



# St John's Catholic Primary School



## Job description

### Deputy Headteacher

**Salary:** L11-L18

**Contract type:** Full-time (permanent)

**The role of Deputy Headteacher is a reserved post within a Catholic school and as such, will be filled by a practising Catholic.**

### Main purpose

The deputy headteacher, under the direction of the Co-Headteachers, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Deputising in the Co-Headteachers' absence

### Duties and responsibilities of Deputy Headteacher

- Under the direction of the Co-Headteachers:
- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear Catholic values and moral purpose, and focusing on providing excellent education for all pupils
- Enhance the distinctive nature of the school, promoting high standards in the quality of Religious Education and provision for prayer and liturgy.
- Build positive relationships with all members of the school community, ensuring that strategic planning promotes a culture of respect and acknowledges and celebrates the diversity, values and experience of the school and the community
- Seek training and continuing professional development to meet own needs and to ensure the school remains up to date and at the forefront of current practice
- Contribute to the development, organisation and implementation of the school's curriculum ensuring that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs and pupil premium
- Track school data trends and monitor progress across particular areas and cohorts, in order to hold others to account and demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Lead the development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and high standards of behaviour.
- Lead the strategic focus on improvement of children's attendance and punctuality, with a particular focus on disadvantaged and vulnerable groups

- Safeguard and promote the welfare of children and young people as Designated Safeguarding Lead supported by the Deputy DSLs and Pastoral team
- Develop and monitor coherent processes and systems, in conjunction with the other members of the senior leadership team
- Hold all staff to account for their professional conduct and practice
- Contribute to an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Have a presence around the school and at school events, in co-ordination with others in the Senior Leadership Team
- Monitor progress towards the achievement of the school's aims and objectives
- Line manage, review, quality assure and performance manage departments and areas of the school as relevant to leadership responsibilities
- Work to support the Governing Body by providing information, objective advice and regular reports and to attend Full Governing Body meetings as required
- Ensure that all working practices reflect the Catholic ethos and values of the school
- Comply with the school's health and safety policy and undertake risk assessments as appropriate

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 deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role or willingness to undertake such training</li> <li>• CCRS (desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience across Primary</li> <li>• Involvement in school self-evaluation and school development planning</li> <li>• Successful leadership and management experience leading directly to improvements</li> <li>• Line management experience</li> <li>• Experience of coaching and mentoring</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weakness</li> <li>• Communication skills: the ability to make points clearly and understand the views of others</li> <li>• Decision making skills: the ability to solve problems and make decisions</li> <li>• Teamwork: the ability to work collaboratively and to build effective relationships with others</li> <li>• Self-management skills: the ability to plan time effectively and organise oneself well</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A practising Catholic, committed to supporting the ethos and values of the school</li><li>• A commitment to ensuring the best experience and outcomes for all pupils</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Possess a solution focused approach and a positive attitude to change and development</li></ul>
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This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_