**THE ENGLISH MARTYRS SCHOOL AND SIXTH FORM COLLEGE** 

**POST TITLE:** Assistant Head in charge of Catholic Life and Character Development

**BAND:**  Leadership L11-L15

**PURPOSE:**  To be responsible and take leadership for whole school Catholic Ethos

**REPORTING TO:** Headteacher

**MAIN DUTIES & RESPONSIBILITIES**

* Strategically lead on Catholic Distinctiveness/Christian Ethos.
* Support sacramental preparation and celebration in partnership with the parish.
* Leadership of collective worship and whole school liturgies throughout the year.
* Leadership of wide range of opportunities to support students’ spiritual development. Including to coordinate ambitious and inclusive opportunities and reach for faith in action groups (CAFOD/ SVP/ School of Sanctuary/ John Paul II Award/ Strength though Unity Group).
* Ensure student participation in spiritual and religious opportunities, both in school and externally.
* Provide advice/guidance to Pastoral leaders, SLT and staff on Catholic life e.g. Assemblies, Spiritual dimension of tutor time, whole school events.
* Lead on the annual submissions of CSED and SEF.
* On-going monitoring and evaluation of all areas, including maintenance of CSED and school & college SEF for Catholic Life & Worship. To lead on areas identified for development within the timeframe identified.
* Line Management of key personnel and departments as directed by the Headteacher.
* Leadership and development of School Chaplains/Spirituality/ Chaplaincy team and ongoing support and M&E of their work.
* Develop provision for children of other Faiths and offer a programme of spirituality and multi-faith opportunities.
* Provide & coordinate enrichment opportunities that support moral, social, theological and spiritual flourish and map whole school provision.
* Develop and embed lay opportunities for staff and students as readers, altar servers, music ministry within the school or in the parish.
* Oversee CPD and formation for staff.
* To lead Virtues and RSE ensuring coherent curriculum across the school and all key stages that reflect our ethos & values.
* Lead on engaging parents and parish in Catholic Life and worship.
* Develop strong links with Trust, Diocese, Parishes, Catholic Primary Schools, clergy, YMT and other groups by representing the school at events and participating fully in planned activities.
* To ensure the Catholic life of the school is visibility promoted, including marking aspects of the liturgical year, prominence of religious identity and artefacts. Ensure Catholic life and worship are promoted in school Newsletters, social media, Trust and Diocesan/ national  press.
* Supporting Headteacher, SLT & Governors, as appropriate.
* Line management of Chaplain/Spirituality/ Chaplaincy team.
* Generic Leadership Team responsibilities (duties, visible presence, whole school events as directed by the Headteacher.

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 a manager to undertake work of a similar level that is not specified in this job description.