

Notre Dame High School Job Description

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Associate Assistant Headteacher responsible for RE and Personal Development	
Salary	Leadership Pay Scale L10-L14	
Purpose of the Job	<p>The Associate Assistant Headteacher will support the Headteacher and Senior Management team in:</p> <ul style="list-style-type: none"> 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 meeting the school's aims and objectives 	
Responsible To	Headteacher	
Responsible For	Leadership of religious education and personal development	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High
Conditions of Employment	<p>The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.</p> <p>The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p> <p>The postholder will also be expected to endeavour to implement the Notre Dame</p>	

High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.

Primary Responsibilities:

To ensure that Notre Dame continues to offer a distinctive Catholic education that provides for the formation of the whole child in line with the vision of St Julie.

Strategic leadership of RE, PSHE & Personal Development

Achieving this by;

- Carrying out the duties and responsibilities of the Head of RE including;
 - Line management of RE teachers
 - The quality of education in RE through oversight of the curriculum and quality assurance of the way in which it is delivered
 - The quality of education in the cross curricular 'personal development' curriculum. This curriculum includes PSHE, our induction and community programme and other aspects of personal development delivered through RE, form time, the assembly programme, Enrichment Days and Student Leadership
- Line management of the Head of Careers & PSHE and oversight of the personal development curriculum.

Other responsibilities;

- Contribution to SMT duty rota
- SMT link to a year group

Additional Responsibilities:

Shared responsibility for day-to-day management of the school and contribution to review of the school's effectiveness as a member of the senior management team.

Other duties and tasks as requested by the Headteacher in the light of the school's development and changing priorities.

General Duties

This is in addition to the duties and responsibilities laid down in the national Teachers' Conditions of Service.