CORPUSCHRISTI
CATHOLIC ACADEMY TRUST
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Job Description
Assistant Headteacher

Main purpose of the post

- To maintain and develop the Catholic ethos of the school
- To help lead the future vision and development of All Saints Catholic College and Corpus Christi Catholic Academy Trust (CCCAT)
- To strategically lead the direction and development of All Saints Catholic College with specific areas of responsibility
- To take responsibility and accountability of the school's improvement and post-Ofsted action plan, leading on specific areas
- To be an exemplary teacher providing high quality teaching and learning to ensure successful outcomes for all
- To meet all Teachers' Standards and carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document

Key Responsibilities

As a member of the Senior Leadership Team, your role is essential in ensuring the outstanding impact of the team. All members of the Senior Leadership Team are responsible for the team's success. You must be seen to demonstrate a personal enthusiasm and commitment to every aspect of leadership around making positive differences to young people. Furthermore, you must be central to building and sustaining strong, positive relationships within the Senior Leadership Team inorder to drive forward our commitment and vision that the school is outstanding in every area.

The person appointed to this position, in addition to carrying out the professional duties of a school teacher, including those duties particularly assigned to him/her by the Headteacher, shall:

- To act as SENCo
- Strategic leadership for SEND, ensuring high-quality provision for pupils with additional needs, promoting inclusive practice across the curriculum and working closely with families, staff and external agencies to secure positive outcomes for all learners.
- Be fully committed to the safeguarding of students
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential both academically and personally
- Have strategic responsibility for a whole school initiative or area of learning
- Play an active role in the development of quality assurance, coaching and development of staff for which they are accountable including ECTs
- Implement and deliver an appropriate broad and balanced curriculum, adapted where necessary to meet the individual needs of students
- Embrace the school's Mission and Values and encourage all stakeholders to do the same

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- Establish clear communication of the school's expectations to all stakeholders
- Establish clear structures and boundaries for students so that they know how to be successful
- Monitor and address adherence to uniform policies and standards issues
- To be the senior leadership link for a designated curriculum area
- To be a highly visible proactive presence around the school promoting positive behaviour and ensuring the smooth day-to-day running of the school including supervision duties and assemblies
- To be a highly effective classroom practitioner undertaking an appropriate teaching load in their designated subject
- Liaise with the Headteacher and/or Deputy Headteacher to establish effective academic and social reintegration meetings and processes after exclusions
- Assist with collating and analysing pupil, parent and staff views
- Create the concept of a 100% school – on time, equipped, ready and willing to learn
- Liaise with all assistant headteachers on data and raising achievement plans
- Work with the local governing body to enable them to meet statutory responsibilities
- Be able to present on the school's performance and other school initiatives to a range of stakeholders including parents, governors, CCCAT and other external agencies
- Have exemplary professional conduct and be a role model for all staff and students offering leadership, direction and support through effective communication and interpersonal skills
- Ensure all safeguarding procedures are in line with KCSiE. The postholder may be required to be the Designated Safeguarding Lead
- Ensure that the child protection policies and procedures adopted by the local governing body and CCCAT are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively
- Ensure that the school's and CCCAT's vision is articulated, shared and work with staff to translate the school's vision into agreed objectives and operational plans which will promote and sustain the school's improvement journey
- Be responsible for the line management of staff
- Work with schools within CCCAT and other schools to share good practice and develop provision within the school
- Create and maintain partnerships with parents and carers to support and improve students' achievement and personal development

General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain clam in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

All Assistant Head postholders will be expected to:

- Be able to articulate a clear vision for Catholic education and the distinctive nature of Catholic schools.
- Have a passion for working in education and a drive to secure the best possible outcomes for our children and young people.
- Be knowledgeable about how to support students from a diverse range of backgrounds and those with complex needs.
- Be a compassionate leader willing to support colleagues who may be experiencing difficulties.
- Have proven leadership skills within secondary education and be able to evidence the impact of their school improvement work which they have undertaken in their own setting
- Be committed to continual self-improvement and reflect on how to improve their own professional practice
- Have a proven track record of their students making good academic progress, as demonstrated in external examinations.
- Be committed to following the Trust's and schools' policies and procedures at all times
- Be able to work in successful partnership with the Headteacher and collaborate with Trust colleagues to raise standards both within their own school and across the Trust
- Have strong moral and ethical principles and values
- Act with the utmost integrity at all times
- Be open to new ideas, committed to working as part of a team and, essentially, have a good sense of humour.

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Person Specification
Assistant Headteacher

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
A good Honours Degree	E	A
Qualified Teacher Status	E	A
Evidence of relevant CPD appropriate to the post or willingness to undertake appropriate professional training (e.g.NPQSL, Catholic Senior Leadership programme etc.)	E	A
EXPERIENCE		
Senior and/or middle leadership in a secondary setting	E	A/I/R
Working in a challenging and diverse environment	D	A/I/R
Leadership of an inclusion and transition provision in a school	D	A/I/R
Clear vision of education and its purpose in an inclusive environment	D	A/I/R
Successful record of having a significant impact on outcomes for all students	D	A/I/R
Developing and leading the implementation of strategies to drive whole school improvement	D	A/I/R
Successful record of implementing strategies that have had a positive impact on the quality of inclusion, transition, welfare and safeguarding in a school	D	A/I/R
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Sound knowledge of current educational issues	E	A/I/R
Ability to interpret DfE regulations and support the development of appropriate policies	E	A/I/R
To support the Headteacher and senior leadership team's vision in leading and implementing whole school improvement	E	A/I/R/SP
Knowledge and understanding of effective strategies linked to the strategic area of responsibility	E	A/I/R
Knowledge and awareness of statutory requirements at KS3 and KS4	D	A/I/R
Knowledge and experience of the quality assurance of school improvement areas through monitoring performance and outcomes	E	A/I/R
PERSONAL AND PROFESSIONAL SKILLS, ATTRIBUTES AND ABILITIES		
Be a strong and committed practising Catholic	D	I/R
Contribute to the Catholic ethos of the school	E	A/I/R
Act with the utmost integrity at all time	E	A/I/R
The ability to demonstrate strategic thinking and planning as part of school self-evaluation and improvement	E	A/I/R
Demonstrate a strong commitment to outstanding progress and attainment for all	E	A/I/R
A highly professional approach to their work, including commitment to ensuring excellent standards of behaviour at all times	E	A/I/R

The ability to motivate and inspire students	**E**	**A/I/R**
Ability to lead on aspects of CPD for all staff	**E**	**A/I/R**
Ability to work collaboratively	**E**	**A/I/R**
Excellent interpersonal and communication skills with the ability to present to a variety of audiences	**E**	**A/I/R**
Be committed to equal opportunities	**E**	**A/I/R**
To uphold all aspects of safeguarding	**E**	**A/I/R**
Potential for further promotion	**D**	**A/I/R**
Be willing to consent to apply for an enhanced disclosure and barring service check	**E**	**A/I/R**

***Application/Interview/References/Selection Process**