



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Deputy Headteacher

Saint Benedict Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Saint Benedict CVA is a Catholic school and is part of the Catholic Church. It is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times, the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects (please see the diocesan guidance document *Catholic Schools and the Definition of a Practising Catholic*).

This job description is based on the key areas identified in the *Headteachers' Standards* (2020). It recognises the role of the deputy headteacher in sharing responsibility for the leadership of the school.

Where specific responsibilities have been agreed for the deputy headteacher in key areas, it is recommended that these are added to this document.

Reporting to: Headteacher

Responsible for: Behaviour, attendance and leadership of year heads

Grade/Salary: Leadership Scale 19 - 26

Contract Type: Permanent

Hours: 32.5

Location: Saint Benedict CVA

Main purpose

The core purpose of the deputy headteacher in a Catholic school is to assist the headteacher to set and implement the strategic direction of the school and to provide professional leadership and management to drive the achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.



St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection.

Duties and responsibilities

Ethics and Professional Conduct

- Catholic deputy headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and his beatitudes¹ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude, and practical wisdom. Catholic deputy headteachers are expected to meet the *Teachers' Standards* and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic deputy headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

- Catholic deputy headteachers support the headteacher in their role as custodians of diocesan schools and as such embody the abundant hope that the Church has placed in education. Catholic deputy headteachers also support the headteacher with their task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic deputy headteachers:
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 - Build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God² and at all times observe proper boundaries appropriate to their professional position.

¹ The Gospel of Matthew 5:3-12

² The Book of Genesis 1:26-27



- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue³ and the Church's Social Teaching⁴.
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel.

➤ As leaders of their Catholic school community and profession, deputy headteachers:

- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in the Church and society by behaving ethically, fulfilling their professional responsibilities, and modelling the virtues of a good citizen of the Kingdom of God.
- Uphold their obligation to give account and accept responsibility.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
- Make a positive contribution to the wider education system within and without the Catholic sector.

The Headteachers' Standards

School culture

➤ The Catholic deputy headteacher will work with the headteacher to:

- Recognise the authority of the diocesan bishop at all times in relation to the provision of education in the diocese.
- Establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and CMAT, those responsible for governance and through consultation with the school community and the diocese.

³ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁴ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.



- Create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish.
- Uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁵ and which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment which recognises an individual's dignity as made in the image and likeness of God.
- Ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity, and the pursuit of excellence.

Teaching

➤ The Catholic deputy headteacher will work with the headteacher to:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full⁶.
- Ensure effective use is made of formative assessment.

Curriculum and assessment

➤ The Catholic deputy headteacher will work with the headteacher to:

- Ensure a broad, structured, and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values, and virtues that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and diocesan networks and communities.

⁵ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all 5. Moral principles

⁶ The Gospel of John 10:10



- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour

➤ The Catholic deputy headteacher will work with the headteacher to:

- Establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules, and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair, and respectful approaches to managing behaviour.
- Ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen.

Additional and special educational needs and disabilities

➤ The Catholic deputy headteacher will work with the headteacher to:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching⁷.
- Establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

⁷ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity



Professional development

➤ The Catholic deputy headteacher will work with the headteacher to:

- Ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team, and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisational management

➤ The Catholic deputy headteacher will work with the headteacher to:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds reflecting the school's Catholic mission.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.

Continuous school improvement

➤ The Catholic deputy headteacher will work with the headteacher to:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.



- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working in partnership

➤ The Catholic deputy headteacher will work with the headteacher to:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, CMAT, diocese and the local community.
- Commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Governance and accountability

➤ The Catholic deputy headteacher will work with the headteacher to:

- Understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility.
- Establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ-centred vision of human formation.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Wider Responsibilities

➤ Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Headteacher.



- Comply and assist with the development of policies and procedures relating to behaviour, attendance, uniform and any other areas associated with the wider Pastoral care of pupils and their families as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

Other areas of responsibility

- Take responsibility for the production of the school's act of worship calendar in conjunction with the Chaplain
- Represent Saint Benedict at Derby City Behaviour Leads meetings
- Line manage the Damascus Centre, our alternative provision
- Line manage and support the schools EWO and attendance team
- Line manage and support the school's Isolation Room manager
- Complete referrals for pupils to the Fresh Start and Fresh Start Plus Programmes
- Complete risk assessments for those pupils on part-time timetables
- Keep a register of all pupils on part-time timetables and those accessing Alternative Provision and review regularly
- Liaise and meet with nominated link Governor for Behaviour and attitudes

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Deputy Headteacher

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Faith Commitment	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	✓		A
	Secure understanding of the distinctive nature of the Catholic school and Catholic education	✓		A
	Understanding of the leadership role in spiritual development of pupils and staff	✓		A
	Experience of leading school worship	✓		A
	Involvement in parish community		✓	A
Qualifications and Training	Qualified teacher status	✓		A
	Degree	✓		A
	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	✓		A
	Recent experience in a Catholic school		✓	A
	Experience of teaching in more than one school		✓	A
	Experience of monitoring staff performance		✓	A
	Knowledge and understanding of current educational issues		✓	A
	Postgraduate level qualification		✓	A
	Successive completion of diocesan leadership programme		✓	A
Professional Development	Evidence of appropriate professional development for the role of deputy headteacher	✓		A



	Evidence of recent leadership and management professional development	✓		A
	Evidence of appropriate safeguarding training	✓		A
School Leadership and Management Experience	To have substantial and current experience as a middle leader	✓		A
	To have had active and effective leadership of a team/key stage/curriculum area/department	✓		A
	To have taken an active involvement in school self-evaluation and development planning	✓		A
	To have implemented and developed a whole school initiative	✓		A
	To have had responsibility for policy development and implementation	✓		A
	To have had experience of and ability to contribute to staff development (e.g., coaching, mentoring, INSET for staff)	✓		A
Experience and Knowledge of Teaching	Significant teaching experience	✓		A
	To have a knowledge and understanding of all key stages in the school	✓		A
	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		A
Personal Qualities	Flexible in terms of working hours and duties	✓		A
	Able to communicate effectively	✓		A
	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A
	Uphold and promote the Catholic ethos and values of the school	✓		A
	Commitment to maintaining confidentiality at all times	✓		A
	Commitment to safeguarding, equality, diversity, and inclusion	✓		A



Application Form and Supporting Statement	The form must be fully completed and legible	✓		A
	The supporting statement should be clear, concise (within the required word count) and related to the specific post	✓		A

Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____