

Bishop Chadwick Catholic Education Trust

St. Anthony's Girls' Catholic Academy



Job Description: Assistant Director KS3/4 (Temporary)

Web-site: www.st-anthonys-academy.com

E-mail: enquiries@st-anthonys-academy.com

Twitter:

@St_Anthonys3 (St. Anthony's)

@AAASixthForm (St. Anthony's and St. Aidan's Catholic Sixth Form)

@BeaconSch (Beacon Teaching Alliance based at St. Anthony's)

Telephone: 0191 5658904

Salary:

TLR 2b

Responsible to:

Deputy Director of KS3 or Deputy Director KS4

The academy is designated by the Secretary of State as an academy with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law and the teachings of the Roman Catholic Church. At all times the school is to serve as a witness to the Catholic Faith.

The appointment is with the trust under the terms of the Catholic Education Service contract as the employers. It is subject to the current conditions of service contained in the School Teacher's Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Assistant Director KS3/KS4 shall consult with the Deputy Director of KS3/4 and, when appropriate, with the Assistant Head Teacher and Deputy Head Teacher, Head Teacher, governing body, the trustees, diocese and the local authority. The post involves ensuring pastoral care for the pupils of a particular main school year group (to be determined by senior pastoral leaders), liaising with the staff of the school, the parents of the pupils, the parishes served by the school and other local Catholic schools particularly those within the trust and where collaboration is being developed.

The governing body and trustees acknowledge the importance of the role of the Assistant Director KS3/4 and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. The governing body and trustees are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and the person appointed must ensure that the highest priority is given to following the guidance and regulations to safeguard them.

Key roles and responsibilities**Vision and Ethos:**

- for 11-16 education in this large, successful and well-established academy – working with the Director of KS3/4 and Senior Assistant Head Teacher;
- working within the Mercy ethos of the academy;
- to offer spiritual leadership and direction for the year group working with the Senior Assistant Head Teacher and Chaplain and also leading assemblies and liturgy within the relevant key stage;
- to be responsible for an annual review of Key Stage policies, procedures and achievement and make recommendations to the Deputy Director of KS3/4;
- linking closely with the Deputy Director of KS3 or Deputy Director KS4 to maintain excellent pupil attendance, behaviour and punctuality;

- to seek to provide an attractive environment which stimulates learning and enhances the appearance of the school, expresses the Catholic identity of the academy.

Programmes of Study:

- linking with the Deputy Head regarding option choices and any subsequent changes to programmes of study for individual students, groups of students, in-year admissions etc;
- managing crucial transition points eg. Y6-Y7, Y9-Y10 and Y11-Y12 working with the Deputy Directors and Director.

Retention, Progression and Achievement:

- contributing towards the maintenance of Very Good/Outstanding student outcomes at the relevant key stage;
- intervening to support girls not making the necessary progress and support them to overcome barriers to learning (Stage 1);
- intervening with regard to attendance and punctuality (Stage 1);
- link closely with SEND and all staff regarding the progress and achievement of vulnerable and disadvantaged students.

Information, Advice and Guidance:

- management of Key Stage parents' evenings and information evenings for parents and girls working with girls and parents working with senior staff;
- management of transition points with senior staff;
- communication of policies and procedures to girls and parents (Stage 1);
- linking with internal and external staff regarding transition information.

Accountability:

- commitment to the development of pastoral policies and procedures working with senior staff;
- ensuring that reports to parents are signed off by the year team and all deadlines are met working with the Data Manager.
- linking with the Examinations Officer regarding any arrangements for any internal and external examinations (appropriate to key stage);
- ensuring that work is undertaken to time and to deadline and that workload is prioritised.

CPD/Partnership:

- taking responsibility for professional development linked to role;
- developing new ways of working using new technology to manage workload;
- marketing the academy at key transition points Y6/Y7 and Y11/Y12 working with Director, Deputy Directors, Transition Co. and senior staff.

General:

- all leaders in a catholic school are responsible for its mission to the local and wider catholic community and beyond;
- contribute to the overall ethos, aims and work of the trust and the school;
- comply with all trust and/or school policies and procedures;
- leading/managing area of responsibility;

- attending meetings within the trust, school and external events as required;
- preparing policy and review papers linked to role as required and requested;
- maintaining a presence in local and national professional networks and through these and other means ensuring a current overview of sector policies and developments;
- complying with and upholding, in all respects, the trust and school code of practice on equality and diversity;
- accuracy and timelines of returns to statutory and external agencies, as required;
- accuracy, timeliness and quality of presentation of internal management information;
- achievement of streamlined and cost-effective processes for any relevant financial administration;
- participate in the school performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale;
- recognise own strengths and areas of expertise and use these to advise and support others;
- ensure personal professional development and self-reflection;
- be courteous to colleagues and provide a welcoming environment for visitors and callers;
- comply with any reasonable request from the Headteacher to undertake work of a similar level to that which is not specified in this job description.

The trust and school will offer trust, affirmation, clarity regarding decision making and support for the post-holder in the delivery of their role to:

- ensure that the post-holder is accountable for their role;
- ensure that the post-holder is supported with relevant partnership opportunities and professional development opportunities;
- make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed (MOS)..... Date.....

Signed (Headteacher)..... Date.....

November 2020