

St Alban's Catholic High School



'Learning, Respecting, Caring'

ASSISTANT HEADTEACHER

STUDENT CONDUCT AND ENGAGEMENT

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.

Behaviour and Safety

- Develop the student reward programme and line manage the pastoral team in school to ensure that all students can draw on positive experiences in school.
- 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' can assess and manage risk appropriately and to keep themselves safe.
- To ensure high levels of attendance and punctuality at school and in lessons.
- Ensure compliance with all DfE suspension and exclusion guidance including the provision of work for students.
- Maintain oversight of students accessing alternative provision and support referrals to agencies where appropriate.

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:
 - o formulating the aims and objectives of the school
 - o establishing the policies through which they shall be achieved
 - o managing resources to that end
 - o 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;
- Carry out the role of Form Tutor as required.

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. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

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

