



ASSISTANT HEADTEACHER JOB DESCRIPTION

School Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

Job Title: Assistant Headteacher

Accountable to: Headteacher

Salary Range: L14-L18

Job Purpose

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior management team
- In partnership with the Headteacher and other members of the Senior Leadership team provide vision and leadership for the school
- Monitor and develop conditions which enable effective quality of education and best possible outcomes for all students
- Ensure the vision, ethos, values and goals of the school are communicated positively to colleagues, parents/carers, students and external agencies
- To take full responsibility for leading and managing significant aspects of the school
- Undertake such duties as are delegated by the headteacher

Principal Duties and Responsibilities

School Improvement – Developing the Organisation

- With other members of SLT help formulate, implement, monitor and evaluate the School Improvement Plan ensuring the vision for the school is translated into agreed objectives which promote sustained improvement.
- Support the work of members of staff holding TLRs in developing aspects of School Improvement and take appropriate action where performance is unsatisfactory.
- Keep abreast with local and national initiatives to ensure these inform strategic decisions.
- Use school, national and local data inspection reports as a benchmark for improvement.

Leadership and Management

- To act as a member of the senior leadership team, attending SLT and governors' meetings as required, and undertaking supervision duties of students as expected.
- To lead year group assemblies and act as Progress Leader for a year group/key stage.
- Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and which are consistent with national, local and school best practice and statutory requirements.
- Lead and coach all members of staff across the school.
- Assist in preparing the School Improvement Plan to reflect emerging priorities.
- To line manage Curriculum Leaders and ensure that support staff are deployed so as to enable students to achieve their full potential.
- Identify, monitor and control resources needed to meet the needs of students and advise the Headteacher and Governing Body of priorities for expenditure.
- Undertake any other reasonable duties as directed by the Headteacher.

Achievement and Standards

- Act as line manager for Pupil Progress Leaders and Curriculum Leaders, providing support and challenge to ensure all students make at least expected progress.
- Be accountable for achievement and attainment of students
- Monitor and track the progress of individual and groups of students and formulating intervention as needed.

- Manage the process of setting targets for attainment, attendance, safe practices, behaviour, extra-curriculum participation and contribution to the school community for students.
- Work with subject areas to organise appropriate intervention to address underperformance for students.
- Provide guidance, coaching and support on a choice of appropriate quality of education methods.

Quality of Provision

- Focus relentlessly on improving the quality of education for students.
- Co-ordinate the preparation and development of courses of study, teaching materials, teaching programmes and methods of teaching assessment.
- Evaluate the quality of teaching and standards of achievement/attainment for students and set targets for quality-controlled improvement.
- Ensure the curriculum provision for students is in line with the national curriculum and examining body requirements.

Professional/Personal Development and Well Being

- Develop a team ethos.
- Provide opportunities for staff to discuss their own personal development and well-being.
- Support staff in receiving appropriate CPD which meets the needs of the individual, department and the school.
- Establish effective communication through for example, the timely preparation of agendas, chairing of meetings and publication of minutes.
- Support staff who may have to deal with challenging parents.
- To coach, mentor and develop staff.
- Promote a creative and collaborative working environment.
- Create and maintain effective working relationships and staff well-being.
- Contribute to the recruitment of staff, appraisal and induction of new staff, including ECTs.

Learners, Parents/Carers and Stakeholders

- Carry out any student support roles (including being a mentor) as required.
- Evaluate the views of students, parents/carers and stakeholders and act on recommendations where appropriate.
- Liaise with parents/carers and stakeholders in order to facilitate the flow of information about students.
- Represent the School at external meetings and other events.
- Oversee mentoring and coaching.
- Make presentations to stakeholders

General

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions document as they relate to Assistant Headteachers.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Prepared by:	Mrs T Hatton
Designation	Headteacher
Date	January 2024

ASSISTANT HEADTEACHER PERSON SPECIFICATION:

Applicants must meet all the essential requirements of this post.

They must demonstrate that they have sustained and successful leadership experience together with the skills, knowledge and understanding needed to be a successful Assistant Headteacher at Maricourt Catholic High School. This will be assessed as shown in the table below:

Essential	Assessed Through
Qualified Teacher Status (Secondary Trained)	Application/Certificate
Honours Degree (2:2 or higher)	Application/Certificate
Excellent classroom practitioner	Reference/Lesson Observation
Ability to identify, model, develop and promote outstanding practice	Application/Reference/Interview
Ability to identify, use, share, monitor and evaluate quality of education strategies, particularly for students with known barriers to learning	Application/Reference/ Lesson Observation/ Interview
Experience/understanding of current approaches to assessment, recording and reporting procedures and ability to use data to set targets, monitor and track student achievement and progress.	Application/ Interview/Reference
Experience of leading innovative and successful initiatives to raise achievement and attainment over a wide range of student groups and age ranges	Application/ Interview/Reference
Understanding of current developments in the secondary curriculum	Application/Interview
Experience of working in partnership with other schools and agencies	Application/Reference
Ability to manage change skilfully, effectively and sensitively and demonstrate a strategic and creative approach to problem solving	Application/ Interview/ Reference

Effective team member with experience of leadership and an ability to inspire, challenge, motivate and empower others to achieve excellence through progressively improving standards	Application/Reference
Ability to work under pressure whilst maintaining a sense of perspective and high levels of self-management and awareness	Application/ Interview/ Reference
Excellent communication, planning and organisational skills with the ability to manage own time effectively	Application/Lesson Observation/Reference
Ability to build and maintain positive relationships through effective interpersonal skills	Application/Reference
Ability to communicate a clear vision aligned with the school development plan and school priorities	Application/Interview
Commitment to the safeguarding and welfare of the students	Application
Ability to manage student behaviour effectively and systematically, with clear boundaries, sanctions, praise and reward	Application/Lesson Observation/Reference
Inclusive approach to education and with a genuine enthusiasm for quality of education and belief in the potential of every student	Application/Lesson Observation/Reference
Evidence of commitment to continued personal and professional development and training to establish outstanding practice	Application
A willingness to engage in the extra-curricular life of the school	Application
Evidence from current practice of commitment to excellent attendance and punctuality	Reference
Desirable	Assessed Through
Committed and practising Catholic with a commitment to the unique identity of Catholic education	Application
Evidence of effective collaboration with external agencies	Application/Reference

Teaching experience in more than one school	Application
Experience of pastoral or subject leadership	Application
Evidence of effective contribution to School Self-Evaluation	Application/Reference