



# St Alban's Catholic High School



*'Learning, Respecting, Caring'*

## ASSISTANT HEADTEACHER

### Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

**Teacher Salary:** Leadership Spine L13-17

**Responsible to:** Headteacher

**Job Purpose:** To provide dynamic leadership and effective management within a Catholic Ethos for St Alban's Catholic High School, to ensure the highest standard of Behaviour and Safety across the School and Sixth Form. Lead responsibility for safeguarding and child protection (including online safety) within the school

### Safeguarding and Child Protection

- Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Raise awareness of the school's child protection policies ensuring they are understood and used appropriately
- Ensure the school's Child Protection Policy is reviewed (at least annually) and known, understood and used appropriately.
- To liaise and co-ordinate with colleagues within own setting and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations within the setting.
- Liaise with the Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Understand the unique risks associated with online safety and recognise the additional risks that children with SEN and disabilities face online
- Liaise with staff (especially pastoral support staff, IT Technicians and SENDCO on matters of safety and safeguarding including online and digital safety,
- Ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements.

- In conjunction with the Headteacher, make adequate and appropriate cover arrangements for safeguarding where concerns/issues occur out of hours/out of term
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned by setting from planning and intervention meetings are successfully carried out and monitored

### **Behaviour and Safety**

- To ensure the school has a systematic and consistent management of behaviour policy and procedure that is followed by all and regularly monitored and evaluated holding all to account.
- To instigate, monitor and evaluate a system to ascertain students' attitudes to learning and conduct in lessons and around the school and to take positive actions to address identified issues.
- To ensure teachers manage the behaviour and expectations of students to ensure all have an equal and fair chance to thrive and learn in an atmosphere of respect and dignity
- To ensure students' have the ability to assess and manage risk appropriately and to keep themselves safe.
- To ensure high levels of attendance and punctuality at school and in lessons.

### **Inclusion**

- To monitor and evaluate students' behaviour towards, and respect for others including freedom from bullying and harassment that may include cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion, and belief, gender reassignment or disability and take positive action to address identified issues.
- To ensure the school is inclusive and meets the needs of all students
- To ensure all vulnerable groups make levels of progress above the national average

### **Strategic Direction and Ethos**

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

### **Staff**

- 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**

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

- To identify and provide for the specific needs of all students including those with special educational needs.
- To maintain effective support systems for students on entry to the school.
- 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**

- 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.
- To provide strategic leadership in the maintenance and promotion of the school through social media.

**Teaching:**

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects;
- Plan and achieve progression in students' learning in line with agreed expectations on targets;
- Set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives;
- Ensure that high quality teaching and learning takes place in all allocated classes;
- Mark, assess, record and report on student achievement and maintain records as required by school policy;
- Maintain accurate records and use assessment data to monitor progress, targets and take action;
- Contribute to the development of schemes of work, school and department policies as requested;
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies;
- Monitor targets for students on report;
- Undertake specific duties as agreed with your Senior Leadership Team link;
- Attend and contribute positively to meetings and professional development activities;
- Promote and contribute where possible to the school's extra-curricular programme; including support in delivering the Career Ready programme in our Sixth Form;
- Meet deadlines for reports, marking, submission of coursework and other assignments;
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the departments or examination boards;
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence;
- Follow school policy and support the Senior Leadership Team in the effective operation of the school;

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed:	Signed:
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:



## Person Specification

<b>Professional Qualities and Experience:</b>	<b>Essential</b>	<b>Desirable</b>
Degree standard or equivalent	✓	
Masters qualification in a relevant field		✓
Qualified Teacher Status	✓	
Enthusiastic about the education and welfare of young people	✓	
Evidence of further Professional Development at a Senior level i.e. NPQSL		✓
Excellent classroom practitioner		
Experience of working with students across the secondary age range and with learning difficulties or disabilities	✓	
Experience in safeguarding	✓	
Senior Leader and management experience		✓
A strong understand of the Ofsted framework	✓	
Experience of conducting staff induction, mentoring and performance management		✓
Commitment to supporting community/external agencies involvement in school		
<b>Personal Qualities:</b>		
Good organisational skills	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
A commitment to the highest standards of safeguarding	✓	
To enjoy working with young people	✓	
To be flexible and willing to take on new challenges	✓	
<b>Team Working Skills:</b>		
Ability to support and work with teams	✓	
Able to prioritise, plan and organise	✓	
Ability to liaise with others	✓	
Set high standards and provide a role model for students	✓	
To be open to ideas	✓	
To be able to support others where necessary	✓	
To deal sensitively with people and be able to resolve conflicts including supporting restorative approaches	✓	
<b>Decision Making Skills:</b>		
To make reasonable decisions based upon evidence	✓	
To think creatively and imaginatively	✓	
To anticipate and solve problems	✓	
To demonstrate good judgement	✓	
To be able to prioritise	✓	
<b>Communication Skills:</b>		
To communicate effectively, orally and in writing with a range of audiences	✓	
To negotiate and consult effectively	✓	
Be a confident and comfortable public speaker, in meeting and larger groups	✓	
<b>Self-Management:</b>		
Able to prioritise and manage time effectively	✓	

Work under pressure and to deadlines	✓	
<b>Administrative Skills:</b>		
To have sound administrative skills, able to stay on top of paperwork whilst maintaining attention to detail	✓	
To be confident in the use of ICT processes as an integral part of daily working		✓
<b>Personal Qualities:</b>		
To have an excellent attendance record at work		✓
To be flexible and willing to take on new challenges	✓	
To have energy, vigour and perseverance, self-confidence, enthusiasm, reliability, integrity and a good sense of humour	✓	
Ability to demonstrate and promote good practice in line with the Catholic ethos of the school	✓	