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**ST JOHN FISHER CATHOLIC HIGH SCHOOL**

**JOB DESCRIPTION for ASSISTANT HEADTEACHER – STUDENTS: EXPERIENCE & ASPIRATION**

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| Grade: | L10 – L14 |
| Responsible to: | Headteacher |
| Key Role | The key focus of this post is to ensure:  The Assistant Headteacher will work closely with the Headteacher and SLT to ensure that there is effective strategic and operational leadership throughout the school. They will be expected to demonstrate the impact their leadership has on the school, students and staff. |
| Generic Responsibilities | * To relentlessly lead, develop and monitor the progress, engagement and curriculum/teaching provision of key cohorts in school including Disadvantaged, boys, SEND, Looked After, EAL and certain PA groups dependent upon need. * To endeavour to develop, lead and manage effective strategies for success (including enrichment and extra-curricular) for these students to further improve their personal outcomes and aspirations * Be an active member of the school community and the faith life of the school, to model and support its Mission Statement and ethos, and to ensure staff and pupils follow this example * To provide strategic leadership and management to support and contribute to the implementation and development of the vision of the school. * To provide a noticeable and professional presence to support all staff, students, parents and the local community as required. * To have a visible presence in the school and support pastoral care throughout the day including playing a leading role in duty teams at the start and end of the school day, break and any other activities or events where a leadership team presence is desirable * To work collaboratively with the other senior and middle leaders within the school, the Archdiocese and beyond. * To ensure that subject management and organisation meets the priorities of the school. * To methodically monitor and track student progress and performance in the light of indicative data, ensure timely and effective intervention to remove barriers to learning and to raise individual and group attainment for certain key cohorts in school including Disadvantaged, boys, SEND, Looked After, EAL and certain PA groups dependent upon need. * To build, develop and lead effective teams which make a significant impact upon student outcomes. * To ensure staff are appropriately held to account and that students, especially of key cohorts, make excellent progress and thrive through high quality provision. * To be able to inspire, motivate and influence staff to reach the highest standards in all aspects, ensuring they secure excellent outcomes for students and themselves. * To present a coherent and accurate account of performance to a range of stakeholders * To lead other areas of improvement within the school when appropriate. * To enhance the student mentoring and intervention programmes in order to provide support, raise standards and improve student outcomes. |
| Additional Duties | The Assistant Headteacher will also be expected to fulfil the responsibilities of a teacher, with timetable commitment, agreed on appointment and reviewed annually. |
| Senior Leadership Team | The School Senior Leadership Team is the key strategic leadership group within the school, as well as having a major role to play in its daily operation. All members of the SLT have particular responsibility for the development, delivery, monitoring and evaluation of whole school systems and practices, the support and supervision of middle leaders and ensuring good discipline across the school. They play a crucial role, through systems of line management and quality assurance, in ensuring that the School Improvement Plan continuously drives the school forward. This ensures that the ethos of the school remains a permanent focus. It is the responsibility of the SLT to ensure that the vision for the school is delivered by working effectively with all staff.  SLT members are expected to attend whole school functions, to represent the public face of the school and to organise programmes for inspectors and other visitors. This is vital for the school to maintain a good public profile and for positive relations within both the local and wider community.  Each member of the School Leadership Team is expected to take assemblies, chair meetings and establish SLT presence around the school. Line management is shared among the team.  Precise responsibilities within the School Leadership Team are determined based on the experience and skills of the team members. At regular intervals colleagues exchange some responsibilities for purposes of professional development.  It would be useful for candidates to identify areas of expertise or interest in leadership and management in their application. |
| Professional  Requirements | * All teachers are reminded of the school’s Mission Statement * All teachers are employed by the Governing Body and must have due regard to the Catholic character of the school * They must not do anything detrimental to the interest of the same as outlined in the Contract of Employment |
| This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of governance.  Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically following discussion between the Headteacher and may be subject to modification or amendment at any time after consultation with you to meet the needs of the school and its students.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  The successful applicant will be subject to an Enhanced DBS disclosure. | |