



# ST JOHN PAYNE CATHOLIC SCHOOL

## **School Leadership Team Job Description**

The School Leadership Team is the key leadership group within the school, as well as having a major role to play in the day-to-day running of the school. All members of the SLT have particular responsibility for the development, delivery and monitoring of whole school systems and practices, the support and supervision of middle leaders and ensuring good discipline around the school. They play a crucial role, through systems of line management, in ensuring that the School Improvement Plan is a working tool, which moves the school forward. This is a key aspect of ensuring that the ethos of the school is given a practical focus and it is the responsibility of the SLT to ensure that the vision for the school is delivered by working effectively with all staff in the school.

SLT members are expected to attend whole school functions, to represent the public face of the school and to organise programmes for inspectors and other visitors to the school. This is vital for the school to maintain a good public profile and for good relations within the community.

Each member of the School Leadership Team is expected to take assemblies, chair ad hoc working groups as and when necessary and to contribute to an SLT presence around the school. Each senior leader line manages a number of departments.

Precise responsibilities within the School Leadership Team will be determined once the final composition of the team is known. However, it would be useful for candidates to identify areas of expertise or interest in leading and managing in their application.

The SLT is the decision-making body of the school. Decisions will be informed as far as possible, by the views of staff, through the normal consultative processes of the school.

The current 'School Teachers' Pay and Conditions of Employment' document specifies the general professional duties of school teachers.

All teachers are reminded of the School Mission Statement from which our self-evaluation, the School Development Plan and, in turn, job descriptions derive. In this connection all teachers are employed by the Governing Body and must have due regard to the Roman Catholic character of the school and must not do anything in any way detrimental to the interest of the same as outlined in the 'Contract of Employment'.

Every member of staff has an obligation to work in a safe and responsible manner and to comply fully with all codes of practice, safety instructions and procedures as set out in the school health and safety manual - copy of which is lodged with each department or support area in the school. Every member of staff must work in a manner that avoids exposing others to risk. Every member of staff must inform the Health and Safety Officer in writing if health and safety standards are felt to be inadequate in the work place.

Every member of the staff must work in a manner that underpins the 'Every Child Matters' recommendations, namely: That young people in our care; be healthy; enjoy and achieve; stay safe; make a positive contribution and achieve economic well-being.



## **ASSISTANT HEADTEACHER**

### **Job Description**

#### **Job Purpose Assistant Headteacher**

To assist and support the Headteacher in providing professional leadership and management of the school to secure high quality teaching, continuous and sustained levels of pupil progress, effective use of resources, and high standards of learning and achievement for all pupils in the school.

To assist the Headteacher in maintaining the ethos and distinctive Catholic nature of the school.

#### **Responsibilities**

Responsibilities of the post holder will be determined following consideration of experience and interests of the successful candidate and those existing members of the School Leadership Team. The following indicates those responsibilities of all the Assistant Headteachers in the SLT. From these specific duties will be allocated. Allocation will be made on the basis of experience and interest and also with the need for professional stretch and development in mind.

- Teaching within a department appropriate to subject qualification and experience.
- Line management responsibility for assigned departments/year groups.
- Maintenance and monitoring of all school policies in the remit of the post holder.
- Representation on Governors' Committees and PTA.

#### **Areas from which specific responsibilities will be allocated**

- Standards and Achievement
- Analysis of school data
- Curriculum planning and development
- Target setting Years 7 to 11
- Target setting in Sixth Form
- Pupil Data tracking
- Lesson observation and subject reviews
- Teaching and learning development
- Intervention strategies
- College links and vocational education
- School Self Evaluation
- Oversight and monitoring of cover and staff absence
- Staff duties and events planning
- Pastoral organisation
- Pupil rewards and sanctions
- Inclusion
- Pupil Support Programmes
- Safeguarding and Child Protection
- Attendance
- Quality assurance both pastoral and academic
- INSET and professional development
- Initial Teacher Training Partnerships

- NQT induction
- Extended Schools including Community Cohesion
- School Council, Pupil voice, Student Leaderships and Prefects
- Healthy Schools Initiative
- Gifted and Talented provision
- Educational Visits Co-ordination
- School display, website and publicity including school prospectus
- Information advice and guidance and work experience
- Strategic leadership of ICT

To carry out any other duties that may be reasonably requested by the Headteacher.