

## Brentwood Ursuline Convent High School



### Assistant Headteacher Job Description

**Post Held:** Assistant Headteacher  
**Responsible To:** Headteacher  
**Salary Scale:** Leadership Spine L12 to L16 (Fringe)  
**Responsible For:** Decided by the Headteacher annually. Initially Head of Sixth Form

**Duties:** The Teachers' Pay and Conditions Document specifies the general professional duties of an Assistant Headteacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**Particular Duties:** Under the overall direction of the Headteacher and in the light of the school's mission statement to undertake the following responsibilities:

#### Strategic Direction and Ethos

1. To assist the Headteacher in maintaining the ethos of the school.
2. To assist the Headteacher in setting an example of high quality performance in standards and leadership.
3. To play a major role, under the overall direction of the Headteacher, in
  - formulating the aims and objectives of the school;
  - establishing the policies through which they shall be achieved;
  - managing resources to that end; and
  - monitoring progress towards their achievement.

#### Staff

1. To participate in, as required, the appointment and management of teaching and associate staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.

#### Students

1. To ensure the highest standards of achievement for all students, through high expectations and well balanced curriculum
2. To ensure the entitlement of all students to have equal access to and participation in all aspects of the curriculum

3. To identify and provide for the specific needs of all students including those with special educational needs
4. To maintain effective support systems for students on entry to the school
5. To ensure that robust systems are developed and implemented for all aspects of child protection including the School's response to attendance, punctuality and behaviour

#### **Parents / Carers**

1. To maintain effective methods of consultation and communication, keep parents/carers fully informed about all matters relating to the education of their children and promote a positive relationship linking home and school in a supportive working partnership.

#### **Relationships beyond the School**

1. To assist the Headteacher in developing and maintaining effective relationships with the Diocese, the community, local employers and other agencies.
2. To undertake such other duties appropriate to the seniority of the position as may be required by the Headteacher.

#### **Areas of Responsibility**

We are a flexible SLT team and it is expected that all members contribute to leadership in all areas. Any specific duties will be assigned by negotiation and with regard to the particular skills, attributes and experience of the post-holder.

#### **Other**

1. To carry out any other duties relevant to the member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### Assistant Headteacher Person Specification

		Essential	Desirable
<b>LEADING A CATHOLIC SCHOOL</b>			
1	Practising Catholic		✓
2	Understanding of the distinctive nature of the Catholic school	✓	
3	Commitment to Catholic education	✓	
4	Experience of teaching and/or managing a Catholic school		✓
5	Ability to develop the Christian life of the school	✓	
6	Ability to offer, by personal example, a witness to Gospel values	✓	
<b>QUALIFICATIONS</b>			
7	Qualified Teacher status – Degree stature	✓	
8	Evidence of commitment to own professional development	✓	
<b>EXPERIENCE</b>			
9	Successful teaching experience across the secondary age range	✓	
10	Successful senior leadership and management experience at whole-school level		✓
11	High quality ICT skills	✓	
<b>PERSONAL QUALITIES</b>			
12	A creative and strategic thinker	✓	
13	Stamina, energy, resilience and sense of humour	✓	
14	Ability to build and lead effective teams	✓	
15	Ability to maintain a reflective strategic overview whilst meeting the operational needs of the school	✓	
16	Ability to prioritise tasks	✓	
17	Ability to inspire, motivate and support students, staff and governors	✓	
18	Ability to gain the trust of parents	✓	
19	Ability to speak with confidence for the community in a variety of contexts	✓	
20	Excellent interpersonal skills	✓	
<b>KNOWLEDGE AND UNDERSTANDING</b>			
21	The ability to understand global and national trends and to plan in line with these	✓	
22	The ability to plan strategically and to monitor and evaluate the outcome of planning	✓	

23	The ability to lead and understand change, creativity and innovation	✓	
24	Knowledge and understanding of leadership styles appropriate for a secondary school	✓	
		Essential	Desirable
25	Knowledge and understanding of the processes of self-evaluation, leading to school improvement	✓	
26	Knowledge and understanding of the statutory role of Governors in a Catholic voluntary-aided school		✓
27	Knowledge and understanding of strategies for raising the personal and academic achievement of all students	✓	
28	Knowledge and understanding of curriculum management in a secondary school		✓
29	Knowledge and understanding of strategies for improving teaching and learning and the use of assessment for learning	✓	
30	Knowledge and understanding of new technologies and their use and impact to support learning	✓	
31	Knowledge and understanding of the collection and use of data to support achievement	✓	
32	Skills in maintaining high standards of discipline and behaviour to support learning	✓	
33	Commitment to equal opportunities throughout the school	✓	
34	Knowledge of staff management issues, including pastoral care, performance management and professional development		✓
35	Knowledge of strategies for developing effective teachers	✓	
36	The ability to communicate orally and in writing with all those with an interest in the school	✓	

Candidates may choose to address these in their application.