positive and effective collaboration with staff, parents/carers and pupils
- Liaise and work with partner schools, parents/carers, and other relevant external agencies
- Ensure frequent and effective communication is maintained between leaders, teachers/tutors and parents/carers

Other Specific Responsibilities:

- Fulfilling the school's Mission Statement
- Maintaining and developing the Catholic ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- A development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school and its achievements as a Catholic school
- Implementing 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
- Be a high profile presence at school events.
- Deputise when required for the Headteacher and Deputy Headteacher.

Other areas of responsibility will be decided in discussion with the Headteacher

Comply with any reasonable request from the Headteacher to do work of a similar level that is not specified in this JD

This job description (JD) may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title.



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