



# St Patrick's Catholic Voluntary Academy

## ASSISTANT HEADTEACHER

### Job Description

St Patrick's Catholic Voluntary Academy has been designated by the Secretary of State as a school with a religious character.

This appointment is with the board of St Patrick's Catholic Voluntary Academy under the terms of the Catholic Education Service contract signed on behalf of the board as employers. It is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

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 Diocese of Hallam.

This job description is based on key areas identified in the Headteachers' Standards published by the Department for Education (2020) as the purpose of the role is to assist the Headteacher.

The Governors and the Diocese 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.

#### Key Duties and responsibilities

- Lead by example as a highly effective teacher
- Work alongside the Executive Headteacher/Headteacher to maintain the strong Catholic ethos and tradition.
- Assist the Executive Headteacher/Headteacher in fulfilling the Headteacher Standards (set out below) particularly in the following areas:
  - Monitoring the impact of all areas of the School Improvement Plan
  - Establishing positive and respectful relationships with all colleagues that will promote the distinctive Catholic, Christ centred vision for our school.
  - Ensuring the school's culture is focused on ambitious educational standards for all pupils.
  - Being an inspirational role model for staff working at all times to develop the skills, knowledge, expertise and confidence of teachers and support staff in order to achieve excellent teaching across all key stages and subjects.
  - Act as a passionate advocate for our most vulnerable pupils, be highly effective in establishing inclusive culture and practice, be ambitious for all pupils especially those with SEND.
  - Taking a leading role in the effective monitoring and review of the quality of teaching, the curriculum and the school environment ensuring that children are engaged in their learning and that they are flourishing.

- Thinking and acting strategically across all aspects of the role.
- Taking a leading role in the design, implementation and evaluation of all schools systems including assessment, quality of CPD, attendance, SEND and Inclusion, behaviour, health and safety, safeguarding, working with parents and the community.
- Establish and maintain high expectations of behaviour for pupils and staff rooted in love, justice and reconciliation and built upon relationships, rules and routines which are clearly understood by all.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
- Be the school's Deputy Safeguarding Lead
- Forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, Diocese and the local community. Establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation.
- Present information about the performance of the school to a variety of audiences including governors, parents, the Trust, Ofsted and the Local Authority.
- Anticipate, lead and manage change.

## **Headteachers' Standards**

### **1. School culture**

Assistant Head Teacher works with the Executive Headteacher/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 education 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 Head Teacher works with the Executive Headteacher/Headteacher to:

- 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.
- ensure effective use is made of formative assessment

### **3. Curriculum and assessment**

Assistant Head Teacher works with the Executive Headteacher/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. Behaviour

Assistant Head Teacher works with the Executive Headteacher/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
- 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 Head Teacher works with the Executive Headteacher/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 teaching
- 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 Head Teacher works with the Executive Headteacher/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

#### 7. Organisational management

Assistant Head Teacher works with the Executive Headteacher/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 Head Teacher works with the Executive Headteacher/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 Head Teacher works with the Executive Headteacher/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 Head Teacher works with the Executive Headteacher/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