

# St Edmund Campion Catholic School

## Job Description

POST:	Assistant Principal: Behaviour and Attitudes
RESPONSIBLE TO:	Vice Principal (Behaviour and Attitudes, Personal Development and Student Welfare)
SALARY:	L12-16
KEY RELATIONSHIPS:	Principal, Senior Leadership team, Lead Practitioners, Academic Board
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<div>1. <del>Regularly supervised with work checked by supervisor</del></div> <div>2. <del>Left to work within established guidelines subject to scrutiny by supervisor</del></div> <div>3. Plan own work to ensure the meeting of defined objectives</div>

Members of staff at St Edmund Campion School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

### Core JOB PURPOSE:

- To work towards set school improvement objectives to ensure the very best outcomes for all students
- To oversee the school behaviour systems, processes and policy implementation
- To work closely with external agencies and local schools
- To oversee the implementation of the school attendance policy

## **Quality of Teaching**

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy.

## **Professional Leadership Duties**

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Provide a vision and sense of purpose which supports the Catholic ethos of the school.
- Contribute to school improvement by developing and implementing strategies within the allocated areas of responsibility.
- Be an enthusiastic role model, with excellent work ethic, efficiency and accountability in line with that of a senior leader in the school.
- Provide effective line management for designated responsibilities and report back accordingly
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD
- Create a positive culture of high achievement and standards across the school and in all aspects of school life.
- Take pride in and rewarding the achievements of staff and students.
- Support, encourage and lead on the professional development of team members.
- Write, review and implement whole school policies and procedures, and hold others to account for school policy
- Be a positive and effective presence in and around school ensuring that high standards are consistently met in line with the vision of the Principal.
- Address any members of staff who fail to follow school policy or do not adhere to the School Code of Conduct
- Undertake all reasonable duties as directed by the Principal or Vice Principal (including after school events) and participate in the 'on-call' system and detention system.
- Present and prepare relevant documentation and impact as required for line management, SLT, Governing Body, Inspections, SEF and SIP

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder to meet the needs of the school. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Principal He/she is required to meet the standards set out in the school code of conduct.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

Job Description-Assistant Principal

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

# St Edmund Campion Catholic School

## Person Specification: Vice Principal

Category	Essential	Desirable
<b>1. Faith Commitment</b>	<ul style="list-style-type: none"><li>• Secure understanding of the distinctive nature of the Catholic school and Catholic education</li><li>• Understanding of the school's role in the parish and wider community and in promoting community cohesion</li></ul>	<ul style="list-style-type: none"><li>• Evidence of participation in faith life of the community</li><li>• Experience in leading acts of worship in Catholic schools</li><li>• A practising and committed Catholic</li></ul>
<b>2. Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li></ul>	<ul style="list-style-type: none"><li>• Postgraduate level qualification</li><li>• NPQ award or Leadership Pathways certification</li></ul>
<b>3. Experience</b>	<ul style="list-style-type: none"><li>• Successful experience of leading a pastoral area or subject area</li><li>• Substantial, successful teaching experience</li></ul>	<ul style="list-style-type: none"><li>• Recent experience in a Catholic voluntary aided school or academy</li></ul>
<b>4. Professional Development</b>	<ul style="list-style-type: none"><li>• Evidence of continuing professional development relating to school leadership</li><li>• Ability to identify own learning needs and to support others in identifying their learning needs</li></ul>	<ul style="list-style-type: none"><li>• Evidence of continuing professional development relating to Catholic ethos, mission and religious education</li><li>• Experience of working with other schools/organisations /agencies</li><li>•</li></ul>

Category	Essential	Desirable
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<b>5. Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to articulate and share a vision of secondary education within the context of the mission of a Catholic school</li> <li>• Ability to inspire and motivate staff, pupils, parents and ‘governors’ to achieve the aims of Catholic education</li> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement within current area</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> <li>• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils</li> <li>• Understanding of and commitment to promoting and safeguarding the welfare of pupils’</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the role of the ‘governing body’ in a Catholic voluntary aided school or academy</li> <li>• Evidence of having successfully translated vision into reality at whole-school level</li> </ul>
<b>6. Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• A secure understanding of the requirements of the National Curriculum</li> <li>• Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> <li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of effective monitoring and evaluation of teaching and learning</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>•</li> </ul>

Category	Essential	Desirable
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<b>7. Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>● Experience of working in and leading staff teams</li> <li>● Ability to delegate work and support colleagues in undertaking responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>● Successful involvement in staff recruitment, appointment/induction, understanding needs of a Catholic school</li> <li>● Understanding of how financial and resource management enable a school to achieve its educational priorities</li> <li>● Experience of performance management and supporting the continuing professional development of colleagues</li> </ul>
<b>8. Accountability</b>	<ul style="list-style-type: none"> <li>● Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, ‘governors’, parishioners and clergy</li> <li>● Experience of effective self-evaluation and improvement strategies</li> <li>● Experience of holding team members to account for performance</li> <li>● Ability to provide clear information and advice to staff and ‘governors’</li> <li>● Secure understanding of strategies for performance management</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of presenting reports to ‘governors’</li> <li>● Understanding the criteria for the evaluation of a Catholic school</li> <li>● Experience of offering challenge and support to improve performance</li> </ul>
<b>9. Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>● High quality teaching skills</li> <li>● Strong commitment to the mission of a Catholic school</li> <li>● High expectations of pupils’ learning and attainment</li> <li>● Strong commitment to school improvement and raising achievement for all</li> <li>● Ability to build and maintain good relationships</li> <li>● Ability to remain positive and enthusiastic when working under pressure</li> <li>● Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> </ul>	

Category	Essential	Desirable
<b>9. Skills, Qualities &amp; Abilities (Continued)</b>	<ul style="list-style-type: none"> <li>• Empathy with children</li> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Stamina and resilience</li> <li>• Confidence</li> </ul>	
<b>10. References</b>	<ul style="list-style-type: none"> <li>• Positive recommendation in professional references</li> <li>• Satisfactory health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>