



## St Ursula's Convent School

### A Humanities College and Teaching School

Post: **Assistant Headteacher**

Accountable to: The Headteacher

Responsible for: Behaviour and attitudes

The job description should be read in connection with the duties of an Assistant Headteacher as set out in the current School Teacher's Pay and Conditions Document.

#### **CORE PURPOSE**

To be responsible for the management of specific whole school developments and in conjunction with the Headteacher, the management of all the staff and the general organisation of the school. To carry out ad hoc duties delegated by the Headteacher.

#### **KEY RESPONSIBILITIES**

##### **Faith, Vision and Values.**

**To maintain a positive Catholic ethos, which recognises the dignity of each individual and is reflected in the day to day life of the school.**

1. To encourage staff, pupils, parents and all involved in the life and work of the school to understand and share its vision, mission and aims as a Catholic educational community.
2. To help lead the school as a successful and inclusive learning community that ensures all pupils are developed to their full potential.
3. To develop the Christian worship and witness of the school so that these meet the needs of pupils and staff and effectively present the joys and challenges of the Gospel.
4. To ensure that every pupil, irrespective of cultural or social background, is valued as an individual.

#### **Strategic Direction and Development of the School**

To work with the Headteacher to develop a strategic view for the development of the school within a local and national context. This will involve in conjunction with others:

1. Leading by example, providing vision and motivation for staff and pupils.
2. Assisting the Headteacher in formulating whole School Policy and its implementation.
3. Assisting in the production of a School Development Plan each year.
4. Helping to ensure that the management, finance, organisation and administration of the school support its vision and aims, ensuring that policies and procedures operate effectively.
5. Liaising with external agencies.

## **Teaching and Learning**

To secure and sustain effective teaching and learning throughout the school. This will involve, in conjunction, with others:

1. To support staff in dealing with disciplinary, pastoral, academic and professional development matters.
2. Working with SLT and Heads of Department to ensure outstanding teaching, effective learning, high standards of achievement and exceptional behaviour and discipline.
3. Assist the Headteacher in determining, organising and implementing the curriculum and its assessment.
4. Monitor and evaluate the quality of teaching and the standards of learning and achievement in line managed departments, in order to set challenging and realistic targets for improvement.
5. To be an outstanding teacher who models outstanding teaching.
6. To assist in all aspects of intervention and provision for pupils including Saturday and holiday schools.

## **Leading and Managing Staff**

To lead, motivate, support, challenge and develop staff to secure improvement. This will involve, in conjunction with others:

1. Ensuring that there is clear delegation of tasks and devolution of responsibilities.
2. Implementing effective systems of management for all staff including their appraisal.
3. Assisting in the provision and monitoring of high quality staff development.

## **Efficient and Effective Deployment of Resources**

To assist the Headteacher in deploying resources, including human resources, efficiently and effectively to meet the school's targets and goals. This will involve, in conjunction with others:

1. Involvement in recruitment of staff of the highest quality.
2. The deployment of staff to improve the quality of education provided and the standards achieved by the pupils.
3. Working with the Headteacher to set priorities for expenditure and ensure effective administration and control.
4. Managing the accommodation to ensure that it meets organisation, curriculum and health and safety requirements.
5. Provide updates to specified governors' committees to assist them in their role.

## **Accountability**

To account for the efficiency and effectiveness of delegated responsibilities within the school to the Headteacher. This will involve, in conjunction with others:

1. Assisting in promoting the reputation of the school and ensuring the recruitment and admission of pupils.
2. Working to create and develop an ethos in which all staff recognise that they are accountable for the success of the school.
3. Assisting the Headteacher in ensuring that parents and pupils are well informed about the curriculum, pastoral matters and attainment, including targets relevant to the pupils.
4. Ensuring that developments, systems and processes for which you are responsible contribute positively to a well-managed high achieving school.