



Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and we have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

JOB DESCRIPTION

ASSISTANT HEADTEACHER

Salary: L16 (£72,604) – L20 (£79,113)

1. PURPOSE OF THE POST

The assistant headteacher will support the headteacher and deputy headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- To be committed to the aims of the school; to seek to ensure that each student achieves their potential within an academic and caring environment.
- The day-to-day management of the school
- To line manage curriculum areas of responsibility (and other) as assigned by the headteacher
- 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

Notes:

- The assistant headteacher will also have a reduced timetabled teaching commitment as directed by the headteacher 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.

2. 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 with all stakeholders
- To work closely with the Governing Body, and other agencies and to attend their meetings as necessary.
- Serve in the best interests of the school's pupils
- To review and to organise the construction and implementation of policies as may be required.
- To contribute to financial planning and to be accountable for any relevant part of the budget.
- Demonstrate excellence in classroom teaching and create and maintain an environment which promotes high standards of achievement, behaviour and discipline
- To assist with the Headteacher in the appointment of staff (including identification of need, advertising and appointment.)

3. DUTIES AND RESPONSIBILITIES

a) School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant 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
- Develop a culture for independent learning, empowering student learning and developing student understanding of mastery, metacognition and their own development

b) Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- To lead on policy development for Inclusion across the curriculum
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Promote a culture and practices that allow all pupils to access the curriculum
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate

c) Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- 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

d) Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- To manage the Inclusion department and all that this entails
- 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

e) Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant 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

f) Pastoral

The assistant headteacher will:

- Liaise with Heads of Year in the pastoral group they have been assigned to.
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote 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 as directed.
- Lead on Safeguarding as directed, either as Designated Safeguarding Lead or Safeguarding Lead of a designated Key Stage

Please note that this is illustrative of the general nature and level of responsibility of the role. It is 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.

4. PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience of five years or more • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development • Experience in staff development • Experience in developing ECT and ITT programs • Experience in undertaking staff performance reviews, disciplinary investigations or competency procedures.
Skills and knowledge	<ul style="list-style-type: none"> • High level of verbal and written communication skills • 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
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the NCC ethos and Newman Values • 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. • Relentless positivity

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2023

Next review date: September 2023

Line manager's signature:

Date:

Postholder's signature:
