Job Description
Assistant Headteacher – Teaching and Learning

Main purpose of the post
To help lead the future vision and development of Saint Paul’s Catholic High School and Wythenshawe Catholic Academy Trust (WCAT)
To strategically lead the direction and development of Saint Paul’s Catholic High School with specific areas of responsibility
To take responsibility and accountability of the school’s improvement and post Ofsted action plan leading on specific areas
To be an exemplary teacher providing high quality teaching and learning to ensure successful outcomes for all
To maintain and develop the Catholic ethos of the school
To meet all teachers standards and carry out the duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document

Key Responsibilities

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential both academically and personally
- To have strategic responsibility for a whole school initiative or area of learning
- To play an active role in the development of quality assurance, coaching and development of staff for which they are accountable
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
- To monitor and support the overall progress and attainment all students
- To be the senior leadership link for a designated curriculum area
- To be a highly visible proactive presence around the school promoting positive behaviour and ensuring the smooth day to day running of the school including supervision duties and assemblies
- To be an effective classroom practitioner undertaking an appropriate teaching load in their designated subject
- To be committed to the safeguarding of children
- Be of exemplary professional conduct and a role model for all staff and students offering leadership, direction and support based upon effective communication and interpersonal skills
- To report regularly to the appropriate Trust committee and/or the full governing body on specific aspects of the school action plan
Specific Responsibilities

These will be discussed with the post holder and will be relevant to their area(s) of specialism

Teaching and Learning

- The post holder will monitor and evaluate the teaching standards against the most recent OFSTED report and update the relevant sections for the school's improvement plan and self-evaluation
- The post holder will ensure the accurate monitoring of teaching and learning standards within the school
- The post holder will maintain up to date records of teacher standards, CPD undertaken by staff and the impact of training and support programmes on teacher and student performance
- The post holder will oversee and support with the training and development needs and requirements of all staff
- The post holder will monitor and evaluate the effectiveness of St Paul’s teaching and learning policy
- The post holder will ensure that Heads of Department and Pupil Progress Leaders rigorously track the quality of teaching and learning within their subject area / year group
- The post holder will intervene immediately through training, coaching and external support programmes to arrest underachievement due to weak teaching
- The post holder will oversee the development of schemes of work and curriculum maps to ensure that they meet expectations and facilitate progress for all
- The post holder will promote career development and opportunities for career progression
- The post holder will work with the Senior Leadership Team in the provision of both internal and external CPD
- The post holder will ensure that teachers and other staff have high expectations of what students can achieve
- The post holder will ensure that teacher knowledge is secure and updated in line with new curriculum requirements
- The post holder will ensure that assessment information is used to plan appropriate teaching and learning strategies that enable all students to make good progress and achieve well
- The post holder will ensure that literacy and numeracy skills are developed and embedded through teaching and learning
- The post holder will ensure that additional teaching programmes are utilised effectively to support in improving student literacy and numeracy, especially for students who are at risk of underachieving
- The post holder will ensure that teachers plan lessons effectively
- The post holder will ensure that teachers manage student behaviour effectively with clear expectations that are consistently enforced
- The post holder will embed the school’s marking policy to ensure that all teachers provide students with incisive feedback that shows them how to improve their work
- The post holder will ensure that teachers set challenging homework that consolidates learning
- The post holder will support with the development of training programmes for unqualified and newly qualifies teaching staff
• The post holder will undertake other duties and relevant tasks which the post holder may occasionally be required
• The post holder will uphold and actively support the policies and procedures within the school on the safeguarding of young people

Data and Assessment
• Maintain up to date triangulated data of teaching standards
• Analyse and interpret the school’s data to inform intervention and improvement strategies across the school
• Provide all relevant stakeholders with robust information relating to the school’s performance

Curriculum Development
• Oversee the quality assurance of all schemes of work and curriculum planning
• Oversee the quality assurance of departmental monitoring of teaching and learning
• Take a lead role in supporting the development of an innovative curriculum to raise aspiration and achievement
• Oversee the development of literacy and numeracy programmes across the school

Developing self and working with others
• Take a lead role in the delivery of bespoke CPD including in school INSET and external training
• Manage the school coaching programme
• Lead on training of staff who are new to the school
• Provide support to the professional mentor with responsibility for QTS, NQT and PGCE programmes
• Further develop the teaching and learning team within school

Shaping the future
• Ensure that St Paul’s and WCAT’s vision is articulated, shared and understood by all
• Work with staff to translate the school’s vision into agreed objectives and operational plans which will promote and sustain the school’s improvement

Securing Accountability
• Be responsible for the line management and performance management of specific areas of the school
• Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
• Be able to present the school’s performance and other school initiatives to a range of stakeholders including parents, governors, WCAT and other external agencies

Strengthening the community
• Work with schools within WCAT and other schools to share good practice and develop provision within the school
• Create and maintain partnerships with parents and carers to support and improve students’ achievement and personal development

Child Protection and Safeguarding
• Ensure that the child protection policies and procedures adopted by the local governing body and WCAT are fully implemented and followed by staff
• Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively

We are looking for someone who:

• Has a clear vision of Catholic education.
• Is an experienced leader with a track record of sustained delivery of outstanding achievement with a solid understanding of how to develop and implement strategies to achieve whole school improvement
• Has excellent interpersonal skills and the ability to motivate all stakeholders to raise standards.
• Is able to translate the school’s vision into agreed objectives and operational plans that secure and sustain school improvement
• Has drive and enthusiasm combined with tenacity to make a visible change to our school community ensuring that students’ potential becomes a reality.

In return we can offer

• An opportunity for career development in working alongside the Headteacher and SLT which is driven, ambitious and committed to excellence.
• A school that has taken positive steps in response to being judges as ‘Requires Improvement’ and which has the full support of staff, governors, WCAT and the Diocesan Education Commission.
## Person Specification

**Assistant Headteacher – Teaching and Learning**

### Qualifications

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential or Desirable</th>
<th>How and When Measured</th>
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</thead>
<tbody>
<tr>
<td>A good Honours Degree</td>
<td>E</td>
<td>A</td>
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<tr>
<td>Qualified Teacher Status</td>
<td>E</td>
<td>A</td>
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<tr>
<td>Evidence of relevant CPD appropriate to the post</td>
<td>E</td>
<td>A</td>
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### Experience

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<tr>
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<th>How and When Measured</th>
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<tbody>
<tr>
<td>Senior and/or middle leadership in a secondary setting</td>
<td>E</td>
<td>A/I/R</td>
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<td>Working in a challenging and diverse environment</td>
<td>E</td>
<td>A/I/R</td>
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<tr>
<td>Leadership of an inclusion and transition provision in a school</td>
<td>D</td>
<td>A/I/R</td>
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<tr>
<td>Clear vision of education and its purpose in an inclusive environment</td>
<td>D</td>
<td>A/I/R</td>
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<td>Successful record of having a significant impact on outcomes for all students</td>
<td>D</td>
<td>A/I/R</td>
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<tr>
<td>Developing and leading the implementation of strategies to drive whole school improvement</td>
<td>D</td>
<td>A/I/R</td>
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<tr>
<td>Successful record of implementing strategies that have had a positive impact on the quality of inclusion, transition, welfare and safeguarding in a school</td>
<td>D</td>
<td>A/I/R</td>
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### Professional Knowledge and Understanding

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<thead>
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<th>How and When Measured</th>
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<tbody>
<tr>
<td>Sound knowledge of current educational issues</td>
<td>E</td>
<td>A/I/R</td>
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<td>Ability to interpret DfE regulations and support the development of appropriate policies</td>
<td>E</td>
<td>A/I/R</td>
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<tr>
<td>To support the Headteacher and senior leadership team’s vision in leading and implementing whole school improvement</td>
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<td>A/I/R/SP</td>
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<tr>
<td>Knowledge and understanding of effective strategies linked to the strategic area of responsibility</td>
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<td>A/I/R</td>
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<tr>
<td>Knowledge and awareness of statutory requirements at KS3 and KS4</td>
<td>D</td>
<td>A/I/R</td>
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<tr>
<td>Knowledge and experience of the quality assurance of school improvement areas through monitoring performance and outcomes</td>
<td>D</td>
<td>A/I/R</td>
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### Personal and Professional Skills, Attributes and Abilities

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<thead>
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<th>Essential or Desirable</th>
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<tr>
<td>Contribute to the Catholic ethos of the school</td>
<td>E</td>
<td>A/I/R</td>
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<td>The ability to demonstrate strategic thinking and planning as part of school self-evaluation and improvement</td>
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<td>Demonstrate a strong commitment to outstanding progress and attainment for all</td>
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<td>A highly professional approach to their work, including commitment to ensuring excellent standards of behaviour at all times</td>
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<td>A/I/R</td>
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<td>The ability to motivate and inspire students</td>
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<td>A/I/R</td>
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<td>Ability to lead on aspects of CPD for all staff</td>
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<td>A/I/R</td>
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<td>Ability to work collaboratively</td>
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<td>Excellent interpersonal and communication skills with the ability to present to a variety of audiences</td>
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<td>Be committed to equal opportunities</td>
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<td>To uphold all aspects of safeguarding</td>
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<td>A/I/R</td>
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<tr>
<td>Potential for further promotion</td>
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<td>A/I/R</td>
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<td>Be willing to consent to apply for an enhanced disclosure and barring service check</td>
<td>E</td>
<td>A/I/R</td>
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*Application/Interview/References/Selection Process*

The WCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The letter of application should be clear, concise and related to the specifics of the post advertised above in order to gain an interview**