



## ST MICHAEL'S CATHOLIC HIGH SCHOOL

### DEPUTY HEADTEACHER: Academic JOB DESCRIPTION

**1. JOB TITLE:**

Deputy Headteacher - Academic

**2. JOB PURPOSE:**

The Deputy Headteacher is a member of the Senior Leadership Team and assists the Headteacher in managing and leading the school. In all aspects of the post, s/he must implement faithfully and effectively the Mission Statement, Aims and Policies of this Roman Catholic/Dominican school and must seek actively to promote its ethos within the academic and pastoral curriculum. Along with all members of the Senior Leadership Team, s/he will assist the Headteacher in running the school by contributing to management initiatives in matters of whole school policy, advising on appointments of new staff, contributing to decisions with regard to budgets, promoting initiatives in respect of own areas of responsibility, ensuring the day to day management of order and discipline in the running of the school so that high levels of behaviour and courtesy are maintained and a well ordered, aesthetic and encouraging learning environment for students is established.

Members of the Senior Leadership Team must be able to collaborate closely at all levels and sometimes in tasks outside their defined role. They must be equally prepared to substitute for one another and undertake, in the absence of the Headteacher, the professional duties of the Headteacher.

All members of the Senior Leadership Team are expected to:

- participate actively in the spiritual life of the school
- safeguard and promote the welfare of children
- assist in interviewing prospective parents and pupils
- be responsible for the wellbeing of all staff
- monitor and administer budgets in all areas of responsibility
- contribute to reports and Governors' meetings as necessary
- act as excellent professional role models at all times
- be proactive in maintaining and reinforcing our standards and expectations

**3. ACCOUNTABLE TO:**

Headteacher

**4. ACCOUNTABLE FOR:**

The Deputy Headteacher has accountability in the following areas:

4.1 All aspects of the Academic Curriculum

4.2. Improving academic outcomes

Allocation of particular responsibilities is subject to review to support developing and changing school needs and to give all members of the Senior Leadership Team a range of experiences, which will enrich their professional development and prepare them for Headship.

**5. KEY ACCOUNTABILITIES:**

5.1. Accountable for the spiritual and academic development of students in line with the mission statement, school motto and school ethos.

5.2. Accountable for the day-to-day organisation and efficient running of the school.

5.3. Deputise for the Headteacher and be the lead professional for all school matters in his absence.

**KEEPING CHILDREN SAFE**

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

**6. KEY TASKS:**

6.1. Contribution to the spiritual and academic development of students in line with the Mission Statement, school motto and school ethos.

6.2. Responsible for the ongoing development of the curriculum offer at all key stages.

6.3. Lead and manage the creation and implementation of a strategic improvement plan to ensure the continued raising of academic standards

6.4. Plan for effective monitoring, evaluation and reporting and review to secure progress and school improvement.

6.5. Responsibility for ensuring appropriate curriculum pathways are in place at the key transition points of KS3 into 4 and KS4 into 5.

6.6. Organisation of the Year 11 Intervention and Revision Programme.

- 6.7. To plan and manage the curriculum and staffing model, taking into account future needs, succession planning and financial sustainability
- 6.8. Report to Governors with relevant information relating to Assessment, Reporting and School Self Evaluation.
- 6.9. To Line Manage the timetabling team and maintain strategic oversight of the overall timetable.
- 6.10. To Line Manage the Data Officer.
- 6.11. Line Management, oversight, monitoring and support of a year group and identified departments.
- 6.12. Line Management of the AHT responsible for Teaching & Learning
- 6.13. Contribute to the development of the School Self Evaluation Form.
- 6.14. Contribute to the development of the School Improvement Plan.
- 6.15. To lead the Performance Management and appraisal process for all teaching staff

**Note: The Headteacher may vary the above in accordance with the skills and experience of the successful postholder and the wider Senior Leadership Team**