



ASSISTANT PRINCIPAL
Responsible for Catholic Life & Personal Development
L12-16
Responsible to: Principal and Governing Body
Required for Easter 2022

Job Purpose

Key relationships: Executive Principal, Principal/Head of School, Senior Leaders in both Bishop Milner Catholic College and St John Bosco Catholic Academy (SJBCA) partner schools, Pastoral leads, Form tutors.

This appointment is with the governors of the college in liaison with the directors of the Multi-Academy, under the terms of the Catholic Education Service contract signed with the directors as employers. The Governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Assistant Principal contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Assistant Principal shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the college, the parents of its pupils and the parish/es served by the college.

Members of staff at Bishop Milner Catholic College will role model the Catholic values of the college at all times and support the college in delivering its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed, as well as have a clear understanding of the college's code of conduct. Having high standards and expectations for all students to succeed is the minimum expectation.

Overall Responsibilities and Tasks

- Formulating the aims and objectives of the college
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the college's aims and objectives
- Ensuring that the college is conducted as a Catholic college accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham
- Religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church
- Religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church

Core Responsibilities

- To lead the Catholic ethos of the school, including Collective Worship and Catholic life
- To be a senior leader within the school acting as a role model of best practice to colleagues; undertaking duties, attending college events and representing the college in a professional capacity across the Diocese and other partnerships
- To be fully conversant with the Birmingham Diocese framework of Inspection of Catholic schools
- Ensure 10% of the curriculum time to age 16 and 5% of curriculum beyond age of 16 is devoted to RE
- To develop all curriculum areas to embrace the Catholic teaching and ethos of the school

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- To lead on spiritual and liturgical developments in conjunction with Head of RE
- To ensure high quality personal, social health and economics education (PSHE) Relationships and sex education (RSE) and spiritual and moral education
- To manage, deploy and develop the lay chaplain (TBC)
- To line manage the Lead Practitioner of RE, supporting performance management, teaching and learning, student progress and staff development
- Effectively manage financial and physical resources to ensure the college highlights and celebrates Catholic life
- Ensure the Catholic ethos of the college is promoted to all staff and students irrespective of their faith or no-faith
- Monitor and evaluate the impact of Catholicity on the academic and pastoral welfare of the students
- Report to Governors / Directors on the activities and spiritual development of Catholic Life in the college
- Provide induction, continual professional development and bespoke training to meet the needs of all staff regarding Catholic life
- To embrace and celebrate the multi-faith community that exists within the college, thereby enhancing the spiritual life of all students (Catholic and non-Catholic)
- Along with the Principal and the Senior Leadership Team, be the beacon of representation in the core values of our college

Strategic Direction and Development

- Develop and ensure implementation of a whole-college policy for Catholic Life in line with the aims and policies of the college
- Produce short, medium and long-term plans to develop Catholic life in relation to: - resources - staff professional development requirements - the aims of the college, and its policies and practices and ensure this is integrated into the college development plan
- Lead the spiritual development of all students and staff (Catholic and non-Catholic) across the college.
- Organise and lead on the college's mission
- Work with all dimensions of Catholic life, including, Chaplaincy and our feeder parishes to provide cohesion and continuity.
- Lead on the college's fund raising linked to the Liturgical Calendar and external events
- Promote and support the Liturgical work of the college and act as our link to the Diocese
- Foster and consolidate links with our immediate communities and parishes, including working with our parish priest
- Communicate to staff, students and Governors, current thinking and guidance of the Catholic Church
- Monitor and evaluate all aspects of the Catholic Life of the college and ensure the highest quality of provision. This should be creative, innovative and universal to engage all students in our community
- Work closely with the Principal in preparing and delivering the Section 48 inspection, including the key documentation.
- Line manage Lead Practitioner for RE ensuring the monitoring of RE plans and targets, together with pupil progress
- Coordinate the work of chaplaincy in conjunction with Lead Practitioner of RE, Chaplain, Eucharistic Ministers and SLT
- Link with Governor/Director who is responsible for RE and Catholic Life
- Use Diocesan, national, local and college management data effectively to monitor standards of achievement across the college in RE and Catholic Life
- Report to Governor meetings where appropriate
- Be involved in the extra-curricular life of the college, both RE and non-RE related, e.g. charity work, residential trips

Catholic Life and Collective worship (PICCL)

- Audit
- Monitor and evaluate the effectiveness
- Catholic Life Policy implementation
- Collective Worship policy implementation
- Design of yearly programme

- Oversee quality of provision
- Close working relationship with Birmingham Diocesan Leaders

Section 48 Inspection Preparations and SEF

- Regular reporting to Governors and Directors in liaison with the Principal
- Monitoring and evaluation of Catholic Life, Collective Worship and Religious Education.
- Chaplaincy programme for staff and pupils
- Liaison with local Priest/Chaplain and Mass/Liturgical celebration planning
- All retreat days
- Link with chaplaincy teams within SJBCA
- Work closely with primary feeder schools on chaplaincy and Catholic life provision
- Work with Catholic feeder primary schools on the RE curriculum at KS2 and 3
- Liaising with charities
- Prayer rota for staff
- Catholic partnership events and all related coordination
- Monitor catholic Life rewards
- Coordinating the pastoral programme.
- Lead and develop community links (Faith & Ethnic groups)

Teaching and Learning

- Ensure the college is following the requirements of the exam board and meet with requirements of the Catholic Education Directory
- Oversee curriculum coverage, continuity and progression in RE throughout the college and ensure it is meeting Diocesan requirements
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to ensure Catholic Life is experienced in all curriculum areas
- Support the RE department and the Lead Practitioner for RE in their self-evaluation by monitoring teaching and learning to achieve outstanding status in all aspects by:
 - Observation
 - Learning walks
 - Book scrutiny
 - Data analysis
 - Collaborative links with MAC schools/partners

Curriculum Development

- 'Personal Development curriculum' lead including the monitoring and evaluation of the effectiveness of PSHE
- RSE curriculum lead including the monitoring and evaluation of the effectiveness of RSE
- Providing coaching and support for Lead Practitioner for RE
- Line management of other subject/curriculum areas, in addition to RE (this is subject to change on an annual basis)
- Monitoring and evaluating the effectiveness of Religious Education in line with the Section 48 Inspection framework

Student Development and Training

- Lead and prepare the Catholic Life / Chaplaincy meetings and student group
- Lead and co-ordinate the college Prefects and leadership opportunities for students across all key stages
- Lead and develop 'Student Voice'
- Lead and develop student participation in whole college assemblies and liturgical celebrations

Staff Development and Training

- Lead professional development of staff through example and support to ensure full knowledge and understanding of what RE and Catholic Life should be in school
- Provide training for ECT's when joining Bishop Milner Catholic College including a training group for new staff (Catholic life and Collective Worship)
- Link to Catholic Higher Education establishments
- In liaison with the co-ordinator of college-based tutors for Schools direct, PGCE and undergraduate teaching routes, ensure the Catholic ethos is understood and delivered and support offered where necessary
- Line management of the Lay Chaplain (TBC)
- Coordinate and support staff with training and resources for them to produce high quality prayer, assembly and liturgy
- Develop the liturgical calendar and link to the college monitoring calendar
- Lead and support staff to provide college retreats and mission
- Develop partner school links and community links in activities that develop the Catholic/Faith life of the school
- Lead all staff to understand the importance of support for SEN, PP students and pastoral care of all in living out the virtues of our college

Accountability

- Annually evaluate 'The framework for inspection of schools' and reports to Principal, SLT and Governors
- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and governors
- Discuss with Principal and the Lead Practitioner for RE, the progress of RE regarding data, the development plan and the section 48 inspection framework SEF judgements
- Secure understanding of strategies for performance managements and appraise designated members of staff
- Establish resource and staff requirements for RE and Catholic life and inform the Principal of the priorities
- Keep abreast of all curriculum developments to ensure that Catholic values are supported
- Ensure that the college environment reflects the ethos of a Catholic school
- Report to Governors as required.

Professional Leadership Duties and Requirements

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools/colleges are integral to in changing lives for the better and for improving life chances
- Provide a vision and sense of purpose which supports the Catholic ethos of the college
- Be an enthusiastic role model, with excellent work ethic, efficiency and accountability in line with that of a senior leader in the college
- Provide effective line management for designated responsibilities and report back accordingly
- Support in whole college monitoring of the quality of teaching and learning and in the implementation of effective CPD
- Create a positive culture of high achievement and standards across the college and in all aspects of college life
- Take pride in and rewarding the achievements of staff and students
- Support, encourage and lead on the professional development of team members
- Work effectively and collaboratively with other senior leaders and middle leaders across the SJBCA to encourage a shared vision
- Write, review and implement whole college policies and procedures, and to hold others to account for college policy
- Be a positive and effective presence in and around college ensuring that high standards are consistently met in line with the vision of the Principal and the SJBCA
- Address any members of staff who fail to follow college policy or do not adhere to the College's Code of Conduct
- Undertake all reasonable duties as directed by the Principal or Vice Principal (including after college events) and participate in the 'on-call' system and detention system
- Present and prepare relevant documentation and impact as required for line management, SLT, Governing Body, Board of Directors, Inspections, SEF and CDP
- Establish and maintain positive effective working relationships with professional colleagues and parents.

- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan INSET training provision.
- Lead the college in the fostering of the college ethos.

Quality of Teaching

*This post will carry a teaching commitment in line with other Assistant Principals within the SJBCA (approx. 50% timetable).

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all college policies around teaching and learning and adhere to the college's code of conduct
- Report on the progress of these students in accordance with faculty and whole college policy

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder may be required to work some hours after college and evenings in order to engage with parents and attend external agency meetings as required. They will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the college's procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the college and to carry out such other duties as may reasonably be assigned by the Principal. The post holder is required to meet the standards set out in the college's code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Closing Date: 9am Friday 5 November 2021
Interviews: Week Commencing 8 November (TBC)