



## **JOB DESCRIPTION**

**SCHOOL:** St Gregory's Catholic High School

### **POST DETAILS**

**Job Title:** Assistant Headteacher

**Grade:** Leadership Scale **L15 – L19**

**Directly Responsible To:** Headteacher

**Directly Responsible For:** Assigned subject link areas

### **Primary Purpose and Scope of the Job:**

To be a member of the Senior Leadership Team and assist the headteacher in managing the school. To support and represent the headteacher at meetings as and when required and undertake the professional duties of the headteacher during his/her absence. To undertake such duties as are delegated by the headteacher and play a major role under the overall direction of the headteacher in formulating and reviewing the Mission Statement and School Development Plan. To establish policies through which the aims and objectives of the school are achieved and to manage staff and resources to that end; monitor progress towards the achievement of the schools aims and objectives.

### **INTERNAL ORGANISATION, MANAGEMENT AND CONTROL OF THE SCHOOL**

**In order to achieve this they will:**

- Have specific responsibilities for aspects of school management/and or the curriculum
- Fulfil the schools Mission Statement
- Maintain and develop the Catholic ethos, values and overall purposes of the school
- Formulate the aims and objectives of the school and policies for their implementation
- Translate the development plan into aim, policies and actions
- Monitor and evaluate the performance of the school and its achievements as a Catholic school
- Implement the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- Efficiently organise, manage and supervise the school routines

### **Pastoral OR Curriculum**

**In order to achieve this they will (example and not exhaustive):**

- Be responsible for the school quality assurance systems according to the role
- Lead on training and CPD at whole staff level and bespoke level
- Create and update school policy in line with and according to role

- Carry out data analysis of pupil groups and monitor progress
- Devise and implement strategies at a whole school level to address development areas in the school development plan
- Produce self-evaluation on assigned areas of the school as directed by the headteacher
- Line manage multiple staff members including middle leaders such as pupil progress managers and subject leaders
- Lead on meetings with assigned teams and contribute significantly to senior management meetings
- Produce analysis and reports for governor committee meetings
- Lead on meetings with external visitors to the school such as school improvement partners and Ofsted
- Hold staff members to account in areas of underperformance, including providing support
- Carry out data analysis of subject / year group performance and monitor progress
- Be responsible for the production and distribution of reports / letters to parents
- Carry out exam performance analysis and trends of selected pupil groups
- Contribute to the development, organisation and implementation of the school's curriculum
- Promote extracurricular activities in accordance with the educational aims and Catholic ethos of the school

## **PUPIL CARE**

**In order to achieve this they will:**

- Contribute to the development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings of the Catholic church
- Ensure the effective induction of pupils
- Determine appropriate pupil groupings
- Promote among pupils the standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- Develop self-discipline among pupils
- Handle individual disciplinary cases

## **a) MANAGEMENT OF STAFF**

**In order to achieve this they will:**

- Participate in the selection and deployment of teaching and non-teaching staff of the school
- Contribute to the good management practice by ensuring positive staff participation, effective communication and procedures
- Participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- Contribute to staff development policies appropriate to the Catholic nature of the school in relation to the induction of new and newly qualified teachers and other staff
- Contribute to policies which provide professional advice and support; identify training needs
- Contribute to the development of policy for students under training/work experience
- Demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies
- Maintain a good relationship with individuals, groups and staff unions and associations

## **MANAGEMENT OF RESOURCES**

**In order to achieve this they will:**

- Contribute to the formulation of the school’s policies and procedures concerning resource management in accordance with the school’s Mission Statement
- Allocate, control and account for those financial and material resources of the school which are delegated by the headteacher
- Promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its Catholic identity
- Contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety
- Maintain effective working relationships with external agencies and services contracted to the school and the Authority

**RELATIONSHIPS**

**In order to achieve this they will:**

- Advise and assist the governing board as required in the exercising of its functions including attending meetings and making reports
- Assist liaison and co-operation with Archdiocesan and Authority officers and support services
- Help in maintaining and developing effective communications with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children seduction
- Assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development
- Assist liaison with other professional bodies, agencies and services
- Develop and maintain positive links ad relationships with the parish community, local organisations and employers
- Promote a positive image of the school
- Ensure the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared, it is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder’s professional responsibilities and duties. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: 2020

Revised by: Governing Board

Postholder:

Signed: .....

Date: .....