



Diocese of Leeds
St Mary's Catholic
Primary Academy

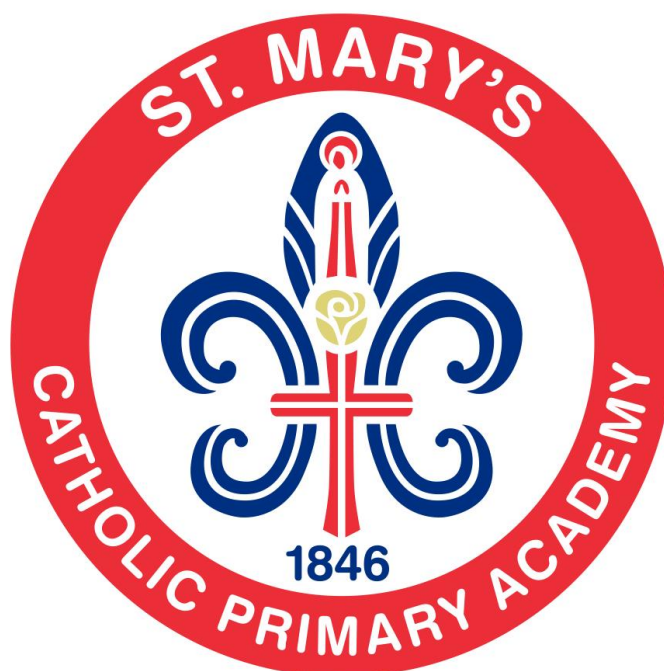


Part of the Blessed Peter Snow Catholic Academy Trust

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Deputy Headteacher

Job Description

DEPUTY HEADTEACHER JOB DESCRIPTION

INTRODUCTION

St Mary's Catholic Primary Academy has been designated by the Secretary of State as a school 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, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the Deputy Headteacher of any school is to work with the Headteacher to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic Faith. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

The Diocese, Trust and Academy Council acknowledge the importance of the role of the Catholic Deputy Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. In particular, further specific opportunities will be made available to help prepare and develop the successful candidate towards headship of a Catholic school.

This appointment is with the Trust of the school under the terms of the Catholic Education Service contract signed with the Trust as employers. The Trust will appoint a practising Catholic who can show by example and from experience that he or she will ensure that by working closely with the Headteacher the school is distinctively Catholic in all aspects. The appointment is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

SHAPING THE FUTURE

The strategic direction and development of the school stems from the educational mission of the Church which is reflected in the school's ethos, Mission Statement and School Development/Improvement Plan.

Main Tasks/Actions

To work with the Headteacher:

- To ensure the Catholic vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school and parish community(ies) to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- To demonstrate the vision and values in everyday work and practice.
- To motivate and work with others to create a shared culture and positive climate that reflects the mission of the Church in education.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.
- To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large and the mission of the Church in education.
- To teach groups of pupils as and when required.
- To attend Academy Council meetings as a non-voting member

LEADING LEARNING AND TEACHING

In a Catholic school the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The Deputy Headteacher works with the Headteacher to secure and sustain effective learning and teaching throughout the school.

Main Tasks/Actions:

To work with the headteacher:

- To ensure a realistic consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative responsive and effective approaches to learning and teaching in line with the school's Mission Statement.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole school community.
- To implement strategies which secure high standards of behaviour and attendance for pupils.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic school the role of the Headteacher and Deputy Headteacher is one of leadership of a learning community rooted in faith. Leadership should take Christ as its inspiration and management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Main Tasks/Actions

To work with the headteacher:

- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's Mission Statement.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and takes responsibility for own personal development.
- To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.
- To be an outstanding role model in terms of attendance, professionalism, work ethic, personal appearance, positivity and ambition to always improve.

MANAGING THE ORGANISATION

To work with the headteacher:

- To create an organisational structure which reflects the school's Catholic

Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements.

- To produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives,
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school.
- To implement successful performance management processes with all staff.
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

In a Catholic school the Headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. The Headteacher supports the Academy Council in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with national legislation. The Deputy Headteacher supports the Headteacher in these tasks and will, by default, fulfil these responsibilities in the absence of the Headteacher.

Main Tasks/Actions:

To work with the headteacher:

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a Catholic school ethos which enables everyone to work

collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to school achievements and to take account of feedback from others.

STRENGTHENING COMMUNITY

In a Catholic school the Deputy Headteacher and the Headteacher share responsibility for the mission of the school and the wider diocesan educational system and as such are therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague heads and deputies together with agencies such as CAFOD, Family Life and Youth Ministry as and when appropriate.

- To build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.
- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,

- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools.
- To co-operate and work with relevant agencies to protect children.

SPECIFIC RESPONSIBILITIES

The deputy headteacher will be designated the following responsibilities for the first year of the appointment but this may be subject to change:

- Deputy Designated Safeguarding Lead
- Curriculum, Teaching and Learning and Assessment
- Professional development for staff.
- Line management of ETA's, Lunchtime Supervisors, KS1 staff and the Assistant Headteacher for Curriculum Development.
- Timetables/Rotas
- Working with parents and the community to improve outcomes for children particularly in attendance.
- Assisting in the development and implementation of intervention groups to support pupil outcomes
- Induction of new staff
- Be the SLT link for staff who are managing positive behaviour strategies for pupils who present with challenging behaviours.