



Job Description

Assistant Headteacher

Achievement/Impact of Curriculum intent and Implementation

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Check from the Criminal Records Bureau (DBS) and obtain any other statutorily required clearance

School Mission Statement

"I have come they may have life and have it to the full"
John 10:10,

Please note: this job description must be read in conjunction with the current School Teachers' Pay and Conditions Document, particularly Part XII – 'Conditions of Employment of Teachers other than Head Teachers', which itemises the general conditions of employment governing this post.

Role	Assistant Headteacher
Job Purpose	<p>To be responsible for...</p> <ul style="list-style-type: none"> • The strategic direction of the school in workings with the Headteacher and Senior Leadership Team • The provision, development and evaluation of the school's strategic plan for student impact. • The effective management of staff and resources • Other areas of responsibility defined as a result of the interview process • Any additional duties that the Headteacher might reasonably request for the effective leadership and management of the school
Reporting To	<ul style="list-style-type: none"> • Headteacher
Responsible For	<ul style="list-style-type: none"> • Link Curriculum Areas as designated by the Headteacher • Relevant components of School Self Evaluation Reports & Improvement Plans
Salary/Grade	<ul style="list-style-type: none"> • Leadership ISR 9-13
Disclosure	<ul style="list-style-type: none"> • Enhanced
MAIN DUTIES & ACCOUNTABILITIES	
Catholic Ethos	<ul style="list-style-type: none"> • To actively support the Catholic Christian Ethos of our school • To be a witness to the vision of secondary education within the context of the mission of Ellesmere Port Catholic High School and the Diocese of Shrewsbury as a Catholic School • To support role of the school in the parish and wider community • To contribute fully to the School Self Evaluation under the Shrewsbury Diocese Section 48 Framework
Strategic Planning/Operational	<ul style="list-style-type: none"> • To evaluate and strengthen the achievement of students across the school years 7-11 • Contribute, with the Headteacher, to school-wide policy development. • Support the development and implementation of the schools' quality assurance framework • Take a lead on specific aspects of appraisal arrangements in school
Learning & Teaching	<ul style="list-style-type: none"> • Contribute to the whole school self-evaluation process and report to the Headteacher and governors of standards across the school • To produce reports for the Headteacher, Governors, Diocese, LA or OfSTED as required. • To develop experiences that would enhance the Spiritual, moral, social and cultural development of students
Leadership & Management	<ul style="list-style-type: none"> • Manage, oversee and coordinate as appropriate, impact of the curriculum intent and implementation in years 7-11 • To produce reports for the Headteacher and governors as appropriate

	<ul style="list-style-type: none"> • Lead on project 70 with SLT • Lead on the Options process in year 9 alongside the Curriculum Support Manager
Performance & Standards	<ul style="list-style-type: none"> • Analyse and interpret relevant national local and school data to ensure that student achievement is maximised
Co-Opted to	<ul style="list-style-type: none"> • Governors committees as requested by the Headteacher
General Duties	<p>As a member of the leadership team to have a shared responsibility for:</p> <ul style="list-style-type: none"> • Promoting, upholding and embedding the Catholic ethos of the school • Promotion, upholding and embedding a positive school ethos and a culture of all can achieve. • Contribute to the smooth day to day running of the school • Supporting staff regarding issues of pupil discipline • Participating in and supporting staff in duties • Taking assemblies • Participating in performance management reviews • Leading and managing whole school self-evaluation • To represent the school and actively make links with external agencies • To attend, contribute to and when required lead meetings at all levels including departmental, whole school and governor • Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community • Promote and support extra-curriculum provision and the broader life of the school and the community • Assist with and when appropriate lead the organisation and administration of the day to day, termly and annual routines of the school and special occasions. • To contribute to the review and writing of school policies • To undertake the normal responsibilities of a class teacher
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>March 2023</p>	