



‘Live, love and learn in a caring Christian community’

Deputy Headteacher **Job Description**

Main purpose:

- Under the direction of the Headteacher, formulate the aims and objectives of the school
- Undertake the professional duties of Deputy Headteacher reasonably delegated by the Headteacher
- Undertake the professional duties of Headteacher in the event of their absence
- Meet the expectations set out in the Headteachers’ and Teachers’ Standards
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)
- Promote the safeguarding of all pupils, including ensuring that all safeguarding policies and procedures are adhered to.

The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

In addition to the duties of a classroom teacher:

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher.

- Promote and enhance the Catholic Mission of the school.
- Manage staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
- Provide leadership and management of teaching and learning throughout the school
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school
- Work closely with the Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils
- Be an active participant of the schools’ senior management team

Catholic Life and Mission:

- Under the direction of the Headteacher, promote and enhance the Catholic ethos of the school.
- Provide leadership for the school’s response to Catholic Social Teaching.

- Take responsibility for the school's RJED response.
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Religious Education:

- Ensure the Religious Education curriculum is inspiring and well-structured.
- Provide a model for highly effective teaching and learning of Religious Education.
- Monitor and evaluate the effectiveness of teaching and learning in Religious Education, including providing regular CPD.

Prayer and Worship:

- Collaborate with the parish priest and other members of the community to provide rich opportunities for prayer and worship throughout the liturgical year.
- Provide a model for excellence in facilitating worship sessions for pupils, staff, parents and the wider community.
- Monitor and evaluate the effectiveness of prayer and worship provision.

Teaching and Learning:

- The role includes a teaching commitment, alongside the expectation that the post-holder will be a role model for high quality teaching, including preparing, planning, delivering and assessing the pupils' learning.
- Demonstrate the principles and practice of effective teaching and learning.
- Provide support and challenge for staff through analysing pupil attainment and progress data.
- Ensure a consistent and continuous school-wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Guide in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.

Behaviour and Attitudes:

- Model highly effective behaviour management in daily teaching.
- Under the direction of the Headteacher, promote positive behaviour throughout the school, including monitoring and analysing behaviour incidents.
- Provide support for staff members in managing behaviour in line with the school's behaviour policy.

Whole-school organisation, strategy and development:

- Work under the direction of the Headteacher to ensure the school's vision is clearly articulated, understood and acted upon effectively by all
- Demonstrate the vision and values of the school in everyday work and practice
- Assist the Headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/ or pupil development to secure coordinated outcomes

- Create costed subject development plans which contribute positively to the achievement of the school development plan, and which actively involves staff in its design and execution
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures

Safeguarding and Catholic Commitment Statement

This post is subject to Enhanced DBS clearance.

- The postholder is required to support and actively promote the Catholic mission of the school and to uphold the teachings and values of the Catholic Church in all aspects of school life.

General Notes

- The responsibilities set out herein are subject to the general duties and responsibilities contained in the Headteacher's Teacher's standards and statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher.
 - These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed.
 - These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.
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- Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.



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Deputy Headteacher **Person Specification**

Key: A = Application Form L = Letter/Statement R = References I = Interview

The role of the Deputy Headteacher in a Catholic School MUST be filled by a practising Catholic and will be subject to positive and supportive Catholic faith reference from a priest acting on behalf of the parish where the candidate normally worships.

1. Training and qualifications

Essential

- Qualified Teacher Status. (A)
- Degree. (A)

Desirable

- Professional development or training undertaken in preparation for senior leadership. (A/L/R)
 - NPQH/SL or equivalent qualification (or enrolled on a programme) **or** serving Assistant/Deputy Headteacher in a maintained school. (A/L)
- Catholic Certificate of Religious Studies or equivalent or willingness to undertake further Catholic formation as required by the Diocese (A/L/I)

2. Faith commitment

Essential

- Practising Catholic (A/L/R/I)
- Personal commitment to the Catholic faith, including an ability to articulate how faith is lived out (A/L/R/I)
- Understanding of the distinct nature of Catholic schools and the unique rewards and challenges that this brings (I)

Desirable

- Prior experience of leadership within a Catholic school (A/I)

3. Experience of teaching and Educational Leadership

Essential

- Proven track record of outstanding classroom practice (A/L/R/I).
- Ability to demonstrate positive impact across the whole school (A/L/R/I).
- Experience leading at least one Key Stage (A).

- Experience of evaluating teachers' performance in accordance with Ofsted framework. (A/L/R/I)
- Current and demonstrable successful experience of dealing with challenging performance needing improvement, or poor conduct, with demonstrable positive outcomes. (A/L/R/I)
- First rate instincts for Safeguarding and pupil safety. (A/L/R/I)
- Other leadership and management experience: for example: (A/L/R/I).
 - a. Experience of successfully dealing with difficult staffing issues.
 - b. Experience in team leadership.
 - c. Experience in curriculum planning and school development, including pastoral development.
 - d. Experience in working with external agencies.
 - e. Experience of timetabling/organisational planning, monitoring and evaluation, data analysing and target setting.

Desirable

- Prior experience as a Deputy/Assistant Headteacher.

4. Personal and professional qualities and attributes

The successful candidate will be able to provide evidence of personal capacity to:

Essential

- Emotional stability and strength. (A/L/R/I)
- Emotional intelligence to always get the best out of colleagues, even in challenging situations. (A/L/R/I)
- To be able to present positively, with energy, persuasion and passion, to a range of audiences. (A/L/R/I)
- First rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a deep understanding and experience of the personal challenges of senior leadership in a faith school. (A/L/R/I)
- Diplomacy, the ability to promote harmony, and excellent inter-personal skills. (A/L/R/I)
- Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure. (I/R)
- Aware of the need for, and use of, appropriate channels of communication. (L/R/I)
- Communicate effectively with a range of audiences and in a range of media. (L/R/I)
- Convey personal enthusiasm and commitment. (L/R/I)
- Be honest. (A/L/R/I)
- Be trustworthy and caring. (L/R/I)
- Forensic attention to detail. (A/L/R/I)
- Build and maintain effective relationships. (L/R/I)
- Prioritise, plan and organise themselves and others. (L/R/I)
- Seek and take account of the views of others. (L/R/I)
- Develop effective teamwork. (L/R/I)

- The ability to promote and publicly represent St. Mary's in the best possible light on every occasion. (A/L/R/I)

5. Application form

Essential

- Application form should be completed in full. (A)
- Supporting statement should be clear and concise. (L)
- Supporting statement should address the job description and criteria in the person specification. (A)

6. Confidential references and reports:

Essential

- Positive recommendation from current employer or Headteacher. (R)
- A second professional reference. (R)
- DBS check (prior to appointment).