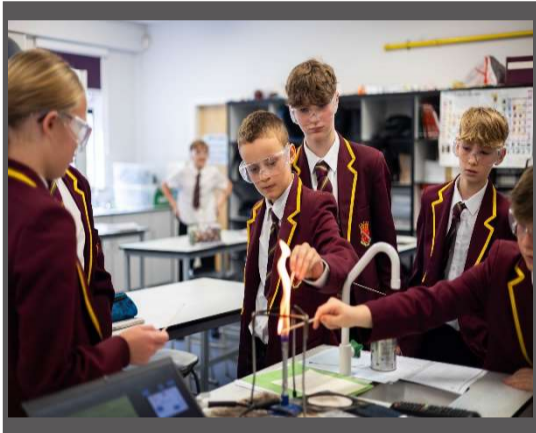




St Philip Howard

Catholic Voluntary Academy

Part of the St Ralph Sherwin Catholic Multi Academy Trust



Assistant Headteacher

Start Date: November 2024

Salary: L10-L14

Line manager: Headteacher



Headteacher's Welcome

Through a three – way partnership between home, school and parish we aim to work as a team to ensure our children achieve their potential. We believe that a happy child is a fulfilled child and therefore our strong pastoral system is of key importance to us. Our Catholic faith underpins everything that we do and ensures that our pupils are well rounded, confident young people with increasingly high aspirations. We are on an exciting journey at SPH and we firmly believe that by working together all our pupils will have a bright future ahead.

St Philip Howard Catholic Voluntary Academy is an exciting place for our students to grow and develop, building an enriching love of learning and a spiritual outlook that they will carry with them through life. We are an oversubscribed smaller than average Catholic Secondary school with 580 pupils located in Glossop, Derbyshire.

The successful applicant for this position will be joining a school where we care about our students and we care about our staff. We are delighted with our recent Ofsted inspection where we secured a 'good' judgement in all areas.

If you are excited by the opportunity to be part of #TeamSPH then we would welcome a discussion regarding this important position.

Mr M Kays
Headteacher



About this post



The Post

We are looking for an enthusiastic, determined and inspirational Assistant Headteacher to support the Headteacher with the day-to-day management of the school at St Philip Howard Catholic Voluntary Academy.



The Role

The successful candidate will be communicating the school's vision; compelling and supporting the Headteacher's strategic leadership whilst also having a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others. They will also continue to lead in their capacity. E.G: as HoD.



#TeamSPH: Together on the Journey

Together, we will make the SPH journey: safely, respectfully and with kindness as part of a **united Catholic family**.

God will be at the heart of our journey, supporting us to realise the potential of our **God given talents**.

Our Gospel Values will guide us on our journey, helping us to make **brave choices** along the way.

Respect for all will be at the spirit of our journey and we will **embrace the uniqueness** of everyone we greet.

Inspiration and passion for learning will lead us all to have a **memorable and successful journey**.



Person Specification

	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role <p>Knowledge of Safeguarding practices and Policies.</p>	
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Line-management experience • Demonstrable experience of successful line management and staff development • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position 	<ul style="list-style-type: none"> • Experience in developing therapeutic thinking support strategies to overcome barriers to learning • Experience of delivering programs to support learning and monitoring and evaluating individuals and cohorts of students which has led to improved outcomes • Proven experience of leading and managing, or significantly contributing to the success of a department or a team of staff through strong and impactful leadership, including experience of appraising, inducting and training staff • Experience of KS2-KS3 transition • Experience of being a middle or senior leader



	Essential Criteria	Desirable Criteria
Work related personal requirements	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	
Other requirements	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships with colleagues, students and parents• Ability to work both autonomously and as a member of a team• Empathetic and approachable manner• Highly motivated and pro-active• Flexible• This post is subject to an enhanced DBS disclosure• Must be committed to safeguarding the welfare of children• Willingness to contribute to the wider life of the school	



Job Description

Main purpose

The assistant Headteacher will support the Headteacher in:

- › Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- › The day-to-day management of the school
- › Formulating the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing staff and resources to that end
- › Monitoring progress towards the achievement of the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of 50% - 60% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities

The assistant Headteacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- › Build positive and respectful relationships across the school community
- › Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or the Deputy Headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Headteacher or the Deputy Headteacher will:

- › Establish and sustain high-quality teaching across subjects and phases, based on evidence
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the Headteacher or the Deputy Headteacher will:



- › Promote a culture and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Headteacher or the Deputy Headteacher will:

- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Ensure effective use of budgets and resources
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Headteacher or the Deputy Headteacher will:

- › Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- › Manage staff well with due attention to workload
- › Ensure staff have access to appropriate, high-standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Headteacher or the Deputy Headteacher will:

- › Work with the governing board as appropriate
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Assessment

- › Under the direction of the Headteacher or the Deputy Headteacher will:
 - › Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
 - › Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
 - › Plan and implement interventions for those pupils who are not progressing
 - › Provide training and support for teachers and support staff on administering the assessment system effectively
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Pastoral

The assistant headteacher will:

- › Establish and implement whole-school systems for pupil wellbeing
- › Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT)
- › Provide staff with training and support so they can play a part in enhancing pupils' personal development
- › Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- › Monitor pupil attendance and ensure it is continuously improving
- › Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



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