

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science



JOB DESCRIPTION

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| **Title of Post:** | **Teacher: Assistant Head Teacher** |
| Purpose: | To support the Head Teacher in providing vision, purpose and leadership: to ensure the commitment of all involved in the school to its aims and vision.  To support the Head Teacher in planning the strategic direction and development of the school including within the specific remit of their role.  To ensure the highest standards of teaching and learning at all key stages.  To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources in relation to their role.  To be involved in the wider life of the school community and the wider educational community.  To line manage designated areas of the curriculum.  To take responsibility for agreed whole school areas and their continued improvement and efficacy. |
| Responsible to: | Head Teacher |
| Responsible for: | The provision of a full learning experience and support for students. |
| Liaison with: | Head Teacher, Assistant Head Teachers, subject staff, any relevant support staff, LA representatives, external agencies and parents. |
| Working Time: | Full Time – 195 days per year |
| Salary Scale: | Leadership: L 11 - 15 |
| Disclosure level: | Enhanced |
| **Main Duties** |  |
| To support the Head Teacher in providing vision, purpose and leadership to ensure the commitment of all involved in the school to its aims and vision. | * Demonstrate commitment to, and involvement with the Catholic ethos and aims of the school. * To articulate the vision for their areas of responsibility and take staff with them to establish ‘buy in’. |
| To support the Head Teacher in planning the strategic direction and development of the school. | * Work as a member of the Senior Leadership Team contributing to whole school planning and policy formulation. * Lead evaluation strategies to contribute to overall school self-evaluation. * Plan and implement strategies where improvement needs are identified. |



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Job Description Continued

JOB DESCRIPTION continued



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| To ensure the highest standards of teaching and learning at all key stages. | * Exemplify an outstanding standard of classroom practice. * Keep up to date with national developments in areas of responsibility. * Lead on the organisation, implementation and evaluation of areas of responsibility. * Monitor and evaluate the quality and impact of their work in supporting the achievement of all students. * Maintain effective partnerships with parents to support and improve students’ achievement and personal development. * Contribute to the development of effective links with the education, faith and business communities to extend and enhance progression. * Assist in maintaining high standards of achievement and behaviour. |
| To share responsibility for the daily administration and management of the school; including the effective deployment of staff and resources. | * To line manage designated areas of the curriculum. * Maximise the contribution of staff to improving the quality of education provided and the standards achieved. * Ensure that Appraisal arrangements are effectively carried out. * Plan the deployment of staff expertise to achieve school improvement objectives. * Assist with the recruitment and appointment of staff. * Contribute to the training and professional development of staff. * Manage and organise accommodation and resources efficiently and effectively to ensure that they meet the needs of the curriculum. * To monitor Health and Safety practice. |
| Safeguarding children. | The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification. |
| Teaching. | To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| Additional Duties. | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |





JOB DESCRIPTION continued

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job.

**Assistant Head Teacher** …………………………………………

**Head Teacher** ……………………………………………………..

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| Other specific duties. | * To support the school in meeting its legal requirements for worship. * To promote the school’s corporate policies. * To continue personal development as agreed. * To actively engage in the staff review and development process. * To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above. |