**JOB DESCRIPTION**

**Job Title: Assistant Headteacher – Responsibilities to be agreed with the successful candidate.**

**Salary Range: L14 – L18**

**Responsible to: Headteacher**

**Overall Responsibility:**

* To carry out the duties of a schoolteacher and an Assistant Headteacher as set out in the current Schoolteachers’ Pay and Conditions Document
* As a member of the Senior Leadership Team to play a key role in:

1. formulating the aims and objectives of our Catholic school
2. supporting and developing policies through which the vision of our Catholic school is to be achieved
3. managing staff and resources
4. monitoring, evaluating and reporting on progress towards agreed objectives
5. the day to day running of our school
6. setting an outstanding personal example of teaching, leadership and professional practice

* Undertake any professional duties reasonably delegated by the Head Teacher

**General Duties:**

1. Set an example of high professional standards across the school and be a positive Catholic role model to fellow staff, students and parents/carers
2. In line with our Catholic ethos and values, enhance student progress by further developing outstanding Behaviour for Learning through the promotion of appropriate student responsibilities.
3. Initiate and manage change and improvement to further develop Behaviour for Learning within a Catholic community.
4. On a day-to-day basis, manage and lead staff.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| * Degree qualification and QTS * Evidence of continuing professional development | ✓  ✓ |  |
| **Experience** |  |  |
| * Experience of more than one school * Proven record of achieving high quality teaching, increasing progress and improving results at KS3 KS4 and KS5 * Successful experience at middle leadership level leading learning * Experience of leading, motivating and monitoring other members of staff * Experience of delivering Career Professional Development * Experience of pastoral responsibilities * Experience of raising attendance in a mainstream comprehensive setting | ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Knowledge and Understanding** |  |  |
| * Knowledge and Understanding of best practice and research in teaching, learning and pastoral matters * Understanding of effective self-evaluation systems * Detailed knowledge of curriculum 11 –19 * Understanding of best practice in the effective use of student support strategies available * Knowledge to identify school improvement priorities * Understanding of change management | ✓  ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Skills and Abilities** |  |  |
| * Excellent communication and interpersonal skills with adults and young people * Ability to lead and inspire colleagues * Ability to analyse complex issues and plan strategically * Ability to work effectively with all stakeholders and outside agencies * Ability to exercise good judgment and make effective decisions * Well-developed ICT skills | ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Personal Qualities** |  |  |
| * Passionate belief in the ability of every student to achieve * A clear educational vision and sense of direction * Good organisational skills and high levels of self-motivation * Energy, determination and resilience * Ability to work under pressure and to meet deadlines * A sense of humour and the ability to maintain a sense of perspective * Record of good health, attendance and punctuality * Practising Catholic | ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ |